

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 17, 2017

SUBJECT: Discussion/Approval of the following 2017-2018 Hidalgo County Head Start Program Plans:

- a. Child Nutrition Services
- b. Education Services
- c. Family Services
- d. Health Services
- e. Human Resources
- f. Mental Health Services
- g. Special Services
- h. Transition Services
- i. Transportation Services

RATIONALE/NEED: The Program Plans must be approved annually to comply with the Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: 2017-2018 Program Plans

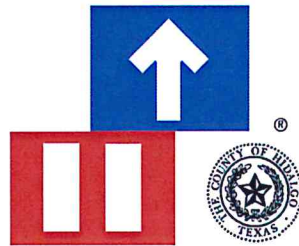
INITIATED BY: Department Directors

REVIEWED BY: Nora S. Munoz, Assistant Director for Programmatic Services
Edmundo Garcia, Assistant Director for Operations

EXECUTIVE DIRECTOR'S APPROVAL: *Leresa Flores*

CHILD NUTRITION SERVICES PLAN

HIDALGO COUNTY HEAD START PROGRAM



CHILD NUTRITION SERVICES PROGRAM PLAN 2017 – 2018

ADVISORY COMMITTEE APPROVAL: 04.27.17
POLICY COUNCIL APPROVAL:
COMMISSIONERS' COURT APPROVAL:

HIDALGO COUNTY START PROGRAM

Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To implement a plan that addresses children's cultural and developmental needs, and accommodates feeding requirements of each child with special dietary needs, and children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Menus developed will reflect:				
1. Culture and ethnic preferences, which will broaden the child's nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on on-going bases.	-Child Nutrition Director -Education Area Directors -Health Services Director -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers	-On-going monitoring	-Menus
2. Food preference surveys will be completed by parents and staff and reviewed by Child Nutrition Department staff.				
3. A nutrition care plan for children with disabilities will be prepared and will include menu changes, special feeding equipment and food modification.	-All of the Above and -Special Services Director	-All of the Above and -Special Services Director -Special Services Coordinator -Disability Aides	-As needed -Yearly Self Assessment -On-going monitoring	-Therapeutic Diet Menus

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will prepare and provide breakfast, lunch and PM snack utilizing USDA meal pattern amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs. 2. Staff will implement the following meal/snack schedule: Breakfast 7:45 AM Lunch 11:30 AM PM Snack 2:15 PM Changes/modifications in meal times accommodated for children with disabilities where necessary.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Food Production Staff -Center Mangers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
3. Menus will reflect one vitamin C source daily and one vitamin A source three times per week along with the Texas Department of Agriculture recommended modifications (August 14, 2009) initiative "Promoting Healthy Eating and Physical Activity for a Healthier Lifestyle". Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.	-All of the above	-All of the above	-August thru May (Daily)	-Menus -TDA Form 1530 (Daily Meal Production Record)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To serve quantities and kinds of food which must conform to recommend serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will ensure that required serving size and quantity of foods be served. Menus will reflect as follows: Breakfast: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving. Lunch: milk 6 oz., vegetable or fruit ½ c., grains/bread ½ serving, meat/meat alternate 1 ½ oz. PM Snack: select 2 of 4 components (milk, vegetable or fruit, grains/bread, meat/meat alternate)	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians	-August thru May (Daily)	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To serve food that is high in nutrients and low in fat, sugar and salt.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Meat: Lean (90/10 ground beef, 90/10 top boneless sirloin, boneless / skinless chicken breast). Milk: Unflavored, fluid, 1% fat. Vegetable: Frozen or fresh (no canned vegetables). Fruit: Canned fruit is packed in its natural juice or is fresh. Grains/Bread: Must be whole grain.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Procurement Director	-August thru May (Daily) -On-going monitoring	-Menus -Food orders -Requisitions -Purchase orders -Invoices -Food labels -TDA Form 1530 (Daily Production Record)

HIDALGO COUNTY START PROGRAM

Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to all children who have not received breakfast at arrival time at the center.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread items, juice and milk to provide to all late comers breakfast as well.	-Child Nutrition Director -Child Nutrition Coordinator -Head Cooks -Center Managers -Facilitator -Support Services Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers	-August thru May (Daily)	-TDA Form H1606 (Monitor Review)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To make safe drinking water available to children during the program day.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will dispense safe drinking water to children upon request during the program day. 2. Each Classroom will have water readily available in containers/fountains.	-Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Child Nutrition Coordinators -Health Director -Health Department Staff -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-On-going monitoring	-TDA Form H1606 (Monitor Review Notes)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.44 Child Nutrition

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child.

OBJECTIVE: To utilize funds from USDA food and consumer services child nutrition program as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The Finance Department Assistant Bookkeeper will produce a monthly-computerized listing of all TDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.	-Executive Program Director -Assistant Program Director -Child Nutrition Director -Finance Director -Assistant Bookkeeper -Procurement Director	-Child Nutrition Director -Finance Director -Procurement Director	-Monthly -October thru September fiscal year -On-going monitoring	-Requisitions -Purchase Orders -Budget -TDA Form 4502 (Claim For Reimbursement Worksheet)

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1302.31 Teach and the Learning Environment

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will implement snack and meal time in ways that support development and learning.

OBJECTIVE: To organize and structure learning opportunities for children during meal service and distribution.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Teachers will sit with children during family style meal service 2. Conversations will be related to meal provided. 3. Provide forum for children to talk to each other. 4. Allow children sufficient time to consume meal 5. Arrange and facilitate socialization of children during meal time 6. Extend learning unit activities during meal times.	-Child Nutrition Director -Child Nutrition Coordinators -Head Cooks -Education Area Directors -Health Services Director -Special Services Director -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Disability Aides -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Monitor Review) -Therapeutic Diet Menus as applicable

HIDALGO COUNTY START PROGRAM
Child Nutrition Program Plan

PERFORMANCE STANDARD: §1304.2 Monitoring

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will identify areas of noncompliance/deficiencies

OBJECTIVE: To monitor all nutrition outcomes to ensure compliance with all Performance Standards

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Nutrition staff will monitor all nutrition related activities using the following tools a. TDA Form H1606 b. Daily Meal count Attendance Record-Alternate form 1535 c. Special Diet Log d. Classroom Meal Observation e. Children's Records Monitoring Tool (Child Nutrition Services) f. Daily Kitchen Self-Inspection Checklist g. Center Monitoring Worksheet h. Child Nutrition Monitoring Notes	-Child Nutrition Director -Child Nutrition Coordinator -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers - Custodians	-Child Nutrition Director -Child Nutrition Coordinators -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians	-August thru May (Daily) -Annual Self-Assessment -On-going monitoring	- Cycle Menu -TDA Form 1606 (Monitor Review) -Therapeutic Diet Menus as applicable

EDUCATION SERVICES PLAN



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Subpart C – Education and Child Development Program Services

1302.30 Purpose

All programs must provide high-quality early education and child development services, including for children with disabilities that promote children's cognitive, social, and emotional growth for later success in school. A center-based or family child care program must embed responsive and effective teacher-child interactions. A home-based program must promote secure parent-child relationships and help parents provide high-quality early learning experiences.

All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) and support family engagement in children's learning and development. A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in:

- 1302.31 Teaching and the Learning Environment
- 1302.32 Curricula
- 1302.33 Child Screenings and Assessment
- 1302.34 Parent and Family Engagement in Education and Child Development Services
- 1302.92 Training and Professional Development
- 1304.11 Classroom Assessment Scoring System (CLASS)



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (a)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (a) To provide children with developmentally appropriate educational activities that addresses each child's own individual needs, including children with disabilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will participate in training and guidance on the proper implementation of the curriculum and makes modifications as necessary in order to ensure that activities are developmentally appropriate to help all children to achieve success.	Administrator for Education Education Area Directors	Center Manager Administrator for Education Education Area Directors	On-Going	Training Agendas Training Sign-in Rosters On-site Training and Technical Assistance (T/TA) Forms Monitoring Weekly Lesson Plans



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will build a trusting relationship with each child by: • Warm greetings • Using the child's name at all times • Communicating with the children in their primary language • Providing an environment that is safe and nurturing • Creating positive adult/child interaction • Promoting critical thinking and problem solving • Developing Social Emotional, Behavior and Language Development	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Center Monitoring Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will encourage self-control by setting clear, consistent limits, and establishing realistic expectations by: - Involving children in establishing classroom rules - Providing positive guidance and reinforcement - Establishing high expectations - Giving positive praise and encouragement - Implementing the Positive Behavior Support (PBS) Strategies - Engaging in positive interactions between teachers and children in the CLASS domain of classroom organization	Teachers Assistant Teachers	Center Managers Education Area Directors Mental Health Counselor	On-Going	Center Monitoring Form PBS forms CLASS Observation Tool



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will encourage children to respect the feelings and rights of others by : - Showing respect to each child by listening and responding to individual needs and addressing their peers by name. - Providing the children with the opportunity to come together as a group (circle time, outdoor play) to enhance their social emotional skills. - Being positive role models by using please, thank you and excuse me. - Targeting the domain of emotional support in CLASS - Using PBS	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Center Monitoring Tool Classroom Observation Tool Abbreviated Form (CLASS) Observation Tool



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(i) To encourage development of trust, independence and self-control that enhances each child's individual strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will support and respects home language, culture and family composition of each child in ways that support the child's mental health and well-being by: - Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families enrolled in the program - Supporting Cross-Cultural Responsiveness and Ethnic backgrounds	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Center Monitoring Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(ii)To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center staff will receive an up-dated alignment document consisting of: • Texas Pre-K Guidelines • HSELOF • Frog Street Pre-K Curriculum • Resources – Picturing America, Kindness Curriculum, Nutrition Lesson • Kindermusik School Readiness Goals are established based on most recent available data to meet the needs of the program and aligned with the HSELOF.	Education Area Directors Center Managers Center Classroom Staff	Program Director Assistant Program Director Administrator for Education Education Area Directors	On-Going	Curriculum and Resources Alignment Guide HSELOF



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(ii) To provide children with developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages birth to five and the School Readiness Goals, including children with special needs

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will plan and implement daily activities using developmentally appropriate activities from research based resources to provide a well-balanced program of instruction for all children including children with disabilities.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Classroom Monitoring Checklist Weekly Lesson Plans
To enhance the quality of the instruction, the Program has provided the following Resources: • Frog Street Pre-K Curriculum • Planning Guide • CIRCLE Manual • Journeys Early Literacy & Technology Program • HSELOF • Kindness Curriculum • Head Start Picturing America • Kindermusik	Teachers Assistant Teachers	Center Manager Education Area Directors	On-Going	Curriculum and Resources



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(iii) To analyze and aggregate data to continuously ensure children's progress through different sources to meet School Readiness Goals and areas designated by the Head Start Early Learning Outcomes Framework: Ages birth to five.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will monitor formal and informal assessment data and child individual plans (CIP)	Education Area Director Center Manager Teacher	Program Director Assistant Program Director Administrator for Education Administrative Team	On-Going	Analysis of Learning Accomplishment Profile (LAP-D) Scores DECA CIP
With parent input, a CIP is developed to individualize experiences, instructional strategies, and services to meet the needs of each child.	Classroom Staff	Program Director Assistant Program Director Administrative Team Education Staff Center Managers	On-Going	Analysis of LAP-D Scores Speech Screener DECA CIP



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (1) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(1)(iv) To provide for the development of cognitive skills of children by encouraging each child to organize their experiences to understand concepts and to develop appropriate skills in literacy, numeracy, reasoning, problem solving and decision making to form a foundation for school readiness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will use developmentally appropriate strategies and effective teaching practices to encourage the children to learn concepts and skills in critical areas such as: science, social studies, language, literacy, numeracy, art, music/movement etc.	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Weekly Lesson Plan CLASS Observation Tool LAP-D Skills Box



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (2) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(2)(ii) To implement a program that recognizes bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will support and respect home language, culture and family composition of each child in ways that support the child's mental health and well-being by: • Presenting activities and concepts to children in their primary language • Ensuring that all materials and activities in the classroom reflect acceptance and support of the different composition and ethnic background of the families enrolled in the program • Supporting Cross-Cultural Responsiveness and Ethnic backgrounds	Teachers Assistant Teachers	Mental Health Counselor Education Area Directors Center Managers	On-Going	Center Monitoring Form
The classroom teacher will take into account the dominant language of the children in her/his group when presenting activities and having conversations with them.	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Weekly Lesson Plans Classroom Monitoring Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (2) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (b)(2)(ii) To implement a program that recognizes bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will provide a print rich environment by labeling furniture and items in the classroom; such as doors, shelves, chairs, in both English and Spanish (door-puerta, chair-silla).	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Early Literacy Checklist
The classroom teachers will use the language experience approach to provide materials and opportunities for children to write and see their spoken words (chart tablets, writing center, labeling of children's work/creations, daily news and journals).	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Center Monitoring Form
Classroom teachers will implement a dual language approach, teaching the content areas in the child's primary language of instruction.	Teachers Assistant Teacher	Education Area Directors Center Manager	On-Going	Center Monitoring Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (b) (2) (i)(ii)(iii)(iv)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (2)(b)(iii) To provide bilingual services for all classroom.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff will be selected and screened to ensure they are highly qualified, nurturing, and sensitive to cultural differences.	Human Resources Staff Education Area Directors Head Start Policy Council	Program Director Administrator for Human Resources	On-Going (as positions are needed)	Job Application Resume Human Resources Files



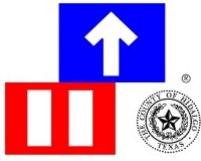
Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (c)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (c)(2) To ensure teachers implement well-organized learning environments with developmentally appropriate schedules, lesson plans, indoor and outdoor learning experiences that provide adequate opportunity for choice, play, exploration and experimentation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Weekly Lesson Plan will reflect the following types of activities/opportunities: • Small group • Large group • Individualization • Child Initiated • Adult Initiated The daily schedule is flexible and allows for spontaneous learning, child initiated and teacher directed activities; which also includes activities for Dual Language Learners (DLL) and children with disabilities.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Daily Schedule Classroom Monitoring Checklist



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The teacher will arrange learning centers, offers materials, provides time for children to participate in, and plans activities which are developmentally appropriate for children in the group to encourage: • Open ended questioning • Experimentation and exploration • Self/directed play and observation • Frequent conversations • Repetition and Extension activities • Social Development • Language Development Note: This pertains to the CLASS Domains	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Center Monitoring Form Weekly Lesson Plans CLASS
The classroom teacher will plan and prepare for field trips which are relevant to the curriculum units and which encourage exploration and questioning.	Teachers Assistant Teachers	Education Area Directors Center Managers	Fall and Spring	Field Trip request form Permission Slip



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The teacher will arrange the classroom into learning centers, provides materials that are readily available, and plans activities which are appropriate for the children's age and stage of development. The recommended Learning Centers are: • Math/Science • Pretend and Learn • Construction • Writing Center • Computer Center • Art Center • Library and Listening • Music Center Note: Depending on the classroom space, the number of learning centers will vary and will be rotated on a systematic schedule and must be print rich.	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Weekly Lesson Plans Daily Schedule Center Monitoring Form



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Performance Standard: 1302.31 (d)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (d) To provide age appropriate equipment, materials, supplies and physical space for indoor and outdoor learning environment, including functional space and accessible to children with special needs.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will plan and provide developmentally appropriate activities for the children to encourage the use of their fine motor skills and eye/ hand coordination and make adaptations for children with special needs. Note: This pertains to the CLASS domain of Classroom Organization.	Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Weekly Lesson Plans CLASS



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Performance Standard: 1302.31 (e)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure Teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework, (HSELOF), including children with disabilities.

Objective: (e)(1) To implement age appropriate approach to accommodate children's need to nap or rest.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will provide a nap or rest period with an alternative quiet learning activity.	Classroom staff	Center Manager	On-Going	Weekly Lesson Plans



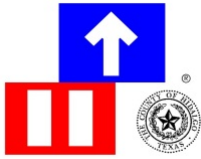
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Performance Standard: 1302.31 (e)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (e)(2) To implement snack and meal times in ways that support development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Snack and meal time will be structured and used as learning opportunities that support teaching staff-child interactions. Practicing family style serving where local health departments allow it. Using the "Helping Hands" and similar management charts in the classroom. Provide sufficient time for children to eat. Do not use food as a reward or punishment and not force children to finish their food.	Classroom staff	Education Area Directors Center Managers	On-Going	Weekly Menu Weekly Lesson Plans Discipline and Guidance Policy



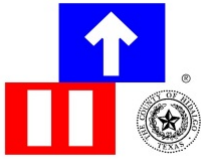
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Performance Standard: 1302.31 (e)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (e)(3) To provide routines and transitional activities that strengthen development learning, and skill growth.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will follow a daily schedule and provide consistent routines to ensure that the children know at all times what is happening in the classroom. A daily schedule with pictures is posted at children's eye level in each classroom.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Daily Schedule
The classroom teacher will implement transitional songs based on unit of study to help children recognize signs of preparing for or completing a task. NOTE: This pertains to the CLASS domain of Classroom Organization.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Daily Schedule Weekly Lesson Plans CLASS Observation Tool



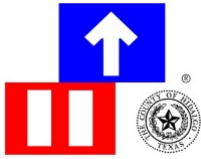
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Performance Standard: 1302.31 (e)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must ensure teachers and other relevant staff provide responsive care, effective teaching and an organized learning environment that promotes healthy development and children's skill growth aligned with Head Start Early Learning Outcomes Framework (HSELOF), including children with disabilities.

Objective: (e)(4) To provide time, indoor and outdoor space, equipment, materials, and adult guidance for active play and movement to support the development of each child's gross motor skills.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The daily schedule will include time for guided, independent, indoor, and outdoor activities for the development of gross motor skills. It is recommended to include outdoor play both in the morning and in the afternoon time. Some of the equipment used includes: climbing apparatuses, tricycles, swings, balance beams, musical instruments, etc.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Weekly Lesson Plans Center Monitoring Form Daily Schedule
The classroom teacher will be actively involved with the children during games and motor development activities to ensure a safe and active learning.	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Center Monitoring Form



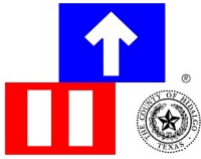
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Performance Standard: 1302.32 (a)(1)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(i) To provide a scientific valid research-based curricula and have standard training procedures and curriculum materials to support implementation.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will plan and implement daily activities using developmentally appropriate teaching strategies from research based resources to provide a well-balanced program of instruction	Teachers Assistant Teachers	Center Managers Education Area Directors	On-Going	Classroom Monitoring Checklist Weekly Lesson Plans
To enhance the quality of instruction, the Program will provide the following Resources: • Frog Street Pre-K Curriculum • Planning Guide • Center for Improving the Readiness of Children for Learning and Education (CIRCLE) Manual • Journeys Early Literacy & Technology Program • HSELOF • Mental Health/Kindness • Head Start Picturing America • Kindermusik	Teachers Assistant Teachers	Center Manager Education Area Directors	On-Going	Curriculum and Resources



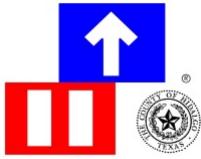
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Performance Standard: 1302.32 (a)(1)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(ii) To align the School Readiness Goals with the required Head Start Early Learning Outcomes Framework (HSELOF) document specified by office of Head Start and communicate the purpose and rationale to the staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center staff will receive an up-dated alignment document consisting of: • Texas Pre-K Guidelines • HSELOF • Frog Street Pre-K Curriculum • Other Resources School Readiness Goals are established based on most recent available data to meet the needs of the program.	Education Area Director Center Managers Center Classroom Staff	Program Director Assistant Program Director Administrator for Education	On-Going	Curriculum and Resources Alignment Guide



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Performance Standard: 1302.32 (a)(1)(i)(ii)(iii)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(1)(iii) To provide an organized developmental scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will implement Frog Street Pre-K Curriculum which contains an organized scope and sequence and integrates instruction across developmental domains and early learning disciplines.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Frog Street Manual and Resources
Teachers will be provided with a resource binder that includes lesson plans, activities and materials aligned with the Frog Street Pre-K Curriculum.	Center Managers	Center Managers Education Area Directors Administrator for Education	On-Going	Curriculum Binder



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Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Teachers will be provided with professional Staff Development in the following areas: • HSELOF • CLASS Observation Tool • LAP-D Assessment Testing Data Analysis • Curriculum and Alignment • Frog Street Lesson Plan • Dual Language Learners • Effective Teaching Practices/Strategies in Early Childhood Classrooms • Special Needs Children	Education Area Directors	Administrator for Education Staff Development Director	On-Going	Training Sign-in Roster Training Handouts Certificates Staff Development Training/Questionnaire
Teacher will be monitored on a daily basis to ensure Implementation with curriculum fidelity, consistency, frequency and intensity to ensure children's mastery of skills	Center Manager	Administrator for Education Education Area Directors	On-Going	Classroom Visit Log Classroom Observation Abbreviated Form



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Performance Standard: 1302.32 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM implements a developmentally appropriate researched-based early childhood curricula, including additional curricular enhancement as appropriate.

Objective: (a)(2) To support staff to effectively implement curricula with fidelity and provide support, feedback and supervision for continuous improvement.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
New teachers and experienced teachers in need of assistance will be provided with training, technical assistance and support to ensure a high quality of instruction. The following training opportunities will be provided: • Beginning Teacher Series • New Employees Orientation • NCQTL – Engaging Interactions and Environments In-service Suites • Practice Based Coaching (PBC) - Mentoring and Coaching Program • Curriculum fidelity implementation is monitored by reviewing lesson plans, daily classroom visits and providing feedback as needed.	Education Area Directors Center Manager	Administrator for Education	On-Going	Training Sign-in Roster Training Handouts Certificate Staff Development Training/Questionnaire
The classroom teacher will modify and/or enrich the curriculum (as needed) in order to meet the needs of all children.	Teachers Assistant Teachers	Center Managers Education Area Director	On-Going	Weekly Lesson Plans CIP



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Performance Standard: 1302.33 (a)(1)(2)(3)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (a)(1) To use all available resources and methods to ensure that quality services are provided to each child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher, with cooperation from parents/guardians and other professional consultants as necessary, will meet to identify any developmental concerns. • Parent Interviews • Assessments / Screening data • Teacher observations • Teacher progress notes	Teachers Parents Educational Consultants	Center Manager Education Area Directors Administrator for Education	Within 45 days of enrollment On-Going	CIP Progress Notes Observations Assessment Results



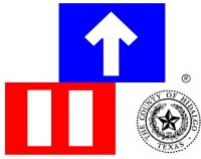
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Performance Standard: 1302.33 (a)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (a)(2) To administer a research-based developmental standardized screening to determine how the program can best address each child's individual needs

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will assess the developmental level of each child upon their entry into the program using the following researched-based instruments: • LAP-D • DECA	Teachers Assistant Teachers	Center Managers Education Area Directors Special Services Director Mental Health Counselor	At time of enrollment within 45 days for Pre As needed thereafter for MID & Post	LAP-D Assessment Language Survey DECA Instrument Speech Screener
The classroom teacher will discuss the results of all the screenings and assessments after each administration with the parents / guardians in their dominant language. Together they develop an Individual Plan for their child.	Teachers Assistant Teachers	Center Managers Education Area Directors	Three times a year after each assessment Fall–Spring Home Visit	LAP-D Assessment Results Parent/Teacher Conference Home Visit Form



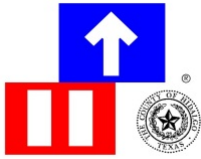
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Performance Standard: 1302.33 (a)(3)(i)(ii)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (a)(3)(i)(ii) To utilize information from developmental, sensory and behavioral screening, ongoing observations, medical and dental evaluations, and insight from parents to determine if a child needs further evaluation from local agency responsible for implementing IDEA.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom staff will engage parents in discussing information gathered from observations, physicals, screenings, assessments, etc. to plan for individual needs.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	Upon Enrollment (within 45 or 90 days)	Physical Exams Classroom Observation Assessment Instrument (LAP-D, DECA)
The classroom staff will observe the children during classroom activities and records progress and or changes. The data gathered is shared with parents during parent conferences, home visits, etc.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Progress Notes Home Visits Parent/Teacher Conference Form
The classroom staff and other relevant staff will partner with child's parents and the Local Education Agency to support families through the formal evaluation process.	Teachers Assistant Teachers Support Service Assistants Center Manager	Education Area Directors Administrator for Education	On-Going	Inter-Agency Referral Form



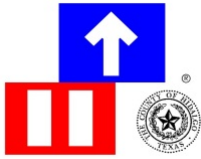
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Performance Standard: 1302.33 (b)(1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (b)(1)To individualize activities of all children, including children with disabilities and plan according to their individual needs and strengths.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will group the children based on data gathered from assessments according to specific needs and levels of development aligned to the goals described in the HSELOF.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	LAP-D Assessment Results Weekly Lesson Plans Individual Educational Plan (IEP)
The teacher will provide activities to help children grow and respond to their individual needs and strengths.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	LAP-D Assessment Results Weekly Lesson Plans IEP
The classroom teacher will provide children with individualized assistance during small group activity and throughout the day as needed to meet their specific needs.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	LAP-D Assessment Results Weekly Lesson Plans IEP



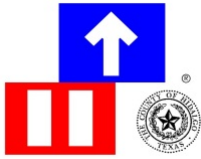
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Performance Standard: 1302.33 (b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (b)(2) To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The children will be grouped according to their developmental level and will be provided with activities to help them meet their educational needs.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Weekly Lesson Plans LAP-D Assessment and Reports
Parents will be provided home activities for their child reinforcing their individual skill development areas.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Take-home Activities Form LAP-D Assessment and Reports



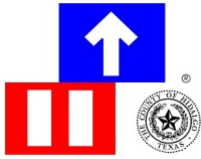
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Performance Standard: 1302.33 (b)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (b)(2)To support each child's individual patterns of development and learning.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
With parent input, a CIP will be developed to individualize experiences, instructional strategies, and services to meet the needs of each child.	Teachers Assistant Teachers	Center Manager Education Area Director Administrator for Education	On-Going	Analysis of LAP-D Scores Speech Screener DECA CIP IEP
Data from screenings and assessments will be gathered to make informed decisions on children's progress.	Teachers Assistant Teachers	Center Manager Education Area Director Administrator for Education	On-Going	LAP-D DECA Speech Screener



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Performance Standard:1302.33 (b)(3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (b)(3) To provide children with activities and experiences to enhance their growth and development.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will use a variety of screening/assessment instruments, progress notes, observation notes, and individual plans to support the children's learning and developmental progress.	Teachers Assistant Teachers	Center Managers Education Area Directors	Within 45/90 Days of Enrollment On-Going	LAP-D Assessment Report CIP Classroom Observation Notes Progress Notes Progress Reports DECA
If warranted, a child will be referred to local agencies responsible for implementing Individuals with Disabilities Education Act (IDEA) for a formal evaluation.	Teachers Assistant Teachers Center Managers	Education Area Directors Administrator for Education Special Services Dept.	On-Going	Inter-Agency Referral Form



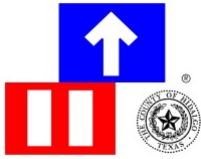
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Performance Standard: 1302.33 (c)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (c)(1)(2)(3) To provide children with developmentally appropriate screenings and assessments that address each child's individual needs including language and cultural backgrounds.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teachers will be selected and screened to ensure that they are highly qualified, nurturing and sensitive to cultural differences.	Education Dept. Human Resources Dept. Head Start Policy Council	Head Start Program Director Administrator for Human Resources Administrator for Education	On-Going	Job application Résumé Human Resources files Transcript/Interview
The classroom teacher will complete a language survey for each child entering the program which helps them to identify child's dominant language.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	Within three weeks of enrollment	Language Survey
The primary language of instruction and assessment for the child will be determined using the Language Survey.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Language Survey



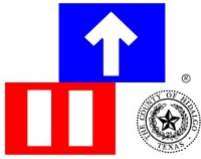
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Performance Standard: 1302.33 (c)(1)(2)(3)(4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM in collaboration with parents and with parental consent must complete a current developmental screening to identify concerns regarding a child's developmental skills within 45 days of enrollment.

Objective: (c)(3)(4) To provide children with developmentally appropriate educational resources that address each child as an individual with different rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Child's Individual Report will be shared with parents after each assessment in their dominant language.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going after each assessment	LAP-D Assessment Report Parent/Teacher Conference Home Visit Form
The program will hire an interpreter to conduct screening and assessments in conjunction with a qualified staff to accurately administer assistance to children whose dominant language is not English and Spanish including sign language.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	



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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(1) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents will have accessibility to our services and are encouraged to visit our facilities during hours of operation from 7:45 a.m. to 5:15 p.m.	Teachers Assistant Teachers Center Managers	Education Area Directors Family Services Staff	On-Going	Sign-in logs
Parent handbook will be is distributed during Parent's orientation and posted at the Center's Parent's Corner Bulletin, area.	Teacher Teacher Assistants	Center Manager	On-going	Parent Handbook Agenda Sign-In Logs



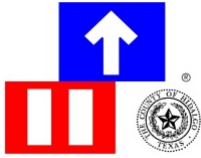
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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(2) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents will be provided with a bi-monthly Parent, Family and Community Engagement Framework (PFCEF) calendar of activities to enhance learning experiences at home.	Teachers Assistant Teachers Center Managers	Family Services Staff Education Area Directors Administrator for Education	On-Going	PFCEF Calendar of Activities
The classroom teacher and the parents will communicate regularly to discuss routines, children's behavior and developmental progress.	Teachers Assistant Teachers	Center Managers Education Area Directors Administrator for Education	On-Going	Home Visits Parent/ Teacher Conferences Progress Notes



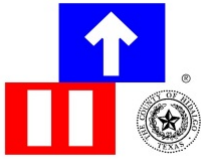
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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(3) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will conduct parent / teacher conferences three times a year and as needed to: - Inform parents of their child's progress and discuss results of any screening and assessment - Engage them in the development of their CIP	Teachers Assistant Teachers Center Managers	Education Area Directors Administrator for Education	On-Going	Parent/Teacher Conference Progress Report



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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(4) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Parents will be encouraged to participate in the Education Department Program Planning Process by being part of the Advisory Committee.	Center Managers Teachers Assistant Teachers	Education Area Directors Administrator for Education	April	Advisory Committee Minutes
Parents will be encouraged to share their ideas, books, music, and foods that are relevant to their culture through interviews, the "Suggestion Box" at the center, during their participation in lesson planning, home visits, annual nutrition contest and during the scheduled Parents/Teacher Conferences	Center Managers Teachers Assistant Teachers	Education Directors Administrator for Education	On-Going	Home Visit Record Parent /Teacher Conferences Suggestion Box Lesson Plan



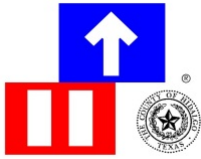
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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(5) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Classroom teachers will encourage parents to participate in classroom activities such as: • Special celebrations (Fall, Winter or Spring) • Preparing ethnic foods (Nutrition Contest) • Sharing music, stories, traditions, etc. • Art projects • Volunteering in the classroom and field trips	Center Managers Teachers Assistant Teachers	Education Area Directors Center Managers	On-Going	Volunteer Sign In Logs Weekly Lesson Plans



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Performance Standard: 1302.34 (a)(b)(1-8)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must structure education and child development services to encourage parents to engage in their child's education.

Objective: (a)(b)(7) To recognize parents as children's lifelong educators and to encourage them to become involved in their child's education and in the program's policies, procedures and educational services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The classroom teacher will conduct two home visits during the Fall and Spring semester. Additional home visits are done as needed throughout the program year.	Teachers Assistant Teachers Center Managers	Education Area Directors Administrator for Education	On-Going	Home Visit Form
If feasible, first home visits will be done before the beginning of the school year.	Teachers Assistant Teachers Center Manager	Education Area Directors Administrator for Education	On-Going	Home Visit Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.92 (c)(1)(2)(3)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(1)(2) To provide an intensive mentoring/coaching program to assist teachers in enhancing their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All classroom staff will be assessed to identify strengths and areas of needed support.	Center Managers Education Area Directors	Administrator for Education	On-Going	Lap-D Reports CLASS Observations
Staff will be provided intensive coaching as needed with additional support in the following areas as outlined in the HSELOF and the School Readiness Goals: - Approaches to Learning - Social and Emotional Development - Language and Literacy - Cognition - Perceptual, Motor and Physical Development	Center Managers Education Area Directors	Administrator for Education	On-Going	Training Agendas



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.92 (c)(1)(2)(3)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(3)(4) To provide an intensive mentoring/coaching program to assist teachers in enhancing their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will provide opportunities for all staff to receive intensive coaching through research based professional development aligned with program goals.	Center Managers Education Area Directors	Administrator for Education	On-Going	Training Agendas
Intensive coaching opportunities will be provided for identified staff aligned with the programs school readiness goals, curricula and professional development. - Practice-Based Coaching (PBC) model will be utilized - PBC is a cyclical process for supporting teacher's use of effective teaching practices that lead to positive outcomes for children	Education Area Directors	Administrator for Education	On-Going	Training Agendas PBC Model Manual



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.92 (c)(1)(2)(3)(4)(5)

Goal: The HIDALGO COUNTY HEAD START PROGRAM must implement a researched based, coordinated coaching strategy for classroom staff.

Objective: (c)(3)(4)(5) To provide an intensive mentoring/coaching program to assist teachers in enhancing their skills in effective teaching practices.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The program will implement two types of coaching formats: - Expert Coaches - Provide intensive coaching to teachers identified as Priority 1 and Priority 2 - Peer Coaches – assist teachers needing additional support identified as Priority 3 - <i>Priority teachers will be identified based on LAP-D and CLASS data analysis outcomes.</i>	Peer Coaches Center Managers Education Area Directors	Administrator for Education	On-Going	Lap-D Reports CLASS Observations PBC Model Manual Plan of Action
The program will provide on-going monitoring and communication between Coach, Center Manager, Area Director and any other relevant staff	Center Managers Education Area Directors	Administrator for Education	On-Going	
The program will ensure that the coaching model process and assessment results are not used solely to determine punitive actions for staff identified as needing support	Education Area Directors	Administrator for Education	On-Going	



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1304.11 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: (c)(1)To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the minimum threshold on any of the three CLASS domains.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Training will be provided for center managers, classroom staff and directors so that staff has full understanding of the Domains, Dimensions, Indicators and Behavior Markers of the CLASS instrument Training will be provided on Domains and teaching strategies to support each area is scheduled as needed. Staff will be informed of the Office of Head Start minimum threshold scores and strives to maintain or exceed the scores. - Emotional Support™ Score of 4.00 - Classroom Organization™ Score of 3.00 - Instructional Support™ Score of 2.00	Education Area Directors Center Managers Center Classroom Staff	Program Director Assistant Program Director Administrator for Education	On-Going	CLASS Tool



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1304.11 (c)(1)(2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: (c)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program meets the Minimum Standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms																				
The program will assure that it does not fall within the lowest 10 % score across all CLASS Domains. <i>(unless)</i> The average of all Domains is equal to or above the Standards of Excellence Score of 6 OHS CLASS Descriptive Statistics, 2016 National Grantee-Level Scores by Domain <table> <tr> <th>Domain</th><th>Mean</th><th>Standard Deviation</th><th>Minimum</th><th>Maximum</th></tr> <tr> <td>Emotional Support</td><td>6.00</td><td>0.29</td><td>4.95</td><td>6.77</td></tr> <tr> <td>Classroom Organization</td><td>5.73</td><td>0.35</td><td>4.67</td><td>6.55</td></tr> <tr> <td>Instructional Support</td><td>2.83</td><td>0.52</td><td>1.62</td><td>5.17</td></tr> </table>	Domain	Mean	Standard Deviation	Minimum	Maximum	Emotional Support	6.00	0.29	4.95	6.77	Classroom Organization	5.73	0.35	4.67	6.55	Instructional Support	2.83	0.52	1.62	5.17	Education Staff	Program Director Assistant Program Director Administrator for Education	On-Going	CLASS National Statistics Report
Domain	Mean	Standard Deviation	Minimum	Maximum																				
Emotional Support	6.00	0.29	4.95	6.77																				
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Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1304.11 (c)(2)

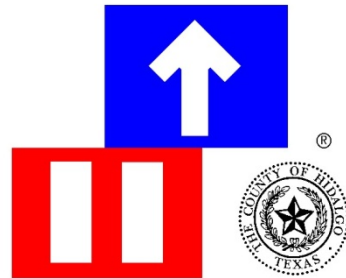
Goal: The HIDALGO COUNTY HEAD START PROGRAM engages in ensuring that an average score across all classrooms do not fall below the minimum thresholds on any of the CLASS domains.

Objective: (c)(2) To communicate to all parties involved in the CLASS observation tool and classroom strategies ensuring that the program does not fall below the Standards of Excellence.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
To reach Standards of Excellence, the Hidalgo County Head Start Program will: - Continues to monitor using aggregated data assuring success in all systems and programs being implemented. - Staff Development planning will be utilized based on results analysis and teacher trainings will be focused and intentional.	Education Staff	Administrator for Education	On-going	CLASS Reports LAP-D Scores Plan of Action Training Agendas

FAMILY SERVICES PLAN

Hidalgo County Head Start Program



Family & Community Partnerships Program Plans 2017– 2018

Family Services Advisory Committee Approval: 04.27.17
Hidalgo County Policy Council Approval:
Hidalgo County Commissioners' Court Approval:

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 Family Engagement.

Goal: To integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development including environment.

Objective: To develop approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will ensure that systems, supports and resources are in place to address professional development, continuous improvement, program environment and partnerships related to family well-being. The Program will incorporate goals related to family well-being into agency work plans and strategic planning. The Program will develop relationships with community members and community organizations that support families interests and needs. The Program will implement the PFCE Framework Self-Assessment, the Monitoring Protocol, the Family Engagement Survey (FES), the LAP-D, and the C.L.A.S.S. Assessment to identify and understand the effectiveness of family-staff relationships with respect to teaching and learning.	All Head Start Staff Teachers Center Managers Support Services Staff	Area Directors Family Services Director Area Directors Family Services Director Executive Team	Ongoing	Program Plans for all services Family Partnership Agreements Self-Assessment FES Surveys PFCE Framework

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (1) Family Engagement Approach

Goal: To recognize parents as their children’s primary teachers and nurturers

Objective: To implement intentional strategies to engage parents in their children’s learning and development.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will provide parents with ongoing training such as Exploring Parenting, monthly parent meetings, parent conferences, etc. that also fosters development of being life-long educators. The Program will incorporate goals related to families as life-long educators into agency work plans and strategic planning. The Program will collaborate with school systems to support and empower families in their continued role as their child’s life-long educators. Include teacher/teacher’s assistants in parenting education sessions so parents and teachers can share information about child learning and development, and program curriculum.	Teachers Center Managers Support Services Staff	Education Area Directors Family Services Director Executive Team	Daily Ongoing	Exploring Parenting Agenda Monthly Parent Committee Meetings/Reading Initiative Program Family Partnership Agreements PFCE Framework

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (2) Family Engagement Approach

Goal: To develop relationships with parents and structure services to encourage trust and respect

Objective: To identify and implement parent activities to focus on trust and respect.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
Opportunities for sharing information with parents to discuss needs will be provided throughout the year, such as... - Family Partnership Agreement Meetings - Parent Committee Meetings - Parent Workshops - Volunteer Training - Parent Conference - Exploring Parenting - Parent Curriculum Training - Parent Fair The Family Partnership Agreement and other meetings with families will take place in the language of their choice. Special emphasis will be placed on respecting each family's diversity, and cultural and ethnic background.	Center Managers Support Services Staff	Education Area Directors Family Services Director Family Services Coordinators	Within 90 days of enrollment Follow-up Ongoing	Family Strengths and Needs Assessment Family Partnership Agreement

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (3) Family Engagement Approach

Goal: To collaborate with families using the family partnership process

Objective: To identify and assess family needs, interests, strengths, goals, services and resources that support family well-being.

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will implement the Family Partnership Process, using the Family Engagement outcomes, to identify individual family strengths and needs. The Program will conduct periodic follow-ups on the goals and objectives of the Family Partnership Agreement to assist families in meeting their needs.	Support Services Staff	Family Services Director Family Services Coordinators	Ongoing	PFCE Framework Family Partnership Agreement Referrals

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (4) Family Engagement Approach

Goal: To enable parents the opportunities to participate in the program as employees or volunteers

Objective: To engage parents in volunteer activities, training opportunities, leadership roles etc, and facilitate employment process.

Task To Be Accomplished	Person Responsible	Person Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will assist parents to volunteer in Advisory Committees for all program departments comprised of parents and community members to assist in the development and review of the program. Parents will be provided access to job placement notices posted at all Head Start Centers. The interview and selection rating system specifically will provide additional points for prospective applicants if they are Head Start parents. Parents will be trained as volunteers during the Volunteer Training. Parents will be recruited to volunteer at the center, in different areas including the classroom, the office or as center committee officers.	Executive Director Department Directors Center Managers Support Services Staff	Department Directors Family Services Department	Ongoing	Program Plans Department Procedures Manual Advisory Committee Minute Report Interview Rating Form Volunteer Training Conference Program

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (5) Family Engagement Approach

Goal: To provide family engagement services which address language and security needs

Objective: To develop process to address individual family needs.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will utilize the family's primary language and culture diversity to share information in a safe environment. All information will be distributed to parents is in the family's preferred language. Monthly parent meetings, workshops, and trainings will be conducted in family's preferred language, to include a sign-language interpreter if needed.	Center Managers Teachers Support Services Staff	Department Directors Family Services Staff	Ongoing	Parent Meeting Information Workshop/Training Sign-In PFCE Framework

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.50 (b) (6)

Goal: To implement procedures for teachers, home visitors, and family support staff to share information using a coordinated approach

Objective: To share information and plan engagement strategies collaboratively for parents.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program staff will conduct staffings, parent/teacher conferences, home visits, and other parent interviews throughout the year to share information. The Program will share information with parents during home visits and when reviewing LAP-D assessments, and Deca Surveys as well as health and nutrition information.	Support Services Staff Teachers Center Managers Department Directors	Department Directors Family Services Coordinators Mental Health Counselor	August thru May	Staffing Documentation Parent/Teacher Conference Info PFCE Framework

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E- Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.51 (a) Parent Activities to Promote Child Learning and Development

Goal: To share responsibility with parents for their children’s early learning and development goals and implement family engagement strategies to foster parental confidence and skills.

Objective: To develop activities to support child/parent relationship, attendance and bilingualism.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The program will offer opportunities for parents to engage in their child’s daily learning, acknowledging parents as lifelong educators. To include: Nutrition Contest Read Aloud Literacy Program Graduation Ceremonies Volunteering at Centers The program will develop strategies and activities in the classrooms for consistent attendance by providing incentives. Parents will participate as advocates and leaders for their children’s attendance. The program will provide training and resources for parents about the benefits of bilingualism and biliteracy. Such as: Training Parents to Read Language of the Day Lending Library	Teachers Assistant Teachers Support Services Staff	Center Managers Support Services Staff Department Directors Family Services Coordinators	Ongoing	PFCE Framework Daily Attendance Reports Take-home Activities Family Services Readiness Goals Activities Exploring Parenting Curriculum

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.52 (a) Family Partnership Services

Goal: To implement a family partnership process for parent engagement

Objective: To provide activities which support family well-being, child learning and development, services for children with disabilities.

Tasks To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will implement a family partnership process as early in the program year as possible and continue for as long as the family participates in the program, based on parent interest and need, using the Family Engagement Outcomes. The Program will link families with support systems and resources and conduct intentional follow-up to determine their effectiveness. The Program will utilize curriculums to support child learning and development. Teacher/Parent interviews will be held to address children's individual needs. Such as: DECA Lap-D Frog Street Kinder Music Kindness Curriculum Positive Behavior Support Special Services Nine Weeks Progress Reports	Support Services Staff Teachers Center Managers	Center Managers Family Services Department Department Directors	August thru May	Family Partnership Agreement FPA Tracking Log PFCE Framework Referral form and Referral form Follow-ups Community Resource Directory Parent Fair Agenda Special Services Progress Reports Conference Notes

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.52 (b) Identification of Family Strengths and Needs

Goal: To identify family strengths and needs

Objective: To implement a process to assess strengths and needs that include: family well-being, positive parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community and families as advocates and leaders.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will implement the Family Partnership Agreement that offers parents opportunities to develop family goals and outline responsibilities, timetables and intentional strategies for the progress and achievement of these goals. The program will utilize a parenting program curriculum to support parenting strategies to address family needs. The program will conduct periodic follow-up to verify timely and effectiveness of services. The program will provide training for parents as advocates and leaders for their centers. • Volunteer Training • Leadership Conference • Governance Institute • Advisory Committees	Center Managers Support Services Staff	Executive Program Director Asst. Program Directors Department Directors	Ongoing	Family Partnership Agreement Referral forms and Follow-up forms HCHS Program Calendar Exploring Parenting

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.52 (c) Individualized Family Partnership Services

Goal: To individualize family partnership services

Objective: To address family interests and needs, achieve family engagement outcomes and jointly develop process to share and review individual goals.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program's Family Partnership Agreement process will be initiated as early as possible after enrollment, taking into account the family's readiness and willingness to participate in the process. The Program's Family Partnership Agreement will offer parents opportunities to develop family goals and outline responsibilities, time tables, and strategies for the progress and achievement of these goals using the PFCE Framework. Emergency and/or crisis assistance will be made accessible & available to all families in need through referrals or other resources and services.	Center Managers Support Services Staff Teachers	Department Directors Executive Team	Upon entering employment status Ongoing	Confidentiality Policy Personnel File Preservice Training Staff Development Workshops Program Calendar PFCE Framework

**HIDALGO COUNTY HEAD START PROGRAM
FAMILY SERVICES DEPARTMENT PROGRAM PLAN
Subpart E-Family and Community Engagement Program Services
2017 – 2018**

Performance Standard: 1302.52 (d) Existing Plans and Community Resources

Goal: To address any existing plans and available community resources to meet family needs.

Objective: To establish and implement a process to review existing plans and identify other community resources to avoid duplication of services.

Task To Be Accomplished	Person Responsible	Responsible To Monitor	Projected Date of Completion	Documents or Forms
The Program will implement the Family Partnership Process and address any pre-existing family plans that have been developed between other programs. If such a plan exists, a request for the release of information form will be initiated, in order to avoid duplication and to coordinate, to the extent possible, with families and other agencies. Program staff will conduct an in-person interview and review information provided during the Family Partnership Process. If a family has an existing plan in place, program staff will collaborate and support family's needs and goals.	Support Services Staff Center Managers	Department Directors Family Services Coordinators	Within 90 days of enrollment Follow-up Ongoing	PFCE Framework Family Partnership Agreement FPA Follow-up Referral Information

HEALTH SERVICES PLAN



Hidalgo County Head Start Program Health Services Program Plan 2017 – 2018

Performance Standard: 1302.40 (a) Purpose.

Goal: To provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally and linguistically appropriate.

Objective: To support each child's growth and school readiness.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will refer the parent/guardian to local clinics and health professionals who provide services at reduced fees or who will accept Medicaid to provide comprehensive health services that include the following: <u>Screens:</u> Vision/Hearing/Strabismus ** <u>Physical Examination:</u> Head to toe assessment performed by U.S License Professional <u>Vitals:</u> Temperature, pulse, respirations, blood pressure, height, weight, BMI (body mass index) <u>Immunizations:</u> Up to Date (*To include Tuberculin Skin Test) <u>Dental Exam:</u> Periodic and comprehensive evaluation every six months.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed Screens within 45 days of enrollment Annual Exam or every twelve months Immunizations prior to first day of school	Physical Exam Screens Child Health Summary Child Immunization Record
2. Health Services Advisory Committee (HSAC) along with staff will inform all health providers including managed care organizations about full scope of services provided to Head Start children. * Includes T.B. Skin Test With Date, Results And Signature. ** Certified Center staff will provide vision/hearing screens as needed	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Annual	Provider Contracts



Hidalgo County Head Start Program Health Services Program Plan 2017 – 2018

Performance Standard: 1302.40 (b) Purpose.

Goal: To establish and maintain a Health Services Advisory Committee.

Objective: To include Head Start parents, professionals, and other volunteers from the community into decision-making process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Health Services Staff will maintain a relationship with members of the Health Services Advisory Committee.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	Ongoing	Health Services Procedures Manual
2. Health Services Staff will collaborate with Health Services Advisory Committee as needed.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
3. Health Services Staff will communicate any changes to the Health Services Advisory Committee.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
4. Health Services Staff will work together by supporting each other's goals.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing	Health Services Procedures Manual
5. Health Services Advisory Committee will meet at a minimum, once a year.	Health Services Director Health Services Staff Health Services Advisory Committee Members	Health Services Staff Health Services Director	As needed Ongoing Yearly	Health Services Procedures Manual Head Start Performance Standards



Hidalgo County Head Start Program Health Services Program Plan 2017 – 2018

Performance Standard: 1302.41 (a) Collaboration and communication with parents.

Goal: To collaborate with parents as partners in all actions for the health and well-being of their children.

Objective: To collaborate with parents in linguistically appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will encourage the parent/guardian to participate in the daily health lessons.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
2. The program will encourage the parent/guardian to accompany their child during the exams and screening procedure.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
3. The program will encourage the parent/guardian to participate in all related health activities.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule
4. The program will explain and inform the parent/guardian the purpose of health procedures and exams the child will receive throughout the school year.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Parent Orientation Daily	Health Lesson Daily Schedule



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.41 (b) (1) Collaboration and communication with parents.

Goal: To obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the program.

Objective: To encourage parent or legal guardian to allow the program to provide health services for their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will obtain consent from the parent/guardian prior to exams and screening procedures. At this time all screens, exams and immunizations needed for their child will be explained to the parent/guardian.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
2. A copy of all results will be given and explained to the parent/guardian.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Consent for Screens Referrals Standard Non-Standard Results Action Plan for Asthma or Seizure
3. The program will acquire documentation when the parent/guardian refuses authorization for services.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Refusal of Medical Services and Dental Services Family Contact Notes
4. The program will explain to the parent/guardian the importance of the health services and the consequences of refusal.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment As needed	Refusal of Medical Services and Dental Services Family Contact Notes



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.41 (b) (2) Collaboration and communication with parents.

Goal: To share with parents the policies for health emergencies.

Objective: To notify to parent/guardian all emergencies involving their child.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. In case of an emergency involving a Head Start child, the program will notify the parent/guardian immediately. If the parent/guardian is unavailable, the staff will notify the emergency contact. A notice of illness or injury will be sent home with the child. Documentation will also be written in the family contact notes and an incident report will be sent to administration. • Medical Emergency Procedures will be followed and reviewed/updated by the Health Advisory Committee on a yearly basis. • Staff trained in First Aid/CPR will administer First Aid/CPR as necessary. • Staff will seek medical assistance from 911 and preferred physician listen on child's emergency form. • Staff will notify Health Services Director within 24 hours of an emergency. • Health Services Director and nurses will be called for guidance as necessary.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Ongoing As needed	Notice of Injury/ Illness Family Contact Notes Accident/Incident Report



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.42 (a) Child health status and care.

Goal: To consult with parents and determine whether each child has continuous and accessible health care within 30 days after the child first attends.

Objective: To determine a child's source of healthcare.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will ask parent/legal guardian which medical insurance child has. If child has no insurance the program will assist families in accessing a source of care and health insurance.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Within 30 Days of Enrollment & Ongoing	Medical Insurance Form Community Health Directory
2. The program will inform parent/guardian at monthly meetings about availability of health resources.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Monthly	Community Health Directory
3. The program will initiate the referrals for health services for children/families when needed.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Ongoing, as Needed	Referrals
4. The program will empower parent/guardian to follow-up on referrals made for health services.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Ongoing, as Needed	Referrals



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.42 (b) (1) Child health status and care.

Goal: To ensure up-to-date health status.

Objective: To obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will collaborate with the parent/guardian to secure information from the primary health care provider regarding the health status (immunization record, current treatments, etc.) of the child. • Collaboration with parents will be done by meetings, telephone conferences, home visits and health notices as needed.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry
2. The program will assist parents to follow the requirements of child wellness used by the Early and Periodic Screening Diagnosis and Treatment (EPSDT) program of the Medicaid agency in Texas.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry
3. The program will assist parents to follow the immunizations issued by the Centers for Disease Control and Prevention and the recommendations of the Health Services Advisory Committee (HSAC) or community health providers.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Annually	Physical Exam Dental Exam Immunization Record Vision/Hearing Screen Imm-trac Registry



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.42 (b) (2) Child health status and care.

Goal: To obtain or perform evidence-based vision and hearing screenings.

Objective: To obtain or perform vision and hearing screenings within 45 days after the child first attends the program.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff certified by The Texas Department of State Health Services will provide vision and hearing screens within 45 calendar days after the child first attends the program and as needed.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager Nurse	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school Within 45 days after the child first attends the program Annually	Physical Exam Form Record Vision/Hearing Screen



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.42 (b) (4) Child health status and care.

Goal: To identify each child's nutritional health needs.

Objective: To coordinate and assess any nutritional needs from health records.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will identify any special dietary requirements or food allergies and address them accordingly. Food allergies will require an anaphylaxis plan and a special menu signed by a U.S. board-certified physician. Health Services will collaborate with Child Nutrition to ensure all plans and special menus are in place.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Manager Nurse	Center Managers Executive Team Nurse Health Services Director	Prior to first day of school As needed Annually	Physical Exam



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.42 (c) Child health status and care.

Goal: To ensure every child has ongoing care.

Objective: To help parents continue to follow recommended schedules of well-child and oral health care by implementing periodic observations to identify any new or recurring developmental, medical, oral or mental health concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will monitor the children's health records on a regular basis to ensure that they are in compliance with their recommended schedule of well child care. If they lack in their schedule measures will be taken to update them.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking
2. The program will discuss with the parents the importance of prevention and well child care via letters, parent conference, appointments, monthly parent meetings, etc.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking
3. The program will educate the parent/guardian on Medicaid services and how to advocate for the delivery of quality health services by asking the parent to attend health appointments with child and ask questions on services.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	At enrollment Monthly As needed	Appointment Letters Parent Notices Referrals Promis Tracking



Hidalgo County Head Start Program Health Services Program Plan 2017 – 2018

Performance Standard: 1302.42 (d) Child health status and care.

Goal: To ensure every child has extended follow-up care.

Objective: To facilitate further diagnostic testing, evaluation, treatment, and follow-up plan by a licensed or certified professional for each child with a health problem or developmental delay by tracking referrals and monitoring follow-up plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will inform the parent/guardian of health concerns and/ or referrals made by Head Start provider during physical and/ or dental exam.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
2. The parent/guardian will inform the staff of any health concerns expressed during the exam done by their primary physician.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
3. The program will refer and follow-up on any abnormal conditions or suspected health problems. The referral will be initiated immediately and the follow-up within 30 days of referral date.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure
4. Staff/Nurses will develop and implement an (IHP) Individualized Health Plan for those children with identified health needs.	Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Physical Exam Dental Exam Screen results Family Contact Notes Action plan for Asthma or seizure



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.42 (e) Child health status and care.

Goal: To use program funds for professional medical and oral health services when no other source of funding is available.

Objective: To arrange for the use of program funds if needed and provide written documentation of the efforts to access other available sources of funding.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will refer non-Medicaid parents/guardians to community health resources for assistance.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
2. Hidalgo County Head Start Program will require a denial letter for assistance from the community resource. For example, a Medicaid letter stating reason for denial of services before agreeing to pay.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes
3. The parent/guardian will be instructed if no insurance is available that they must then apply for public assistance prior to Hidalgo County Head Start disbursing payment.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment	Denial Letter Approval for payment Family Contact Notes



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.43 Oral health practices.

Goal: To promote effective oral health hygiene.

Objective: To ensure all children with teeth are assisted by appropriate staff or volunteers in brushing their teeth with toothpaste containing fluoride once daily.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Children will brush teeth after breakfast by wetting toothbrush and rinsing with water. After lunch children will brush their teeth using fluoride toothpaste.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
2. The dental curriculum will reinforce the importance of brushing their teeth after meals.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
3. The parent/guardian will be provided with information on dental care at monthly meetings.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks
4. The parent/guardian will sign consent for daily tooth brushing.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers Teachers Assistant Teachers	Center Managers Executive Team Nurse Health Services Director	Daily Ongoing	Consents Form for use of Toothpaste Daily Health Checks



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.46 Family support services for health, nutrition, and mental health.

Goal: To collaborate with parents to promote children's health and well-being.

Objective: Will provide medical, oral, nutrition and mental health education support services that are understandable to individuals.
Will provide opportunities for parents to learn about preventive medical and oral health care, emergency first aid, environmental hazards, and health and safety practices.
Will assist parents' navigation through health systems to meet the general health and specifically identified needs of their children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will review health records on a regular basis to ensure medical and dental concerns be completed and addressed in a timely manner.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference
2. The program will encourage the parent/guardian to become active partners thru the following: - Promote preventive health care via newsletter, conferences and workshops. - Introduce the parent/guardian to community health resources and assist them in becoming clients. - Encourage the parent/guardian by empowering them to take their child for medical and dental appointments. - Encourage and remind the parent/guardian to keep a copy of all health records in a safe place for transitional purposes. - Encourage the parent/guardian to participate on the Health Services Advisory Committee.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Monthly As needed Parent Orientation	Family Contact Notes Referral Follow up Parent Conference



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (1) (vi) Safety practices.

Goal: To establish, train staff on, implement, and enforce a system of health and safety practices to ensure children kept safe at all times.

Objective: To ensure facilities where children are served are equipped with safety supplies that are readily accessible to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will make sure that a well-stocked first-aid kit is available at all times.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check
2. The program will carry a first-aid kit any time the children and staff are away from the center.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check
3. The program will stock and monitor the inventory of first-aid supplies on a regular basis.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	First-Aid Monitor Check



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (4) (i) (c) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

Objective: To ensure the safety of children by providing staff with training in administration of medication.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will administer, handle and store all medication in accordance with the programs policy and procedures.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Consent for Administration of Medication Observation Notes Procedures Manual Technical / Training Form Delegation of Tasks Action Plan for Asthma or Seizure



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (5) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

Objective: To ensure all staff and consultants follow appropriate practices to keep children safe during all activities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff, parent/guardian and volunteers will have ongoing training on safety practice for both home and program settings. This training will be provided by community agencies.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety
2. Children will be involved in practicing safety practices through daily lessons, classroom activities, field trips and etc.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Technical Training Sign Newsletter Lesson Plan Emergency Policies Classroom Safety



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (5) (i) Safety practices.

Goal: To provide all staff with regular child contact with initial orientation training and ongoing training in health, safety and child care requirements.

Objective: To report suspected or known child abuse and neglect.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will report all suspected causes of abuse and neglect to the appropriate agency immediately.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Mental Health Coordinator Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
2. Staff will fill out the suspected abuse and neglect form and write a summary of what occurred.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
3. All information will be kept strictly confidential and under lock and key.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form
4. Staff will receive annual training from local agencies and the health department on reporting suspected abuse and neglect.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Suspected Abuse and Neglect Form



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To ensure exposure to blood and body fluids are handled consistent with standards of Occupational Safety Health Administration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff and volunteers will read sign and abide by the Sanitation and Infection Control Policy. This form will be filed in the employee's record or volunteer folder.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy
2. Staff will ensure that a copy of the Sanitation and Infection Control Policy is posted on the Health Bulletin Board located in every classroom.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy
3. Staff will have ongoing training on Universal Precautions.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May	Sanitation and Control Policy



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (6) (i) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To ensure appropriate toileting, hand washing, and diapering procedures are followed.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will do the following when diapering: • Ensure child's safety at all times. • Change diaper on an elevated, non-porous surface used only for changing diapers. • Talk to infant/toddler/child while diapering. • Note anything unusual in the child's diaper. • Change diapers at regular intervals and/or as needed. • Always use Universal Precautions.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As Needed	Diapering Policy



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (6) (iii) Safety practices.

Goal: To ensure all staff systematically and routinely implement hygiene practices.

Objective: To ensure exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Gloves are made available to all staff and will be worn in contact with spills of blood or other visible bodily fluids. Centers are provided Bio-Hazard kits for proper clean-up of such incidents.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy
2. Spills or bodily fluids will be cleaned and disinfected immediately as per professionally established guidelines (Standards of Occupational Safety Health Administration). Any tools used to clean such spills will also be cleaned and disinfected immediately. Other blood contaminated materials will be disposed of in a plastic bag with a secure tie.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy
3. Hands will be washed after every given use.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	August thru May As needed	Sanitation and Infection Control Policy



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (7) (i) Safety practices.

Goal: To ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To be knowledgeable and aware of health measures, emergency measures and safety practices through training provided by the health staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure
2. The Health Advisory Committee will help establish emergency policy and procedures by revising "Health Emergency Bulletin" annually.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Seizure
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures How to handle medical/dental emergency Action Plan for Asthma or Anaphylaxis Seizure



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

Performance Standard: 1302.47 (b) (7) (i) & (vi) Safety practices.

Goal: To ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To provide staff with policies and plans of action for emergency care.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will post policies and plans of action for emergencies that require rapid response on part of the staff (e.g., a child choking) or immediate medical and/or dental attention. This information will be posted on the health bulletin boards located in every classroom at all centers. This is to include the parent/guardian's room, literacy room and administration sites.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
2. The Health Services Advisory Committee will help establish emergency policy and procedures by revising all health emergency procedures annually.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures
3. Emergency policies and procedures are posted in both Spanish and English.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	Prior to enrollment Daily	Health Safety Procedures



**Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018**

Performance Standard: 1302.47 (b) (7) (iii) Safety practices.

Goal: To ensure the program establishes, follows, and practices administrative safety procedures.

Objective: To protect children and staff from contagious diseases and from infectious disease outbreak.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. When the parent/guardian presents a child at the center with an acute or short-term contagious illness the parent/guardian will be notified that the child cannot stay. The staff will refer to the communicable disease chart and minimum standards for assistance.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
2. If the child has a short term injury that prohibits him/her from participating in the center based activities or group experiences the staff will ask the parent/guardian for a doctor's order stating the child may or may not participate. If the child cannot participate the parent/guardian will be notified that the center cannot accommodate the child while injured. All measures should be taken to accommodate the child at home.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child
3. Staff will explain to the parent/guardian the significant health and safety risks of the child or anyone in contact with the child if allowed to stay at the center.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed	Exclusion Guidelines for a Sick Child



Hidalgo County Head Start Program
Health Services Program Plan
2017 – 2018

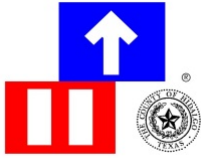
Performance Standard: 1302.47 (b) (8) Safety practices.

Goal: To ensure a disaster preparedness plan is in place.

Objective: To ensure the program has all-hazards emergency management/disaster preparedness and response plans.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Staff will post all emergency response systems as part of the health bulletin board.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
2. The parent/guardian will sign consents for emergency treatment, dental treatment and transportation. This will be located in each child's folder.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
3. Staff will have emergency contacts for each child, which are to include the parent/guardian's physical address, home and/or work telephone number, physician name and telephone number in every classroom and at all telephone stations. (Emergency Plan II)	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact
4. All consent forms for emergency treatment will accompany the child to every fieldtrip and/or outdoor activity.	Case Manager to include: Support Services Facilitators/ Support Services Assistants Center Managers	Center Managers Executive Team Nurse Health Services Director	As needed At enrollment Ongoing	Emergency Plan II Consent For Emergency Transportation Emergency Contact

HUMAN RESOURCES PLAN



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 (a) Personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will maintain the lines of communication with Policy Council and key management to be clear and well established in assisting such with their responsibilities in developing, reviewing, and approving or disapproving policies dealing with the following: all funding applications and amendments; shared decision making; selection and enrollment priorities; personnel policies and changes related to; hiring and terminating the Head Start Director and Program staff. This will be accomplished by providing Program trainings and opportunities to attend Local, State, Regional and National Head Start conferences.	Executive Director	Executive Director	August 1, 2017	Program By laws Training Agendas Governance Leadership Institute Conference Binder
The Program will confirm that the Policy Council serves as a link between parent committees and Grantee Board, public/private organizations and committees they serve.	Executive Director	Executive Director	August 1, 2017	Policy Council Meeting Minutes



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 Personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (a) To establish written personnel policies and procedures that is approved by the governing body and policy council and is available to all staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
An Organizational Chart will reflect organization structure and define line and staff relationships.	Executive Director Assistant Program Directors	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
Development and revisions of the Organizational Chart will be reviewed and approved by the Policy Council and Grantee Board (Commissioners Court)..	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
The Organizational Chart will illustrate staff positions and proper chain of command.	Executive Director	Executive Director Assistant Program Directors	As deemed necessary	Organizational Chart
A job description that will be developed and maintained for all staff positions.	Executive Director	Administrator for Human Resources	As deemed necessary	Organizational Chart



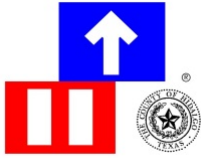
Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 (b (1) (i) (ii)) Personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (b)(1)(i)9ii) The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Before a person is hired, directly or through contract, the program staff will conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State criminal history records, including Fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.	Executive Director	Administrator for Human Resources Administrative Assistant for Human Resources	Prior to Employment	Applications Request for Background Checks CCL Abuse & Neglect Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



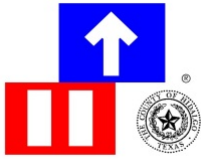
Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 (2)(i)(ii) Personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (2)(i)(ii) The program must establish procedures for background check for employees, volunteers, School district partnership staff consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Human Resources(HR) staff will complete the background check process for each applicant to be hired by obtaining: (i) Whichever check listed in paragraph (b)(1) of this subsection was obtained prior to the date of hire; and, a. Conduct an Interview b. Reference Verification* c. Conduct a Sex Offender Registry Check* d. FBI Criminal History Check e. DPS Name Based Criminal History Check (ii) Child abuse and neglect state registry check.	Executive Director	Administrator for Human Resources	Prior to Employment	Applications Request for Background Checks CCL Abuse & Neglect Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 (b)(5) Personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (5)The program must establish procedures for background check for employees, volunteers, School district partnership staff, consultants or contractors.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
HR staff will conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.	Executive Director Administrator for Human Resources	Administrator for Human Resources	As Deemed Necessary	Applications Request for Background Checks CCL Abuse & Neglect Background Check DPS Criminal History FBI Fingerprint Background Check *Sex Offender Tracking Background Check



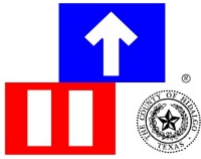
Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.90 P (b)(6)personnel Policies

Goal: The HIDALGO COUNTY HEAD START PROGRAM will confirm the Program management functions are formally assigned to and adopted by staff within the program.

Objective: (6) The Program will confirm that Head Start parents, if qualified, are given employment preference with Head Start with the purpose to fulfill the Program's missions and goals.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- HR staff will provide priority consideration to current and former program parents for employment vacancies for which such parents apply and are qualified. - Staff will encourage Head Start parents to participate in Program activities, such as classrooms volunteering, parent committees, workshops and trainings.	Executive Director Administrator for Human Resources	Administrator for Human Resources Assistant Program Directors Administrator Assistant for Human Resources Education Area Directors	As deemed necessary	Applications



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct

Objective: (1) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
All employees, staff, consultants, substitutes, volunteers and district partnership teachers will follow the Standards of Conduct required of County/Program employees.	Executive Area Director Administrator for Human Resources	Administrator for Human Resources Administrator for Education	New Hire Orientation Pre-Service Training	HC Civil Service Commission Rules Acknowledgement of Policy in Personnel File



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct

Objective: (1)(i)(ii) The Program will confirm that the Standards of Conduct Policy will support and reinforce appropriate professional behavior for staff, consultants, contractors, District partnership teachers, and volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Ensure staff, consultants, contractors, and volunteers must follow all Child Care Licensing requirements and Program Policies, including the following: • Discipline and Guidance Policy • Release of Children Policy • Reporting Child Abuse and Neglect Policy • Dress Code Policy • Confidentiality Policy • Standards of Conduct Policy • Civil Rights Act Policy • County of Hidalgo Drug and Alcohol Policy • Hidalgo County Ethics Policy • Sexual Harassment Awareness Policy	Executive Director Administrator for Human Services	Assistant Program Directors Administrator for Human Resources Program Directors Education Area Directors	As deemed necessary	Employee Acknowledgement of Policy



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (iii) The Program will ensure that children of all races, religions, cultures and family backgrounds are treated with respect and consideration.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Staff, consultants, contractors, and volunteers will demonstrate respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, of family composition by: • Providing boys and girls with equal opportunities to participate in playing activities that promote independent learning. • Organizing the educational classrooms with materials in the learning centers and decorations that reflect the diversity of all children. • Offering engaging environment that exhibits the diversity of all children.	Executive Director	Assistant Program Directors Administrator for Human Services Program Directors Education Area Directors	As deemed necessary	Acknowledgement of Policy



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (iv) The Program will conform with Federal, State, Tribal and local laws. Staff and consultants will follow the Confidentiality Policy concerning information about children, families and other staff members.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Will require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subject C of part 103 of this chapter and applicable federal, state, local, and tribal laws; and,	Executive Director	Assistant Program Directors Administrator for Human Resources Program Directors Education Area Directors	As deemed necessary	Acknowledgement of Policy
Confidential information will be seen and discussed only with staff members who have the need for information to perform their job (children's records and family records)	Executive Team	Executive Team Center Managers	On-going	Children Records Family Records
Staff personnel records will not be disclosed without a written consent by the staff member submitted to the Administrator for Human Resources (Custodian of Records)	Administrator for Human Resources	Administrator for Human Resources	As requested	Personnel File
Staff has the right to examine their own personnel files and to respond to the contents of those files.	Administrator for Human Resources	Administrator for Human Resources	As requested	Personnel File



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (v) The Program will comply with child/staff ratio to maintain adult supervision at all times.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center Managers and center staff will verify that child/staff ratio is maintained at all times and that no child is ever left alone or unattended. (15 to 1 – 3 years old) (18 to 1 – 4 years old)	Education Area Directors Center Managers	Center Manager Executive Team Support Service Staff	On-going	Classroom Roster Staff Roster Substitute Pool Volunteers



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Performance Standard: 1302.90 (c)(1)(i)(ii)(iii)(iv)(v)(2) Personnel Policies

Goal: The Hidalgo County Head Start Program will confirm that all staff, consultants, substitutes, volunteers and district partnership teachers abide by the Program's Standards of Conduct.

Objective: (2) The Program will verify that all staff, consultants and volunteers are accountable for meeting the agency's Standards of Conduct.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Personnel policies and procedures will include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct - The Program will verify that Policies and Procedures include provisions for appropriate penalties for violating the Standards of Conduct. - Misconduct and/or breach of the Standards of Conduct will be grounds for disciplinary action, which may include dismissal in accordance to the Hidalgo County Civil Service Commission Rules and Policies.	Executive Director	Administrator for Human Resources	On-going	Civil Service Personnel Policies and Procedures Personnel File Standards of Conduct Policy Form



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Performance Standard: 1302.90(d) Personnel Policies

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

Objective: (d)(1)(2) The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Will ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency. If a majority of children in class speak the same language, at least one class member or home visitor must speak will speak the language of the children. The Program will recruit qualified bilingual staff and consultants who are culturally and ethnically diverse to maintain appropriate representation of the ethnicity and cultures of families served	Executive Director Assistant Program Directors Administrator for Human Resources	Executive Team	As deemed necessary	Job Announcement Job Description Personnel File Request for Qualifications (RFQ's) Job Standard Checklist
	Executive Director Assistant Program Directors Administrator for Human Resources	Executive Team	As deem necessary	Job Announcement Job Description Personnel File Interview Questionnaire



Hidalgo County Head Start Program
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Performance Standard: 1302.90(d) Personnel Policies (continued)

Goal: The Hidalgo County Head Start Program will hire Program staff and consultants that are familiar with the ethnic background and heritage of families in the Program and must be able to communicate effectively in the family's primary language.

Objective: (d)(1)(2) The Program will establish an atmosphere of recognition and respect for the beliefs and practices of families and children that the Program serves.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will employ staff and recruit parents from the community to use as resources for understanding different cultures	Executive Director Assistant Program Directors Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	As deemed necessary	Job Announcement Job Description Personnel File Interview Questionnaire
The Program will provide staff development trainings to develop skills in culture differences and conflict resolutions	Administrator for Education Staff Development Director	Executive Team	As deemed necessary As deemed necessary	Teacher Lesson Plans Training Calendar
The Program will encourage the use of community resources to help staff and parents appreciate and enjoy diverse cultures	Administrator for Education	Executive Team	As deemed necessary	Curriculum Program Calendar Teacher Lesson Plans
The Program will conduct staff trainings together with local organizations to get familiarized with cultural diversity	Staff Development Director	Staff Development Director	Pre-Service Training On-going training	Program Training Agendas Training Calendar



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (a) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Hidalgo County Head Start Program will recruit highly qualified staff by advertising through the Hidalgo County Website, internal and open job announcements, or recruitment at UTPA, and STC. In addition, the program highly considers Head Start parents who qualify for positions within the Program. • Qualified staff will be hired accordingly for each position within the Hidalgo County Head Start Program • Qualified staff must be sensitive to the cultural differences of low income children and families	Executive Director Administrator for Human Resources Staff Development Director Executive Director Executive Team	Administrator for Human Resources Assistant Program Directors Administrator for Human Resources Administrator for Education Executive Team	On-going On-going On-going	Hidalgo County Website Job Announcement (Website, internally) Requisitions Job Announcement Interviews Questionnaire Employee Performance Review Forms



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (b) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A program will ensure HS directors hired after November 7, 2016, have, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.	Grantee Board (Commissioner's Court) Policy Council Civil Service	Policy Council	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (c) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Fiscal Officer. A program will ensure the fiscal officer hired after November 7, 2016, is a certified public accountant or has , at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.	Executive Director Assistant Program Directors	Administrator for Human Resources	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



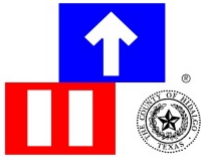
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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements)

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective: (d)(1)(2) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Program will ensure staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 will have, at a minimum, a baccalaureate degree, preferably to one of more of the disciplines they oversee. Program will ensure staff and consultants that serve as education managers or coordinators, including those that serve as curriculum specialists, have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.	Executive Director Assistant Program Directors	Administrator for Human Resources	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly.

Objective:(e)(1)(2)(i)(ii) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(1) Early Head Start center-based teacher qualification requirements. (2) Head Start center-based based teacher qualifications requirements. - The Secretary must ensure on less than fifty percent of all Head Start teachers, nationwide, have a baccalaureate in child development, early childhood education, or equivalent coursework. - Program will ensure all center based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648(a)(3)(B) of the Act	N/A Executive Director	Assistant Program Directors Administrator for Human Resources Administrator for Education	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



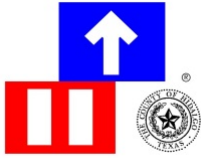
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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (3)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Program will ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, or enrolled in a CDA credential program to be completed within two years of the time of hire.	Executive Director	Administrator for Human Resources Administrator for Education Education Area Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (4)(i)(ii)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Family child care provider qualification requirements. (i) Program will ensure family child care providers have a previous child care experience and, at a minimum, are enrolled in a Family Child Care CDA program or state equivalent, or an associate's or baccalaureate degree or are enrolled in a CDA credential program to be completed with two years of the time of hire. (ii) By August 1, 2018, a child development specialist, will have, at a minimum, a required baccalaureate degree in child development, early childhood education, or related field	Executive Director	Administrator for Human Resources Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



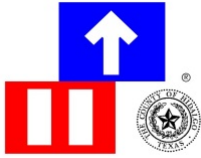
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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (5)(6)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<u>Center-based teachers, assistant teachers, and family child care provider competencies.</u> Program will ensure center-based teachers, assistant teachers, and family child care providers demonstrate, competency to provide effective and nurturing teacher child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.	Executive Director	Administrator for Human Resources Administrator for Education Education Area Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks
(6) <u>Home Visitors.</u> A program will ensure home visitors providing home-based education services.	N/A			



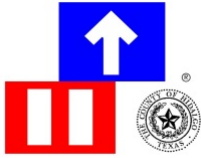
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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (7)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
<u>Family services staff qualification requirements.</u> Program will ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen month of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.	Executive Director	Administrator for Human Resources Family Service Director	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



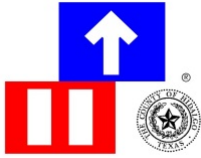
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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (8)(i)(ii)(iii)The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
(1) <u>Health professional qualification requirements.</u> (i) A program will ensure health procedures are performed only by a licensed or certified health professional. (ii) A program will ensure all mental health consultants are licensed or certified mental health professionals. A program must use mental health consultants with knowledge or experience in serving young children and their families, if available in the community. (i) A program will use staff or consultants to support nutrition services who are registered dietitians or nutritionists with appropriate qualifications.	Executive Director	Administrator for Human Resources Assistant Program Directors	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



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Performance Standard: 1302.91(a)(b)(c)(d)(1)(2)(e)(1)(2)(i)(ii)(3)(4)(i)(ii)(5)(6)(i)(ii)(7)(8)(i)(ii)(iii)(f) Staff Qualifications and Competency Requirements

Goal: The Hidalgo County Head Start Program will secure that staff and consultants that are hired are qualified and have the knowledge, skills and experience in order to perform their assigned functions responsibly

Objective: (f) The Program will designate staff that is recruited and hired to manage the delivery of quality services to children and families

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Coaches. A program will ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field.	Executive Director	Administrator for Human Resources Assistant Program Directors Administrator for Education	As deemed necessary	Job Description Job Announcement Job Application Resume Credentials Personnel File Background Checks



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Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

Goal: The Hidalgo County Head Start Program will confirm that orientation to all new staff, consultants, volunteers and district partnership teachers include the goals and underlying philosophy of Head Start and the manner the Program is implemented.

Objective: (a)The Program will assist staff, volunteers, district partnership teachers and consultants in acquiring or increasing the knowledge and skills required to fulfill their job responsibilities.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A program will provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented. All volunteers will receive orientation training on the goals and philosophy of Head Start through the Parent Volunteer and Fatherhood Conferences.	Administrator for Human Resources Staff Development Director	Staff Development Director	On-going	Orientation Agendas



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Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b(1) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A Program will establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate. At a minimum, the system will include: Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in sections 648A(a)(5) of the Act.	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team	Administrator for Education Staff Development Director Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



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Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b(2) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
• Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws. • The Program will provide staff and district partnership teachers with the policies and guidelines on how to identify and report suspected child abuse and neglect. • Staff and district partnership teachers will sign on a yearly basis, a statement of acknowledgment on how to identify and report suspected child abuse and neglect. • Staff and district partnership teachers are provided annual training on identifying and reporting child abuse and neglect during Pre-Service.	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team Compliance Monitor Director Health Services Director	Administrator for Education Assistant Administrator for Human Resources Staff Development Director Education Area Directors Executive Team Compliance Monitor Director	On-going	Staff Development Files Training Calendars Agendas



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Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(3)(4) The Program will maintain a standard of excellence by having well trained and qualified staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way, as described throughout this part - Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team	Administrator for Education Staff Development Director Education Area Directors Executive Team	On-going	Staff Development Files Training Calendars Agendas



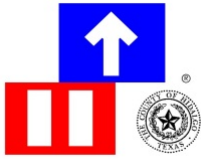
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Performance Standard: 1302.92(a)(b)(1)(2)(3)(4)(5) Training and professional development (continued)

Goal: The Hidalgo County Head Start Program will establish and implement a structured approach to staff training and development, with a designed purpose to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.

Objective: (b)(5) The Program will maintain a standard of excellence by having well trained and qualified staff

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u> , partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use data to individualize learning experiences to improve outcomes for all children.	Administrator for Education Administrator for Human Resources Staff Development Director Executive Team Center Managers Teachers	Administrator for Education Staff Development Director Education Area Directors Executive Team Center Managers Teachers	On-going	Staff Development Files Training Calendars Agendas



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.93 (a)(b) Staff Health and Wellness

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Will ensure each staff member has an initial health examination and periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements that include screeners or tests for communicable diseases, as appropriate. The program will ensure staff do not, because of communicable diseases, pose a significant risk to the health and safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.	Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Health Appraisal Tuberculosis Form



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.93 (a)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Upon employment, the employee will complete an initial health appraisal no later than thirty (30) working days after employment; thereafter, screened every three (3) years (includes tuberculosis screening). The Tuberculosis Questionnaire will be mandated annually.	Administrator for Human Resources	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Health Appraisal Tuberculosis Form
Bus Drivers (CDL): Once hired, the bus driver will submit a Health Appraisal and Medical Examiner Certificate (Required by DOT); thereafter, will be screened every two (2) years (includes tuberculosis screening). Bus drivers will not drive the bus until the Health Appraisal and Medical Certificate is received at the Human Resources Department	Administrator for Human Resources Field Operation Director	Administrator for Human Resources Assistant Administrator for Human Resources	On-going	Medical Examiner Certificate Health Appraisal



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.93 (a)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff has an initial Health Appraisals that includes screening for tuberculosis and a periodic re-examination

Objective: (a) The Program will endorse a safe and healthy environment for children and staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
- Employees will be given a 1st, 2nd and Final Notice to comply with the health examination requirements - Upon the final notice, employees will be given five (5) working days, to comply with the health examination requirements - After five (5) working days employees will be subject to disciplinary action constituting leave without pay until the Health Appraisal as provided in Civil Service Policy Standards of Conduct - Staff, volunteers, substitutes, and District partner Teachers must comply with acknowledgement of the vaccine-preventable diseases control and prevention policy to protect the health and safety of children, employees to comply with standards and state law.	Administrator for Human Resources Health Services Director	Administrator for Human Resources Assistant Administrator for Human Resources Health Services Director	On-going	Health Appraisal Tuberculosis Form Vaccine Preventable Disease Policy Sanitation and Infection Control Policy



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.93 (a)(b) Staff Health and Wellness (continued)

Goal: The Hidalgo County Head Start Program will confirm that all staff receives mental health and wellness information with concerns that may affect their job performance.

Objective: (b). The Program will verify that the complexity of challenges in caring for children and families will not generate problems of “burnout” to staff.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Will make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education. • Providing information on job related stress, mental health and wellness training • Sponsoring mental and physical wellness programs such as exercise groups or staff support groups • Making confidential referrals to community agencies such as mental health centers and/or alcohol and drug counseling centers	Administrator for Education Administrator for Human Resources Health Services Director Mental Health Counselor	Health Services Director Mental Health Counselor	On-going	Training Agendas Referrals



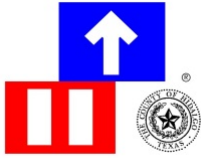
Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.94 (a) (b) Volunteers

Goal: The Hidalgo County Head Start Program will confirm that regular volunteers be screened for tuberculosis

Objective: (a) The Program will endorse a safe healthy environment for children and staff

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A program will ensure regular volunteers have been screened for appropriate communicable diseases in accordance with state, tribal or local laws. In the absence of state, tribal or local laws, the Health Services Advisory Committee must be consulted regarding the need for such screenings. • TB Screening at Parent/Volunteer training; and thereafter, whenever necessary	Administrator for Human Resources Family Services Director Center Managers	Center Manager	On-going	Volunteer File



Hidalgo County Head Start Program
Human Resources Department Program Plan
2017-2018

Performance Standard: 1302.94 (a) (b) Volunteers

Goal: The HIDALGO COUNTY HEAD START PROGRAM will conform that staff supervises the outdoor and indoor play areas in such a way that children's safety can be easily monitored and secured..

Objective: (b)The Program must ensure children are never left alone with volunteers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will verify that staff: • Make regular inspections of safety and cleanliness of indoor and outdoor play areas • Monitor outdoor equipment will be monitored on regular basis • Comply with daily schedule for outdoor play, which will ensure proper staff/ratio supervision	Center Managers Teachers	Education Area Directors Center Managers Teachers	On-going	Monitoring Checklist Daily Schedule Daily playground inspection

MENTAL HEALTH SERVICES PLAN



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (a) (1)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.

Objective: To provide support for effective classroom management and positive learning environments

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Mental Health Counselor will provide program staff with ongoing consultation and strategies on Positive Behavior Support. Staff Development will be provided on responsive classroom behavior interventions and supportive strategies for teachers, center managers and teacher assistants. Mental Health Counselor will provide teachers and program staff with strategies to work with children who are exhibiting challenging behaviors	-Teachers -Teacher Assistants -Support Staff -Center Manager	-Mental Health Counselor -Education Area Directors	-On-going	-PBS Plan -Staff Development Binder



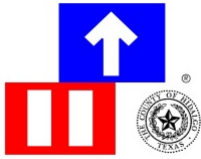
Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (a) (2)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.

Objective: To secure mental health services on a timely manner and to ensure that a Mental Health Counselor is available to partner with staff and families in a consistent and effective manner.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Mental Health Providers will submit a Fall and Spring Classroom Observation schedule before conducting on site observations. Mental Health Providers will consult and discuss observation findings with on-site Center Manager and Mental Health Counselor. Mental Health Counselor will be available for parent consultation as needed. Mental Health Counselor will coordinate with center staff to present at monthly parent meetings as needed. Mental Health Counselor will attend scheduled Program Staffing Meetings to address the needs of each individual child as needed.	-Mental Health Counselor -Education Area Directors -On Site Center Manager -Contracted Mental Health Providers	-Mental Health Counselor -Administrator for Education -Education Area Directors	-On-going	-Mental Health Providers Fall and Spring Classroom Observation Schedule -Mental Health Services Classroom Observation Report -Mental Health On Site Observation Checklist



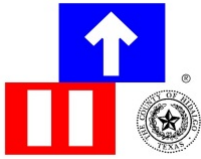
Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (a) (3)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.

Objective: To obtain parental consent for mental health consultation services at enrollment.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Center Staff will obtain parental consent for Mental Health Services during enrollment.	-Center Manager -Support Service Assistant -Teacher	-Mental Health Counselor -Center Manager	-On-going	-Consent for Assessments, Screenings and Activities Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (a) (4)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.

Objective: To build community partnerships to facilitate access to additional mental health resources and services.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Mental Health Counselor will coordinate with Transition Department to make Community Resources available to Program Staff by providing training on resources, organizations and interventions. Mental Health Counselor will make Health and Human Services Directory available to each center. Mental Health Counselor will provide each center with a list of Mental Health Resources to post on the Parent Corner. Mental Health Counselor will network with Community Agencies to facilitate services for parents and families. Mental Health Counselor will assist parents and families to access Community Resources through referrals.	-Support Service Assistant -Center Manager	-Mental Health Counselor -Transition Director	-On-going	-HCHSP Community Resource Directory -Health and Human Services Directory Book -Agency to Agency Referral Form -Inter Agency Referral Form -Program Information Report -BOY Network Meeting



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure Mental Health Provider/Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
An Individualized Positive Guidance Plan is done for children with challenging behaviors. Strategies are aligned with teacher and home connections. To enhance and strengthen supportive environments and relationships in the home, trainings are provided for parents through community services. Parents will be provided with a newsletter twice a year with a Mental Health section which will address articles related to social emotional development. Staff Development will be provided on responsive classroom behavior interventions and supportive strategies for teachers, center managers and teacher assistants. Parents will be provided with trainings, meetings and conferences to help their children practice skills and encourage healthy social and emotional growth.	-Teachers -Support Service Assistants -Center Managers	-Mental Health Counselor -Education Area Directors -Administrator for Education	-On-going	-Devereux Early Childhood Assessment -Individual Child Profile -Classroom Behavior Observation Form -Parent Meeting Sign In -Staffing Outcome Form



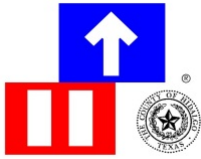
Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure Mental Health Provider/Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
Children will be assessed for behavioral concerns and identified within the first 45 days of enrollment using DECA. Mental Health Providers will conduct two classroom observations and report findings and provide feedback and recommendations to Center Managers and Mental Health Counselor. Mental Health Counselor will provide teachers and program staff with strategies to work with children who are exhibiting challenging behaviors Mental Health Counselor will refer children and families to community agencies for services. The results for DECA will be discussed with parents or guardians during home visits.	-Teachers -Support Service Assistants -Center Managers	-Mental Health Counselor -Education Area Directors -Administrator for Education	-On-going	-Devereux Early Childhood Assessment -Individual Child Profile -Classroom Behavior Observation Form -Parent Meeting Sign In -Staffing Outcome Form



Hidalgo County Head Start Program
Education Department Program Plan
2017-2018

Performance Standard: 1302.45 (b) (1) (2) (3) (4) (5) (6)

Goal: The HIDALGO COUNTY HEAD START PROGRAM will ensure that Mental Health Consultants assist in addressing the needs of children with challenging behaviors.

Objective: To ensure Mental Health Provider/Counselor assist in identifying and supporting children with mental health and social and emotional concerns.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
A parent orientation will be held at the beginning of the year to provide parents with a handbook on Mental Health Services. The Mental Health Counselor will work in collaboration with Family Services Department, parents and the Local Education Agency to provide appropriate interventions.	-Teachers -Support Service Assistants -Center Managers	-Mental Health Counselor -Education Area Directors -Administrator for Education	-On-going	-Devereux Early Childhood Assessment -Individual Child Profile -Classroom Behavior Observation Form -Parent Meeting Sign In -Staffing Outcome Form

SPECIAL SERVICES PLAN

Hidalgo County Head Start Program



**Special Services
Program Plan
2017 - 2018**

HIDALGO COUNTY HEAD START PROGRAM

Special Services

ACRONYMS

ADA-	Americans with Disabilities Act	LAP-D-	Learning Accomplishment Profile Diagnostic
ARD-	Admissions, Review, and Dismissal	LEA-	Local Education Agency
DCA-	Disability Classroom Assistant	MH-	Mental Health
DECA-	Deveraux Early Childhood Assessment	MOU-	Memorandum of Understanding
ECI-	Early Childhood Intervention (Serve Children 0-3)	OT-	Occupational Therapy
EPSDT-	Early Periodic Screening Development Test	POC-	Plan of Care
ESC-	Education Service Center	PPCD-	Pre-School Program for Children with Disabilities
FIE-	Full Individual Evaluation	PSA-	Public Service Announcement
FPA-	Family Partnership Agreement	PT-	Physical Therapy
HIPPA-	Health Insurance Portability Accountability Act	SLP-	Speech Language Pathologist
HR-	Human Resources	SSI-	Supplemental Security Income
HS-	Head Start	TEA-	Texas Education Agency
IDEA-	Individuals with Disabilities Education Act	T/TA-	Training and Technical Assistance
IEP-	Individual Education Plan (for children age 3 and over)		
IFSP-	Individual Family Service Plan (for ages 0-3)		

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.13

Goal: The Hidalgo County Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To secure enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45 CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, and Child Find.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehab centers, LEA's and any other community organizations that may have contact with families that have 3-4 year old children with disabilities and provide them with information on the Head Start Program. Mail outreach letters to agencies.	Special Services Director Transition Director Family Services Director Center Manager Support Services Staff	Compliance/Monitoring Director Special Services Director/Staff Transition Director Education Area Director Center Manager	Ongoing	-Community Assessment -Child Find Meeting Agenda -LEA Child Find Flyers / and Clinics -Community Assessment -Head Start Child Find brochures -Head Start disability banner -Newsletter
Program staff will participate in community Child Find efforts with LEA's, ECI's and Region One ESC for recruitment purposes. Contact Child Find Specialist and ECI Specialist as a recruitment effort.	Special Services Director/Staff Center Manager Support Services Staff All Head Start Field Staff	Monitoring/Compliance Director Special Services Director/Staff Education Area Director Center Manager	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.13 Cont...

Goal: The Hidalgo County Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities/significant disabilities.

Objective: To secure enrollment opportunities for children with disabilities; provide training for staff regarding disability regulations 45 CFR part 84, nondiscrimination on the basis of a disability/ADA; coordinate/collaborate recruitment efforts with LEA, ECI's, and Child Find.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will distribute Head Start Child Find brochures solely for the purpose of recruiting children with disabilities.	Special Services Director Transition Director Family Services Director Center Manager Support Services Staff	Monitoring/Compliance Director Special Services Director/Staff Transition Director Education Area Director Center Manager	Ongoing	-Community Assessment -Child Find meeting agendas -LEA Child Find flyers/ and Clinics
Program will develop and distribute Public Service Announcements (PSA'S) for TV, radio, and newspaper, post flyers, and issue brochures on Head Start inviting families of children 3-4 with disabilities as well as those with significant disabilities to apply.	Special Services Director Center Manager Support Services Staff All Head Start Field Staff	Monitoring Director Special Services Director/Staff Education Area Director Center Manager	Ongoing	-Community Assessment -Head Start Child Find brochures -HS disability banner -Newsletter

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance Standard: 45CFR 1302.14 (a) (1), (4), (b) (1-2)

Goal: The Hidalgo County Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

Objective: Will assure non-discrimination of children with disabilities if parents wish to enroll; meet age/income requirements; and when Head Start is the appropriate placement. After 10% enrollment is met, children will compete equally.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
All age appropriate children with disabilities, including those previously identified, regardless of disability will be granted equal opportunity in applying, if Head Start is the proper placement. Children will be placed on a waiting list after the 10% is met unless slots are still available; all will compete equally; children must be age and income eligible.	Special Services Director Family Services Director Center Manager Support Services Staff	Monitoring/Compliance Director Special Services Director/Staff Education Area Director Center Manager Support Service Staff	Ongoing	-Enrollment applications -Community Assessment -ECI/LEA documentation -PIR -Waitlist
The Head Start Program will ensure that a minimum of 10% of the total funded enrollment slots be for children who are evaluated and diagnosed with disabilities as per IDEA and who meet the Head Start eligibility criteria. The Head Start program will coordinate and collaborate with LEA's for evaluation and diagnosis and to provide services to children in the least restrictive environment in accordance with the Individual Education Plan (IEP)	Special Services Director Family Services Director Center Manager Support Services Staff	Monitoring/Compliance Director Special Services Director/Staff Family Services Director/Staff Center Manager	Ongoing	-LEA documentation -Enrollment applications PROMIS Reports

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR 1302.17 (b) (2) (i-iii)

Goal: Hidalgo County Head Start Program will identify through a systematic process and meet eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

Objective: Ensure eligibility criteria is met when classifying children with a challenging behavioral disorders.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will hold staffings with parents to review the child's unique needs using classroom observation reports, Mental Health Consultants as well as any Drs. Reports.	Center Manager Support Service Staff Teacher	Monitoring/Compliance Director Special Service Director/Staff Education Area Director	As needed	-Notice of Staffing -Staffing Notes -Classroom Observation -DR./Consultant Reports
Program staff will follow up on child's challenging behavior by utilizing the Mental Health process and positive Behavior support, which includes the developmental Behavioral Management Plans.	Mental Health Counselor Center Manager Support Service Staff Teacher	Monitoring/Compliance Director Special Services Director/Staff Education Area Director Mental Health Counselor	Ongoing	-Information on file -Ongoing Monitoring
Program staff will refer child to LEA for a Full Individual Evaluation (FIE) for possible identification and services with LEA	Special Services Director Center Manager Support Service Staff Teacher Special Education Staff	Monitoring/Compliance Director Special Services Director/Staff Education Area Director Center Manager Support Service Staff	Ongoing	-Referral Packet -Evaluation Report -ARD/IEP

**HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018**

Performance Standard: 45 CFR 1302.30

Goal: Provide high quality education and child development services to children including those with disabilities, which will promote children's cognitive, social and emotional growth for school success.

Objective: The Program will establish goals for all children including those with disabilities by reviewing, results/information obtained from teacher observation, developmental screening/assessments and parent information in order for children to be successful.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
All children will complete developmental screenings and assessments, in addition to any other required screenings instruments.	Education Area Director Special Services Director Center Manager Teacher	Monitoring/Compliance Director Education Area Director Special Services Director/Staff Support Service Staff	Ongoing	-Developmental Screening/Assessment -DECA -Weekly Plan -CIP -IEP -6 weeks (LEA) progress report -IEP Progress Reports (Head Start)
Researched based screenings/assessments will be completed on all children within 45 days of enrollment	Education Area Director Special Services Director Center Manager Teacher	Monitoring/Compliance Director Education Area Director Special Services Director/Staff Support Service Staff	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: CFR 1302.31 (2) (d)

Goal: The Hidalgo County Head Start Program will include children with disabilities in the full range of services to all its children and ensure that all services in the IEP are provided.

Objective: To assist with departmental area Coordination in the provision of services to children with disabilities, and their families. Link children with disabilities and the family to community resources. Make adaptations for small and large group activities to help children benefits from program services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Accommodations for children with disabilities will include assigning volunteers, and/or a disability classroom assistant (DCA) to provide extra support/instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability, and program staff will provide parents with information on various Support Groups in the community.	Special Services Director Center Manager Support Services Staff Teacher Field Operations Director	Monitoring/Compliance Director Special Services Director/Staff Family Services Director Center Manager Support Services Staff	Ongoing	-Progress Reports on file -Ongoing Monitoring -Requisitions and Purchase Orders for Special material purchases. -ADA accommodations -DCA assignments -Support Group List

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.31 (2) (e) (2)

Goal: The Hidalgo County Head Start Program will establish a process so that the nutritional needs of all children are met.

Objective: To include activities to assist children with disabilities; participate in meals with classmates.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Special Services Director Nutrition Director Center Manager Teacher	Monitoring/Compliance Director Special Services Director /Staff Education Area Director Center Manager	Ongoing	-Observation Notes -Teacher Weekly Plan reflects nutrition activity -Special Diet menus

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standards: 45 CFR Part 1302.33 (a) (1-2)

Goal: The Hidalgo County Head Start Program will identify children in need of further evaluation within the first 45 calendar days of enrollment.

Objective: Complete developmental screenings / assessments on all Head Start children within 45 calendar days of enrollment. In behavioral motor, language, Social, cognition, and emotional skills. Notify parents of screening/assessment results and provide parents with information on developmental milestones and the 7 Domains of Learning. Provide ongoing screening/assessment for those children who may require further assessments to determine a disability.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
With Parental Consent each child will be administered a standardized developmental researched based screening and assessment. The LAP-D and DECA as well as any other required screening instrument for 3-4 year old children.	Center Manager Support Services Staff Teacher LEA Special Education Staff Special Services Director	Monitoring/Compliance Dir. Special Service Director/Staff Health Services Director Education Area Director Mental Health Counselor	Forty-five (45) days after enrollment LEA Ongoing	-Copy of assessment screenings -Ongoing monitoring -LEA documentation
The Language sections of the LAP-D will be used in identifying children with suspected language problems, which may warrant a referral to the LEA for a formal evaluation. LEA may administer screenings as needed upon referral.	Center Manager Support Services Staff Teacher LEA Special Education Staff Special Services Director	Monitoring/Compliance Dir. Center Manager Education Area Director Special Services Director/Staff	Ongoing	- Disability brochures -IEP progress reports -Six weeks progress reports -IDEA/ADA brochures

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.33 (3) (i-ii)

Goal: The Hidalgo County Head Start program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral to LEA.

Objective: Refer to the LEA for evaluation as soon as the need is evident. More than one test tool will be utilized; address cultural/linguistic differences; necessary accommodations (sensory, manual, communication skills); evaluations will be conducted by licensed/certified personnel; Parental consent will be secured prior evaluation; validated test tools are utilized.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Children who require further specialized assessments to determine whether they have a disability will be referred to LEA for appropriate evaluations/assessments which will assess all areas related to the suspected disability. These cases will count towards 10%, if qualified. Staff will secure Parental Consent.	Special Services Director Support Services Staff Center Manager Parent LEA	Monitoring/Compliance Dir. Special Service Director/Staff Education Director LEA	Ongoing	-Head Start referral -LEA referral -Ongoing monitoring -Data collection -Parental consents -Agency to Agency Referral
Parents will be provided with support group information to assist them in understanding their child's disability.	Special Services Director Center Manager	Monitoring/Compliance Dir. Special Services Director	Ongoing	-Support Group Lists
Staff will provide parents with information on other community organizations who sponsor conferences, workshops, and trainings which allow parents to make connections with other families and have a better understanding of the process.	Special Services Director/Staff Transition Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir/Staff	Ongoing	-Event Flyers -Event Registration

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.33 (4)

Goal: The Hidalgo County Head Start Program will establish a diagnostic process so children with disabilities receive appropriate services through referral to LEA.

Objective: Eligibility will be determined using a multi-disciplinary team approach by LEA. These eligible cases will be counted towards the 10%.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
A multi-disciplinary team approach will be utilized for children evaluated by LEA to determine eligibility for disability services upon completion of the evaluation. To Include the Parent, Head Start Teacher and Case Manager (SSA). If eligible services will be provided by a certified licensed specialist in the area of need.	Special Services Director Support Services Staff Center Manager Teacher LEA Specialist	Monitoring/Compliance Dir. Special Services Director Center Manager Education Director	Ongoing	-Referral -ARD/IEP minutes -PIR -Head Start Treatment/Evaluation -Consent Forms -Parent Transportation Consent Form -Therapy Sign In Forms
Services will be provided on site at center or at the public school. Head Start will provide transportation for services with parental consent.	Special Services Director Support Services Staff Center Manager Teacher LEA Specialist	Monitoring/Compliance Dir. Special Services Director Center Manager Education Director	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.33 (5) (i-ii), (A-B)

Goal: The Hidalgo County Head Start Program will establish a diagnostic process so children with suspected disabilities receive appropriate referral/services through other agencies.

Objective: Assist parent in arranging for evaluation/services when child does not met IDEA eligibility a multi-disciplinary team approach will be utilized.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
If LEA determines a child is not eligible for Special Education Services, the program will assist the parents in arranging for evaluation/services through other resources to address the child's needs. The identified case will be monitored. Follow up will take place.	Special Services Director Center Manager Support Services Assistant	Monitoring/Compliance Dir. Special Services Director/Staff Center Manager	Ongoing	-Monthly follow up -Rehab evaluation report
Funds will be assigned to ensure services for children with disabilities, Medicaid, health insurance, etc... will be used before Head Start funds are utilized.	Assistant Program Director Finance Director	Executive Director Assistant Program Director Finance Director	Beginning of Fiscal Yr.	-Monthly budget reports -PIR

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.33 (c) (1)

Goal: Hidalgo County Head Start will include children with disabilities and their families in the full range of services provided to all children.

Objective: Assure that Special education and related services are provided under the supervision of personnel meeting state license requirements/qualifications.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program will ensure that the Special Education staff is certified through the Texas Education Agency (TEA) and meet state licensure qualifications. Program staff will secure copies of credentials for each staff to have on file.	Special Services Director LEA Special Education Director Human Resources Director	Monitoring/Compliance Director Special Services Director LEA Special Education Director	Ongoing	-Certification and Licensure on file with LEA -MOU on file

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.33 (c) (2)

Goal: The Hidalgo County Head Start program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral to LEA.

Objective: Refer to the LEA for evaluation as soon as the need is evident. When a child is not eligible for services, Head Start will arrange for an evaluation utilizing a multi-disciplinary team approach through other resources. More than one test tool will be utilized; address cultural/linguistic differences; necessary accommodations (sensory, manual, communication skills); evaluations will be conducted by licensed/certified personnel; Parental consent will be secured prior evaluation; validated test tools are utilized.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Support Services Staff will ensure that children are allowed that appropriate time to rule out cultural linguistic differences, socio-economic factors, in an appropriate educational environment to determine whether the referral to LEA is warranted. LEA will consider above mentioned factors when evaluating child.	Special Services Director Center Manager Support Services Staff Parent LEA	Monitoring/Compliance Dir. Special Services Staff Education Director LEA	Ongoing	-Teacher Notes -Monthly follow up notes -Self-Assessment -LEA Referrals -Parental consents for evaluation
The LEA will continue to be actively involved in training Head Start Center Manager/Support Service Staff on the referral process, and cultural linguistic differences.	Special Services Director Support Services Staff Center Manager LEA	Monitoring/Compliance Dir. Special Services Staff Education Director Center Manager Support Services Staff LEA	Ongoing	-Referral training -Training agenda -Training sign in -Training hand outs

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.34 (b) (4-5)

Goal: Hidalgo County Head Start will allow for parent and family engagement throughout the disability effort to meet the family's needs.

Objective: Provide opportunity for parents to observe large and small group and individual activities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will encourage parent and family engagement by providing the opportunity to observe large and small group and individual activities to include IEP activities Staff will encourage parents to attend ARD meetings, and volunteer in the classroom. This will assist in the development of families as leaders and teachers of their children.	Center Manager Support Services Staff Teacher Special Services Director Family Services Director	Monitoring/Compliance Dir. Special Service Director Education Director Center Manager Support Services Staff	Ongoing	-Volunteer File -Self -Assessment -ARD/IEP Minutes -IEP

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.40 (a-b)

Goal: The Hidalgo County Head Start Program will develop a Special Services Plan providing strategies for meeting the special needs of children with disabilities and their families.

Objective: The purpose of the Special Services Plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The plan will be updated annually and presented to Policy Council for approval. The Health Advisory Committee provides input, allowing for parent and family engagement. The Plan outlines how the program will provide services for all children.	Special Services Director Health Advisory Committee	Executive Director Monitoring/Compliance Dir. Special Services Director Policy Council	May 2017	-Plan accessible to staff/parents -Copy at Head Start Centers
Department staff will maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A link and refer system is maintained in order to assist families in need of services.	Special Services Director/Staff Family Services Director Center Manager Support Service Staff	Monitoring/Compliance Dir. Special Services Director/Staff Center Manager Support Service Staff	Ongoing	-Resource Directory on file -Sign in and the Agenda of Network Meeting -MOU's in file

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.42 (d) (1-2)

Goal: Hidalgo County Head Start will include children with disabilities and their families in the full range of services provided to all children enrolled in Head Start and ensure that all services on the IEP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
In conjunction with Family Services and other content areas, a Link and Refer Families system will be utilized in order to assure that needed services, to include special education and related services are addressed and delivered in a timely manner.	Health Services Director Special Services Director Family Services Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Family Services Director Special Services Director Health Services Director Center Manager	Ongoing	-Referral Log -Follow-up -Progress reports -Self-Assessment -Ongoing Monitoring
In conjunction with Head Start Education content area, department staff will secure lists from center managers on any children who failed the developmental screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.	Special Services Director Education Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Director Education Area Director Center Manager	Ongoing	-Lap-D -PROMIS Reports -Ongoing Monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance Standard: 45 CFR Part 1302.42 (e) (1-2), 1302.47 (e) (6) (i)

Goal: The Hidalgo County Head Start Program will enroll children with disabilities, who may be in need of personalized services.

Objective: Will assure non-discrimination of children with disabilities. Will ensure that no child is denied enrollment due to need for personalized services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
When there is a need for personalized services such as diapering, the program will provide training and materials for staff to assist the children with disabilities at no cost to the family.	Special Services Director/Staff Finance Director Teacher Teacher Assistant Disability Classroom Assistant	Monitoring/Compliance Dir. Special Services Director/Staff Center Manager	Ongoing	-Requisitions/PO's for diapering supplies -Request for equipment materials. -Diaper Change Log

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.44 (a) (1)

Goal: The Hidalgo County Head Start Program will establish a process to ensure that staff and the Content Area Directors work together to ensure that provisions for the nutrition needs of children are met.

Objective: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with significant disabilities. Include activities to assist children with disabilities; participate in meals with classmates; address prevention with a nutrition basis.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will hold staffing's to ensure that children with special needs will be identified for appropriate delivery of services as a means of prevention.	Center Managers Support Services Staff Special Services Director Nutrition Director	Monitoring/Compliance Dir. Content Area Directors Mental Health Counselor Special Services Director/Staff	Ongoing	-Notice of staffing -Staffing notes
Nutrition Department will provide special diets for children with chewing, swallowing and feeding problems. Verify on orders as needed.	Special Services Director Nutrition Director Center Manager	Monitoring/Compliance Dir. Special Services Director Content Area Directors Center Manager	Ongoing	-Classroom Observation Notes -Teacher Weekly plan reflects nutrition activities -Cameras -Special Diet Menus
Department staff will schedule trainings/workshops by the appropriate professionals such as SLP, OT, and PT on specific nutrition needs for children with disabilities for parents/staff to ensure that proper procedures are learned and followed when caring for children with special needs.	Special Services Director Health Director Nutrition Director Center Manager Teacher	Monitoring/Compliance Dir. Special Services Director Education Director Center Manager	Ongoing	-Training Agendas -Sign In's -Pre-Service training topics -Nutrition training agendas
Classroom staff will encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities	Special Services Director Support Services Staff Teachers Center Manager	Monitoring/Compliance Dir. Special Service Director Center Manager	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance Standard: 45 CFR Part 1302.47 (b)

Goal: The Hidalgo County Head Start Program includes children with disabilities and their families in the full range of services provided to all Head Start children so that all services on the IEP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Strategies used will ensure that special needs will be met by using substitutes, volunteers and disability classroom assistants who provide extra instruction and assistance for children with disabilities. Also utilize special equipment, materials, transportation, and sign language interpreters.	Special Services Director Education Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Education Director	Ongoing	-Progress report -ARD Minutes -On-going Monitoring -Monthly follow up/notes -Progress notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.47 (7) (IV)

Goal: The Hidalgo County Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

Objective: Ensure that all medications are properly administered and that parental consents are secured; that all medications dispensed are properly recorded and reviewed with parents; record any changes in child's behavior and share with staff, parents and physician; store, label and lock all medications. This will allow for parent and family engagement.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Staff will educate teachers and parent/guardian on the proper administration of medication, and will dialogue with families regarding the medication.	Health Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Health Director Special Services Director Education Director Center Manager	Ongoing	-Training agendas -Medication logs
Staff will administer, handle and store all medication in accordance with program policy and procedures which include doctor's instructions, properly labeled medication by pharmacist, parent consent to administer medication, record keeping including changes in child's behavior, etc. (refer to policy and procedure on medication administration in the Health procedures manual). Parent and family engagement practices will occur.	Health Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Health Director Special Services Director Education Director Center Manager	Ongoing	-Documentation notes -Medications -Policy/forms/logs -Parent Consent

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.52 (b) (c) (1-4)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; to be able to identify children's needs; attempt to prevent disabilities among younger siblings; build parent confidence, skill and knowledge to advocate for children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
A Family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. Head Start will link and refer families to community agencies in order to assist them in receiving services.	Family Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Family Services Director Special Services Director/Staff Education Area Director Center Manager	-Ongoing	-FPA -Follow- up notes -PIR -Referral -Resource Directory
A resource directory and Parent Handbook is provided at the 1 st parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well-being.	Transition Director Family Services Director Health Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Transition Director Family Services Director Special Services Director Center Manager	-Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD -Parent Committee trainings on IDEA /ADA/LEA Referrals/ transition

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: CFR Part 1302.53 (a) (2) (i-ii), 1302.53 (b) (1)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: Memorandum of Understanding (MOU) will be developed to address, Child Find, joint staff and parent education training, link and refer to Sp. Ed., IEP meetings, placement, joint transition training and planning, resource sharing, and any other jointly agreed upon item.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will secure Memorandum of Understanding (MOU) with LEA and other agencies to provide services for children with disabilities and families.	Special Services Director Transition /Community Partnership Director	Monitoring/Compliance Dir. Special Services Director Transition /Community Partnership Director	May-August 2017	-Agreements on file -PIR
Program staff will attend Child Find meetings, workshops, fairs for recruitment purposes. Special Services Director and or Disability Coordinator will participate on Child Find Advisory Committee with Region One ESC.	Special Services Director Disability Coordinator	Special Services Director Special Services Staff	As scheduled by LEA's and Region One ESC.	-Agendas information on file
Department staff will coordinate and collaborate in resource sharing and joint training with LEA.	Special Services Staff Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Education Director Center Manager	-Ongoing	-Referral training -

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance standard: 45 CFR Part 1302.60

Goal: The Hidalgo County Head Start Program will develop a Special Services Plan which outlines strategies for allowing full participation of all children with disabilities and their families.

Objective: To assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Although children receiving medical services from private rehabilitation providers will no longer be counted towards the 10%, services will continue with the private providers, outside Head Start hours. Only children evaluated and diagnosed by LEA will be counted towards the 10%. The plan will be updated annually and presented to Policy Council for approval. The Health Advisory Committee will provide input, allowing for parent and family engagement.	Parents Special Services Staff Center Manager Support Services Staff Special Services Director Health Advisory Comm.	Special Services Staff Center Manager Support Services Staff Classroom Staff Monitoring/Compliance Dir. Special Services Director/Staff Policy Council	Ongoing May 2017	Rehab. Reports Monthly follow-ups Rosters -Plan accessible to staff/parents -Copy at Head Start Centers

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standards: 45 CFR Part 1302.61 (a)

Goal: The Hidalgo County Head Start Program will enroll a minimum of 369, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

Objective: Will assure non-discrimination of children with disabilities in the selection process in meeting 10% provided they meet age and income requirements. After 10% enrollment is met, children will compete equally. Will observe applicable state laws regarding immunizations in enrollment process. Will ensure that no child is denied enrollment due to severity of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, nor need for personalized services or specialized equipment. Children previously identified as having a disability must not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
All age appropriate children with disabilities; to include those previously identified, (regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be age and income eligible. Exception: ECI children identified by LEA with a diagnosis will be enrolled upon turning 3 years old, if there is a slot available.	Family Services Director Special Services Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Director/Staff Family Services Director Education Area Director Center Manager	Ongoing	-Enrollment application -Waiting list -Community Assessment -PIR -ECI documentation

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance Standard: CFR Part 1302.61 (a)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: To assist with departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities, to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Accommodations for children with disabilities will include assigning volunteers, and/or a disability classroom assistant (DCA) to provide extra instruction in small and large group activities; provide adequate special utensils, materials, equipment, facility accessibility, and anything else required by the child as per IEP. Provide Assistive Technology as required by the child's IEP. Assure facility accessibility for any individual with a disability.	Special Services Dir./Staff Field Operations Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Special Services Director Family Services Director Center Manager	Ongoing	-All forms and progress reports on file. -Ongoing-monitoring -Requisitions and PO's on special material purchases/ADA accommodations -DCA observation notes

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (a)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will provide parent with educational brochures on disabilities, federal and state laws and community resource directory, thus, assisting parents as learners.	Support Services Staff Center Manager Special Services Director	Special Services Director/Staff Transition Director Monitoring Director	Ongoing	-Resource Directory -Disability brochures -Flyers
Program staff will encourage parent and family engagement by providing opportunity to observe large and small and individual group activities to include activities as per IEP; when evaluating the program, by participating in the yearly Self-Assessment, to observe child's screening and assessments, to attend child's ARD meetings, to volunteer in the classroom and attend therapy sessions with their children when possible. This will assist the development of parents as leaders.	Special Services Director Family Services Director Center Manager Teacher	Monitoring/Compliance Dir. Special Services Director Center Manger Support Services Staff Education Area Director	Ongoing	-Self-Assessment -Volunteer file -Cameras -IEP -screening/assessment

HIDALGO COUNTY HEAD START PROGRAM
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2017-2018

Performance Standard: 45 CFR Part 1302.61(a)

Goal: The Hidalgo County Head Start Program includes children with disabilities and their families in the full range of services provided to all children enrolled in Head Start and ensure that all services on the IEP are provided.

Objective: Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Department staff in conjunction with Family Services staff and other content areas will utilize a Link and Refer Families system; in order to assure delivery of needed services, to include special education and related services are addressed and delivered in a timely manner. Referrals to LEA will be initiated accordingly.	Special Services Director Family Services Director Center Manager	Monitoring/Compliance Dir. Content Area Directors Center Manager Support Services Staff	Ongoing	-Referral log -Follow-up -Progress reports - Self-Assessment -Ongoing monitoring
Department staff in collaboration with the Education Department will secure lists from center managers on any child who failed the developmental screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.	Special Services Director Education Director Center Manager Support Service Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Content Area Directors	Ongoing	-LAP-D -Child Assessment Screening Record -Ongoing Monitoring - PROMIS
Department staff will facilitate the dual enrollment of children with LEA and share DCA if needed/or as per IEP.	Special Services Dir./Staff Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Center Manager	Ongoing	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (b)

Goal: The Hidalgo County Head Start Program will develop a Special Services Plan providing strategies for meeting the Special needs of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all the content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and those resources are used efficiently. Maintain level of fiscal support to implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnose by LEA and allow for expenditures such as salaries, evaluations , therapy services, transportation, special equipment/materials T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Special Services budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to ensure services to children with disabilities. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized. The Community Assessment is considered when preparing the budget.	Assistant Program Director Finance Director Special Services director	Special Services Director Finance Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (b), 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parent's dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress. Encourage more interaction between classroom teachers and services providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Department staff will collaborate with different content areas when monitoring the child's IEP as needed to ensure that every area of need is addressed (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program, while being served in the Head Start classroom by the Specialists.	Special Services Director Content Area Directors Center Manager Support Services Staff Teacher LEA	Monitoring/Compliance Dir. Support Services Dir./Staff Education Director Center Manager	Ongoing	-Reflect IEP objectives in weekly lesson plan -Cameras
Program staff will encourage and facilitate interaction between teacher and service providers through IEP meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe child during implementation of IEP in therapy session; LEA's and other special services providers usually accommodate such requests.	Special Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Education Director Center Manager	Ongoing	-Monthly follow-up -Teacher notes -Take home activities -Cameras -Teacher/Parent Conference -IEP meeting

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom activities.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parents dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The multi-disciplinary team will provide input into developing an appropriate IEP to meet the special needs of children.	Special Services Director Support Services Staff Center Manager Parent Teacher LEA Staff	Monitoring/Compliance Dir. Support Services Director/ Staff Education Director Center Manager	Within thirty (30) days of evaluation or ASAP	-ARD/IEP -PIR
Program staff will coordinate attendance of required Head Start Staff and parents when LEA schedule ARD/IEP meetings upon completion of assessment to discuss eligibility results.	Special Services Director Support Services Staff Center Manager Parent Teacher LEA Staff	Monitoring/Compliance Dir. Support Services Director Education Director LEA Staff	Ongoing	-Notice of ARD meeting -MOU
Program staff will continuously communicate with LEA to insure that Head Start staff is informed and will participate in scheduled IEP meetings.	Special Services Director Center Manager Support Services Staff Parent Teacher LEA Staff	Monitoring/Compliance Dir. Support Services Director Education Director LEA Staff	Ongoing	-Notice of ARD meeting -MOU

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
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Performance Standard: 45 CFR Part 1302.61 (c) (1) (i-v)

Goal: The Hidalgo County Head Start Program through LEA's, will develop IEP's that meet the needs of children with disabilities and enables them to be included fully in classroom.

Objective: Participate and provide input into the LEA IEP. When LEA develops the IEP a Head Start representative will attempt to attend IEP meeting to include teacher, parents, evaluator, interpreter for parents will be provide if needed. IEP's will be in parent's dominant language; encourage parents to attend IEP meeting; have meeting without parents if necessary; implement IEP soon after meeting. Monitor implementation of IEP's and child's progress.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Child's unique needs, strengths and developmental potential will be documented through use of different sources-IEP progress reports, six weeks progress report, monthly follow-up, etc.	Special Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Director/ Staff Education Director Center Manager	Ongoing	-IEP -Progress reports -Monthly follow-up -Teacher Notes
Interpreters at ARD/IEP meeting will be provided for Non-English speaking parents. Sign language interpreters will also be provided if needed.	Special Services Director Center Manager Support Services Staff	Monitoring/Compliance dir. Special Services Director/ Staff Education Director Center Manager	Ongoing	-Requisitions -Invoices -ARD/IEP -Monthly follow-up

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will maintain coordination and collaboration with ECI agencies and LEA's through the use of faxes, e-mail, telephone, mailings, and ARD meetings to ensure smooth joint transition and planning for children with possible disabilities to enroll in Head Start.	Transition Director Special Services Director Transition Specialist (ECI) LEA	Monitoring/Compliance Dir. Special Services Director Center Manager	Ongoing	-ECI documentation on file -Ongoing monitoring
Department staff will maintain documentation on ECI transition meetings attended by Transition Director and Support Services Staff	Special Services Director Transition Director Support Service Staff Center Manager	Monitoring/Compliance Dir. Special Services Director Center Manager	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork -Ongoing monitoring
Department staff will maintain coordination and collaboration with LEA's regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from enrollment. Secure documentation on any type of communication	Special Services Director Support Services Staff Center Manager	Special Services Director Center Manager Monitoring Director	Ongoing	-ARD/IEP on file -Community Assessment -MOU

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will ensure the smooth joint transition training and planning of children with disabilities into Head Start and from Head Start to the next placement.

Objective: In collaboration with Early Childhood Intervention (ECI) and LEA's, transition 3 year old Head Start eligible children with disabilities into Head Start in collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on the transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Department will provide all LEA Special Education Departments with a list of children with disabilities exiting Head Start and transitioning to public school.	Special Services Director	Monitoring/Compliance Dir. Special Services Dir./Staff	June 2017	-Transition List to Sp. Ed. Dept.
Department staff will schedule training workshops or meetings in conjunction with LEA's, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on joint transition training and planning on what procedures to follow.	Special Services Dir./Staff	Monitoring/Compliance Dir. Special Services Dir./Staff	Ongoing	-Transition meeting sign in on file. -Child Find advisory agenda -Training agenda/sign in on file
Department staff will provide transition letter to parents with information on Special Education contacts to ensure a smooth transition for their children with special needs.	Transition Director Center Manager	Monitoring/Compliance Dir. Transition Director Special Services Director	May 2017	-Parent transition letter on file.
Department staff will attend parent Committee Meetings and educate parents on IDE for children with disabilities transitioning to LEA.	Special Services Staff	Monitoring/Compliance Dir. Special Services Director	Aug.-May 2017-2018	-Agenda -Meeting sign-in

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.61 (c) (2) (i-ii)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Department Staff will provide parents with information on special education services available in the public school system as a guide for parents on joint transition training and planning.	Transition Director Support Services Staff Center Manager Special Services Director Teacher	Monitoring Director Special Services Director Transition Director Center Manager Education Area Director	May 2017	-Transition Information -Information on IDEA/ADA/504 and Special Education
Department staff will provide parents with transition brochures to facilitate joint transition training and planning.	Transition Director Center Manger Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Center Manager	Ongoing	-Transition brochures
Department staff will secure parental consent in order to transfer children's records to LEA.	Transition Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Director/Staff Transition Director Education Director Center Manager	May 2017	-Copies of consent on file

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities for parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
A resource directory and Parent Handbook is provided at the 1 st parent orientation meeting for information on parent education programs. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs, thus promoting family well-being.	Family Services Director Transition Director Center Manager Teacher	Monitoring/Compliance Dir. Family Services Director Transition Director Special Services Director Center Manager	Ongoing	-Training Documentation -Resource Directory -Flyers - Disability Brochures -ARD -Parent handbook
A Family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. Staff will link and refer families to community agencies in order to assist them in receiving services.	Family Services Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Family Services Director Special Services Director/Staff Education Area Director Center Manager	Ongoing	-FPA /Follow ups -Referral -PIR

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.62 (a) (1-2)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will link and refer families to disability support group meetings. A support group list will be made available to parents through center managers. Cross cultural responsiveness will be considered.	Special Services Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Education Area Director Center Manager	-Beginning of school year -Ongoing	-Support group list at center -Referrals
Program staff will encourage parent and family engagement participation for trainings, workshops, conferences on IDEA, Section 504, and ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meetings to promote participation.	Special Services Director Center Manager Support Services Staff Teacher	Special Services Director/Staff Education Area Director Monitoring Director Family Services Director Center Manger	-Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD/IEP

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.63 (b) (1-4)

Goal: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start children and ensure that all services on the IEP are provided.

Objective: Arrange for options with LEA to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to check that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will dual enroll children with LEA as needed. Share disability classroom assistant (DCA) with LEA if needed or as per IEP.	Special Services Director Center Manager LEA	Monitoring/Compliance Dir. Special Services Dir./Staff Education Director Center Manager	Ongoing	-Progress report -ARD minutes -Ongoing Monitoring
Program staff will secure MOU's with LEA and other agencies to provide services for children with disabilities and their families	Transition/Community Partnership Director Special Services Director	Monitoring/Compliance Dir. Transition/Community Partnership Director Special Services Director	Ongoing	-MOU on file
Through and existing MOU with LEA children with significant disabilities from the PPCD Unit of LEA are allowed opportunity to dual enroll with Head Start and participate in an inclusive educational setting. The MOU allows for a Special Education Teacher and para-professionals to come into the Head Start classroom and implement the IEP.	LEA Sp. Ed. Director LEA Sp. Ed. Teacher LEA Para Professionals HS Teacher/ Assistant Center Manager Sp. Services Director/Staff	Monitoring/Compliance Dir. Special Service Dir./Staff Education Director Center Manager LEA Special Education Dir.	Ongoing	-MOU on file

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.70

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; provide information to parents on fostering the development of their child with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will participate in joint transition training and planning with ECI at least 90 days prior to the child's 3 rd birthday in order to provide the parent with educational information on Head Start services for enrollment.	Transition director Center Manager Support Services Staff ECI Representative	Monitoring/Compliance Dir. Special Services Director Transition Director Center Manager	Ongoing	-Child's ECI records -ECI meeting Notes -LEA Referral and follow up
Program staff will provide parents with brochures on disabilities, federal and state laws and a community resource directory, which will assist them in fostering the development of their children with disabilities.	Special Services Dir./Staff Transition Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Transition Director Center Manager	Ongoing	-Resource Directory -Disability brochures -Flyers -IDEA/ADA

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1303.75 (a-b)

Goal: The Hidalgo County Head Start Program will develop a Special Services Plan providing strategies for meeting the Special needs of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all the content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and those resources are used efficiently. Maintain level of fiscal support to implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnose by LEA and allow for expenditures such as salaries, evaluations , therapy services, transportation, special equipment/materials,T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used, otherwise, transportation will be provided.	Transportation Director Special Services Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Center Manager	Ongoing	-Request for Transportation -Parent Consent -Bus route schedules -Community Assessment -Self-Assessment -Ongoing Monitoring
IEP will outline the requirements for children in need of transportation services. Accommodations will be made as needed.	LEA Sp. Ed. Staff Transportation Director	Monitoring/Compliance Dir. Transportation Director Special Services Dir./Staff Center Manager		
Program staff will be trained to feel competent in working comfortably with children of different disabilities to ensure that staff attitudes and unfamiliarity with particular disability are addressed. ADA training is accomplished at pre-service annually and as needed.	Special Services Dir./Staff ADA Trainer Staff Development Director	Monitoring/Compliance Dir. Special Services Dir./Staff Staff Development Director	Ongoing	-Ongoing Monitoring -Pre-Service training agenda -Sign in forms

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.70 (2) (c-d)

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist in the transition of children entering Head Start and from Head Start to public school; provide information to parents on fostering the development of their children with disabilities, to include siblings. Provide opportunities to parents to observe large and small group and individual activities to include program activities as per IEP; inform parents of their rights under IDEA; inform parents of available resources (i.e. SSI, EPSDT); provide parents with support group information. Provide follow-up assistance and activities to reinforce program activities at home. Build parent confidence, skill and knowledge to advocate for their children's special needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will link parents to support groups; list will be made available to parents through center managers. Cross cultural responsiveness will be considered.	Special Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Center Manager	Ongoing	-Support group list at center
Encourage parent and family engagement participation for trainings, workshops, conferences on IDEA/Section 504, ADA to promote families as advocates and leaders. Develop honest dialogue with families regarding ARD meeting to promote participation.	Special Services Dir./Staff Family Services Director Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Family Services Director Center Manger	Ongoing	-Training agendas/sign-in -Flyers -Brochures -ARD meetings
Encourage parent and family engagement by providing opportunity to observe large, small and individual group activities to include activities per IEP; by participating in the yearly Self-Assessment, observe child's screening and assessments, attend child's ARD meetings, volunteer in the classroom and attend therapy sessions with their children when possible. This will assist the development of families as leaders.	Special Services Dir./Staff Education Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Education Director Center Manager Support Services Staff	Ongoing	-Self-Assessment -Volunteer file -Cameras -IEP -Screening and Assessment

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.71

Goal: The Hidalgo County Head Start Program will allow for parent and family engagement throughout the disability effort and meet the family's needs when relating to joint transition training and planning.

Objective: Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Program staff will provide parents with information on special education services available in the public school system as a guide to parents on joint transition training and planning.	Transition Director Special Services Dir./Staff Center Manager Support Services Staff Teacher	Monitoring/Compliance Dir. Special Services Dir./Staff Transition Director Center Manager	May 2017	-Transition Information -Training sign-In on IDEA/ADA/504
Program staff will provide parent with transition brochures to facilitate joint transition training and planning.	Transition Director Special Services Dir./Staff Center Manager	Monitoring/Compliance Dir. Special Services Director Center Manager	Ongoing	-Transition brochures
Program staff will secure parental consent prior to transferring records to LEA.	Transition Director Center Manager	Monitoring/Compliance Dir. Special Services Dir./Staff Transition Director Center Manager	May 2017	-Copies of consent on file
Department staff will provide parent with a transition letter that lists special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a smooth transition.	Transition Director Center Manager Support Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Transition Director Center Manager	May 2017	-Transition Letter to Parents

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.101 (a) (1)

Goal: The Hidalgo County Head Start Program will develop a Special Services Plan providing strategies for meeting the Special needs of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all the content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and those resources are used efficiently. Maintain level of fiscal support to implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnose by LEA and allow for expenditures such as salaries, evaluations , therapy services, transportation, special equipment/materials T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used, otherwise, transportation will be provided.	Transportation Director Special Services Director Center Manager	Monitoring/compliance Dir. Special Services Dir./Staff Center Manager	Ongoing	-Request for Transportation -Parent Consent -Bus route schedules -Community Assessment -Self-Assessment -Ongoing Monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.101 (a) (3), 1302.101 (a) (1)

Goal: The Hidalgo County Head Start Program will provide a Special Services Plan which outlines strategies for allowing full participation of children with disabilities and their families.

Objective: The purpose of the special services plan is to assure that all the content areas of Head Start are ensuring Parent and Family Engagement in the integration of children with disabilities and those resources are used efficiently. Maintain level of fiscal support to implement the plan and serve a minimum of 10% children with disabilities, to include children with significant disabilities, as diagnose by LEA and allow for expenditures such as salaries, evaluations , therapy services, transportation, special equipment/materials T/TA, facility accessibility etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Special Services budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to allow services to children with disabilities. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized. The Community Assessment is considered when preparing the budget.	Assistant Program Director Finance Director Special Services Director	Executive Program Director Assistant Program Director Finance Director Special Services Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment
Allowable budget expenses include salaries for special services staff, children's evaluations and treatment, if needed, special equipment/materials, eating utensil, manipulatives, walkers, special scissors, T/TA, travel, per diem, conference registration, consultants, substitutes, etc., and facility accessibility, (ramps, etc.)	Assistant Program Director Finance Director Special Services Director	Executive Program Director Assistant Program Director Monitoring/Compliance Dir. Special Services Director	Ongoing	-Monthly budget reports -On-going monitoring on budget expenditures

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR 1302.102 (b) (1) (i-ii)

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that ensures effective implementation of the performance standards and enhances the quality of service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Development of Individual Education Plans (IEP's) – The multidisciplinary team will develop an LEA IEP for children who were evaluated and qualified for a specific disability. IEP objectives will be reflected in the weekly lesson plan for reinforcement purposes by the teaching staff.	Teacher Assistant Teacher Disability Classroom Assistant LEA Special Education Staff	Monitoring/Compliance dir. Center Manager Support Service Staff Content Area Directors	Initial-45 school days as of parent consent for evaluation and 30 school days as of evaluation Annual ARD Yearly	-Compliance Monitoring Instrument -ARD minutes -Notice of ARD meeting -Weekly lesson plan -Center observation form
Referral Tracking Log – A referral tracking log will be maintained in the Special Services Department. The log will be updated as the referrals are received in the department.	Special Services Dir./Staff Special Services Clerk	Monitoring/Compliance Dir. Special Services Director Health Services Director Health Services Secretary	Ongoing	-Compliance Monitoring Instrument -Referral Tracking Log
IEP Progress Report – IEP Progress Reports will be prepared by the teachers and sent out to parents every six (6) weeks. The IEP progress report is connected to the 7 Domains of Learning/Child Outcomes and will reflect the child's progress on the IEP objectives. LEA progress reports will be secured by the case managers.	Teacher Center Managers Support Services Staff	Monitoring/Compliance Dir. Center Manager Special Services Staff Content Area Directors	HS- Every six weeks LEA- Every six weeks	-Compliance Monitoring Instrument -IEP Progress Report/LEA Report -Center observation form

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR 1302.102 (b) (1) (i-ii)

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that ensures effective implementation of the performance standards and enhances the quality of service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Therapy Classroom Sign Out/In log for tracking services – The teachers will maintain the Therapy Sign out/in log in their classrooms individually for every child receiving LEA services. The service provider will sign the child out and in when returning to the classroom after the service. The teacher will submit the log to the Special Services Department at the end of the month.	Teacher Assistant Teacher	Monitoring/Compliance Dir. Center Manager Support Services Staff Content Area Directors	Monthly	-Therapy Sign Out /In Log -Center Observation form -Compliance Monitoring Instrument
Monthly Follow-Up Notes – The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress/case notes to the Special Services Department on a monthly basis.	Center Manager Support Services Staff	Monitoring/Compliance Dir. Center Manager Support Service Staff Content Area Directors	Monthly	-Monthly Follow-up -Notes -Center observation form -Compliance Monitoring Instrument
Case Staffings – Case staffings will be held for children with a disability or suspected disability. All areas of need will be discussed (i.e.-special diets, special equipment/materials, medical plan of action etc.) so that the best possible services may be provided to the child upon enrollment.	Parent Center Manager Support Services Staff Teacher Special Services Dir./Staff Content Area Directors	Monitoring/Compliance Dir. Content Area Directors Center Manager	May 2017 Ongoing	-Staffing Notice -Staffing Notes -Center observation Form -Compliance Monitoring Instrument

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR 1302.102 (b) (2)

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that ensures effective implementation of the performance standards and enhances the quality of service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	FORMS
Self -Assessment- All Head Start centers will be reviewed for compliance purposes in the area of disabilities. The Special Services Director and assigned team will review all records of children with disabilities and collect required data to address program strengths and weaknesses. Possible solutions to be implemented by the Special Services Department to ensure a successful and compliant Self -Assessment in the area of disabilities include, but are not limited to the following:	Special Services Staff Parents (if possible)	Monitoring/Compliance Dir. Education Area Director Special Services Dir./Staff	January 2018	-Center File Monitoring Tool -ADA Checklist -Summary of Results

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 1302.102 (b) (2)

Goal: To ensure that the program is effectively implementing Federal Regulations.

Objective: To establish and maintain procedures for ongoing monitoring that ensures effective implementation of the performance standards and enhances the quality of service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	FORMS
Special Services staff will provide T/TA to recently hired staff prior to Self-Assessment	Special Service Dir./Staff	Monitoring/Compliance Dir. Special Services Dir./Staff	Aug-Jan 2018 -Ongoing	-T/TA sign in
Special Services staff will continue to train as required and upon request.	Special Services Dir./Staff	Monitoring/Compliance Dir. Special Services Dir./Staff Center Manager Education Director	Ongoing	-Center File Monitoring Tool -T/TA sign in
Special Services staff will visit all Head Start centers that have children with disabilities prior to Self-Assessment, and complete "on the spot corrections as needed".	Special Services Dir./Staff	Monitoring/Compliance Dir. Special Services Dir./Staff	Ongoing	-Center File Monitoring Tool
Special Services Staff will provide the Center Manager a copy of the Monitoring Tool indicating required incomplete/data at time of visit, allowing time for corrections/completion of required data.	Special Services Staff	Monitoring/Compliance Dir. Special Services Dir./Staff	Ongoing	-Center File Monitoring Tool

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.101 (a) (1-4), 1302.101 (3)

Goal: The Hidalgo County Head Start Program will provide a Special Services Plan which outlines strategies for allowing full participation of children with disabilities and their families.

Objective: To ensure all content areas of Head Start are carrying out Parent and Family Engagement in the integration of children with disabilities and their families; and that resources are used efficiently, maintain level of fiscal support to implement the plan and serve children with disabilities, and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment and materials T/TA, facility accessibility, etc. as needed.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Allowable budget expenses include salaries for special services staff, children's evaluations and treatment, if needed, special equipment/materials, eating utensil, Dr. reports, manipulatives, walkers, special scissors, T/TA, travel, per diem, conference registration, consultants, substitutes, etc., and facility accessibility, (ramps, etc.)	Assistant Program Director Finance Director Special Services Director	Executive Program Director Assistant Program Director Special Services Director	Ongoing	-Monthly budget reports -On-going monitoring on budget expenditures
Transportation is an allowable expense for those children that require transport to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used, otherwise, transportation will be provided. Accommodations at center can be made thus allowing LEA to serve on site.	Transportation Director Special Services Director Center Manager	Transportation Director Special Services Dir./Staff Center Manager	Ongoing	-Request for Transportation -Transportation Consent -Bus Route schedule -Community Assessment -Self-Assessment -Ongoing Monitoring
The plan will be updated annually, the Health Advisory Committee will provide input allowing for parent and family engagement and Head Start Content area integration, it is then presented to Policy council for approval.	Special Services Director Health Advisory Committee	Executive Program Director Special Services Dir./Staff Policy Council	May 2017	

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1302.101 (a) (1-4), 1302.101 (3)

Goal: The Hidalgo County Head Start Program will provide a Special Services Plan which outlines strategies for allowing full participation of children with disabilities and their families.

Objective: To assure that all content areas of Head Start are carrying out Parent and Family Engagement in the integration of children with disabilities; and that resources are used efficiently; maintain level of fiscal support to implement the plan and serve a minimum of children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
The Special Services budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to allow services to children with disabilities. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized. The Community Assessment is considered when preparing the budget.	Assistant Program Director Finance Director Special Services Director	Executive Program Director Assistant Program Director Finance Director Special Services Director	Beginning to end of fiscal year	-Budget copy -Monthly budget reports -PIR -Community Assessment

HIDALGO COUNTY HEAD START PROGRAM
Special Services Program Plan
2017-2018

Performance Standard: 45 CFR Part 1303.75 (a-b)

Goal: The Hidalgo County Head Start Program will establish and maintain an outreach and recruitment process to active, locate and recruit children with disabilities/significant disabilities.

Objective: To assure a minimum of 10% of the total funded enrollment opportunities for children with disabilities Provide training for staff and volunteers regarding disability regulations 45 CFR part 84, nondiscrimination on the basis of a disability/ADA, IDEA and 504. Coordinate and collaborate recruitment efforts with LEA, ECI and other agencies in the child find process. Provide training by agencies that specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
Provide specially equipped buses with lifts to transport children with physical disabilities for ADA Compliance.	Transportation Director	Monitoring/Compliance Dir. Transportation Director Special Services Director Education Area Director	Ongoing	-Transportation Plan -Ongoing monitoring -Transportation schedule
Provide school buses that are designed for transporting children with disabilities; must meet ADA compliance.	Transportation Director	Monitoring/Compliance Dir. Transportation Director Special Services Director Education Director	Ongoing	
Provide training for bus drivers/aides who transport children with special needs.	Transportation Director	Monitoring/Compliance Dir. Special Services Director Education Director	Ongoing	

TRANSITION SERVICES PLAN



Hidalgo County Head Start Program
Transition Services Program Plan
2017 - 2018

Performance Standard C. F. Regulation: 1302. 71 (c) (2)(i)(ii)(iii), and 1302.72 (2) (i)(a)(b) Transition Services

Goal: To communicate and coordinate with the local education agencies through networking meetings to plan for transition services.

Objective: To maintain and establish procedures that will facilitate the transition process for children enrolled in the Head Start program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The parents will be notified of necessary records and information that are required for enrollment for their designated local education agency. Staff will prepare a packet to be transferred to the next educational setting.	Center Managers	Community Partnership/Transition Director	On-Going	Confidentiality Statement – Child Record
2. The Program will maintain on-going coordination and collaboration between the Head Start staff and their counterparts in the schools and community programs.	Center Managers	Community Partnership/Transition Director	On-Going	Networking Meeting Record
3. Administrative Staff will meet with the center managers and support services staff to facilitate preparing and involving children and parents in joint transition training and planning activities.	Community Partnership/Transition Director Area Directors	Community Partnership/Transition Director	On-Going As Scheduled in May	Field Trip Request Form
4. The Program will encourage community participation through community wide events to allow parents, staff, community organizations, and children to meet, visit the program, and ask questions.	Community Partnership/Transition Director Family Services Director	Community Partnership/Transition Director	On-Going	Network Meeting Parent Fair Monthly Parent Meetings
5. The Program will assist & support transitions for families and children who move out of the community to include homeless families and foster children.	Center Managers Community Partnership/Transition Director	Community Partnership/Transition Director	Ongoing	Childs Transition packet consent for release form Referral Data Form Tracking Log



Hidalgo County Head Start Program
Transition Services Program Plan
2017 - 2018

Performance Standard C. F. Regulation: 1302.60, 1302.61 (a), 1302.62(a) and 1302.70 (e) Transition Services

Goal: To encourage and involve parents in the transition of their child into Head Start.

Objective: To schedule and conduct meetings / activities to engage parents in the transition of their children into the Head Start Program; including transition of children with disabilities into the Head Start Program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will coordinate and collaborate with ECI Early Childhood Intervention agencies on children who are being referred to the Head Start Program.	Center Managers Support Services Facilitators Support Services Assistants	Community Partnership/ Transition Director	On-Going	Referral Data Confidentiality Statement
2. The Program will conduct "face to face" transition meetings with the parents, ECI agency, and the local education agency.	Center Managers Support Services Facilitators Support Services Assistants	Community Partnership/ Transition Director	On-Going	Referral Data
3. The Program will ensure that appropriate placement of children enrolled with developmental programs, are provided with the steps necessary to participate and enroll in the Head Start Program.	Community Partnership/ Transition Director Special Services Director	Community Partnership/ Transition Director Special Services Director	On-Going	Confidentiality Statement



Hidalgo County Head Start Program
Transition Services Program Plan
2017 - 2018

Performance Standard C. F. Regulation: 1302.70 (a) (b) (c) Transition Services

Goal: To ensure that the Transition Services are successfully implemented.

Objective: To develop and implement schedules of activities to facilitate parent participation in the transition of children in and out of the program.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will ensure implementation and compliance of the Head Start Performance Standards in the areas of Joint Transition Training and Planning.	Community Partnership/ Transition Director	Community Partnership/ Transition Director	On-Going	Referral Data Form Information Packet
2. The Program will provide joint in-service opportunities and cross-program visitations for staff and parents to increase the understanding of early childhood development and assist in placing practices which assures developmental continuity across the different programs.	Community Partnership/ Transition Director Staff Development Department Directors	Community Partnership/ Transition Director	On-Going	
3. The Program will prepare a monthly report on all Joint Transition/Training and Planning activities.	Community Partnership/ Transition Director	Community Partnership / Transition Director	On-Going	On File



Hidalgo County Head Start Program
Transition Services Program Plan
2017 – 2018

Performance Standard C. F. Regulation: 1302.71(a)(b)(1)(2)(c)(1)(2)(3)(d)(e) Transition Services/On-going Monitoring

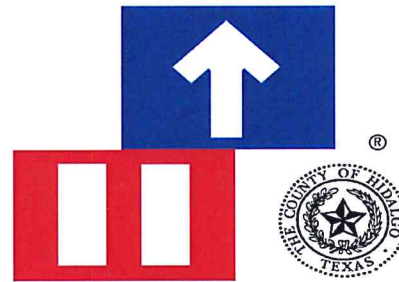
Goal: To ensure that the program is effectively implementing Federal regulations.

Objective: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Transition.

Task To Be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Joint Transition Training and Planning Packets-Parents will be notified of necessary records and information that is required for enrollment to their designated school district. The Program will prepare a packet to be given to the respective local education agency at the end of school year.	Center Managers	Community Partnership/ Transition Director	On-Going	Confidentiality Statement – Child Record Consent for Release of Info
2. Joint Transition Training and Planning Networking Meeting- The department will have ongoing coordination and collaboration with the Head Start staff and the local education agencies and community partners.	Center Managers	Community Partnership/ Transition Director	On-Going	Networking Meeting Record
3. Administrative staff will meet with the center managers and support services staff to prepare and involve children and parents with transition to the public school.	Community Partnership /Transition Director Area Directors	Community Partnership /Transition Director	On-Going As Scheduled in May	Field Trip Request Form Referral Forms Tracking Logs
4. ECI Early Childhood Intervention Agencies- The department will arrange for meetings to be held between the referring agency and the Head Start staff.	Community Partnership /Transition Director	Community Partnership /Transition Director	On-Going	Referral Forms Tracking Logs
5. Face to Face Meetings-The department will conduct meetings with the parent, ECI agency and with local community partners.	Family Services Director			
6. Community/LEA Meeting for Joint Transition Training and Planning Packages – The department will meet with the Local Education agencies (school districts) to hand deliver Head Start children's transition packages.	Community Partnership /Transition Director	Community Partnership /Transition Director Community Partnership /Transition Director	On-Going	Agendas Sign-In Forms

TRANSPORTATION SERVICES PLAN

HIDALGO COUNTY HEAD START PROGRAM

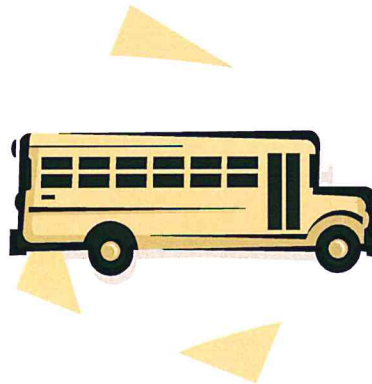


TRANSPORTATION SERVICES PROGRAM PLAN 2017 – 2018

ADVISORY COMMITTEE APPROVAL: 04.27.17
POLICY COUNCIL APPROVAL: 00.00.17
COMMISSIONERS' COURT APPROVAL: 00.00.17

Hidalgo County Head Start Program

Transportation

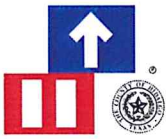


OSCAR PALACIOS
Field Operations Director

Oliver Solis
Transportation Coordinator

Nicolas Castillo
Warehouse Coordinator

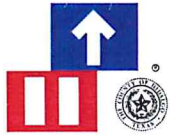
Ana Quiroz
Field Operations/Transportation Clerk



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.70 Transportation

Purpose: The Program provides transportation services, when such services are a barrier to participation in the Program by the neediest families in the community. When the Program is unable to provide transportation services, it will provide reasonable assistance, such as information about public transit availability, to the families of such children to arrange transportation to and from its activities, and provide information about these transportation options in recruitment announcements. The Program will make a reasonable effort to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and availability to transportation services. Assessment of a family's needs is conducted before the beginning of the year to assist the neediest families with what the Program is able to fund using the current fleet of thirty-three (33) buses.



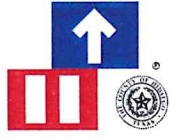
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.70 Transportation

GOAL: Hidalgo County Head Start Program will provide transportation services with fidelity and commitment to families who do not have access to transportation.

OBJECTIVE: To assess transportation needs of families served and ongoing delivery of transportation services to the neediest families..

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Document or Forms
1. The Program will provide transportation to a portion of the enrolled children with a total of thirty-three regular routes.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	August thru May	Application Priority ranking criteria
2. Families whose children are not being transported and request assistance will be provided with guidance for other alternatives.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator	August thru May	Transportation Application
3. The program will acquire sufficient number of vehicles to transport qualifying children, budget permitting.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-going	Transportation Request Form Vehicle Inventory



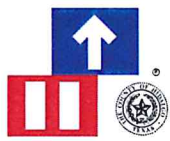
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.70

GOAL: The Hidalgo County Head Start Program will make a coordinated effort to explore the possibility of implementing private or other human services agencies to improve the cost of transportation services.

OBJECTIVE: To plan and administer a cost effective transportation service to qualifying children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program currently does not have the need to contract private or public transportation services. The program has a collaborative agreement with Teaching and Mentoring Communities Head Start to facilitate transportation should our program not have adequate number of buses for program sponsored events. The program has also developed a "cost per child" report to determine the feasibility of transportation by geographical areas. The program has also contacted the Lower Rio Grande Valley Development Council, but currently the program does not have the need for alternate transportation.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator	On-Going	Cost Per Child Monthly Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.71 Vehicles

GOAL: The Hidalgo County Head Start Program will use appropriate equipment to ensure compliance with Head Start Standards to transport children safely.

OBJECTIVE: To install and maintain in good working conditions all vehicles for safety restraint systems.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will equip all transportation units with an approved child restraint system in proportion to height and weight. 2. Staff will inspect each vehicle with safety restraint systems to ensure all are functioning.	Field Operations Director Transportation Coordinator Bus Drivers	Assigned Bus Driver	On-Going	Inspection Log



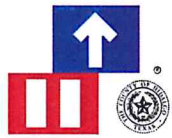
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.72 Vehicle Operations

GOAL: The Hidalgo County Head Start Program will use grant funds to purchase school buses or alternate allowable vehicles.

OBJECTIVE: To require all vehicles used for transporting children be equipped with child restraint systems and reverse beepers in order to meet all federal, state and local requirements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Program will purchase sufficient school buses or allowable alternate vehicles with reverse beepers and child restraint systems.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines	Specification Sheet
2. Program will use specifications for new vehicles from an approved source, such as the State's General Service Agency.	Procurement Director	Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines	Specification Sheet
3. Program maintains up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of and emergency, are maintained and no child is left behind, either in the classroom or on the vehicle at the end of the route.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines	Lists of children Lists of adults
4. The Program will place at least one (1) bus monitor on board at all times, with additional bus monitors provided as needed.	Field Operations Director Transportation Coordinator	Field Operations Director Transportation Coordinator Risk Management	Grant Award Guidelines	List of Bus Monitors



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.71 Vehicles

GOAL: The Hidalgo County Head Start Program will maintain all vehicles in safe operating condition.

OBJECTIVE: To assure the safety of the children when transported.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents
1. Program staff will implement procedures for the safe operation of all transportation units.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator Risk Management	On-Going	Preventive Maintenance Log Pre/Post Trip Inspection Report
2. Program staff will conduct yearly inspections by state motor vehicle inspection stations, and conduct preventive maintenance and daily pre and post trip inspection by the driver.	Field Operations Director Transportation Coordinator Bus Drivers	Field Operations Director Transportation Coordinator Risk Management	On-Going	Preventive Maintenance Log Pre/Post Trip Inspection Report



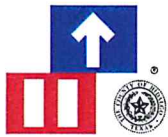
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.72 Vehicle Operations

GOAL: Hidalgo County Head Start Program will ensure that appropriate height and weight safety restraint systems be utilized for children weighing fifty (50) pounds or less while vehicle is in motion; aisles and emergency exits be kept clear and loose articles be properly restraint.

OBJECTIVE: To transport children safely to and from the center, program related activities and service providers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. To equip all vehicles used for transportation with an approved restraint system before January 2004. Baggage and loose articles will be properly secured including maintaining clear aisles and emergency exits unobstructed at all times.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator Bus Driver Bus Aide	On-Going	Monitoring Instrument
2. Each bus will have a qualified bus aide to assist and supervise children. When the assigned bus aide is absent, a substitute is utilized.	Field Operations Director Transportation Coordinator Bus Driver	Transportation Coordinator	On-Going	Monitoring Instrument



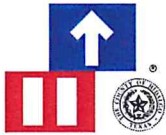
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.72 Vehicle Operations

GOAL: The Hidalgo County Head Start Program will ensure that all assigned drivers be fully qualified.

OBJECTIVE: To implement a comprehensive application, screening and monitoring process with all persons seeking employment as drivers to ensure compliance with local and federal requirements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Program will require all assigned drivers be current on all the required drug testing, certifications and be tested randomly for drugs, also mental and physical ability, or with reasonable accommodations be able to perform duties determined by a medical examination. Medical examination shall be completed prior to commencing driving duties.	Field Operations Director Transportation Coordinator Human Resources	Field Operations Director Transportation Coordinator	On-Going	Driver License Required Training and Certifications
2. The Program will develop a questionnaire relevant to driving and work experience to be implemented during the interview process, including previous employment verification, criminal background check and driving traffic violations.	Field Operations Director Transportation Coordinator Human Resources	Field Operations Director Transportation Coordinator	On-Going	Questionnaire Form
3. Transportation staff will perform annual appraisal of drivers.	Field Operations Director Transportation Coordinator Human Resources	Field Operations Director Transportation Coordinator	On-Going	Appraisal Form



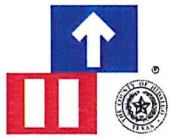
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.72 Vehicle Operations - Continued

GOAL: The Hidalgo County Head Start Program will ensure that all assigned drivers be fully qualified.

OBJECTIVE: To implement a comprehensive application, screening and monitoring process with all persons seeking employment as drivers to ensure compliance with local and federal requirements.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
4. Human Resources staff will review applications to ensure applicants: •Have a valid Commercial Driver's License (CDL) to drive vehicles used to transportation children. • Have a valid Commercial Driver's License (CDL) to drive the vehicles used to transport children •Meet any physical, mental, and other requirements as necessary to perform job related functions with any necessary reasonable accommodations. •The application review process will include •Disclosure by applicant of all moving traffic violations, regardless of penalty. •A check of the applicants driving record through the appropriate state agency including a check of the applicant's record through the National Driver Register if applicable. •A check that drivers qualify, the applicant meets driver training requirements in the state. •A conditional employment offer to the applicant before applicant begins to work a medical examination to establish that driver possess the physical ability to perform job related function with any necessary accommodations.	Field Operations Director Transportation Coordinator Human Resources Risk Management	Field Operations Director Transportation Coordinator	On-Going	Driver License Required Training and Certifications Questionnaire Form



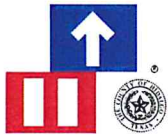
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.72 Vehicle Operations

GOAL: The Hidalgo County Head Start Program will ensure that all designated drivers receive the required training within the allowed time frame.

OBJECTIVE: To provide safe transportation to program participants.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program will provide the required training to all drivers upon hiring and during pre-service, on-going and as needed. Topics include classroom, behind-the-wheel to safely and efficiently operate the vehicle; running fixed routes; loading/unloading children; stopping at railroad crossing and other maneuvers; evacuation procedures and the operation of special equipment (lifts assistive devices). Bus monitors are also trained in their area of responsibility. Each driver will be evaluated yearly which will include road performance.	Field Operations Director, Transportation Coordinator	Transportation Coordinator	July thru May	Program Calendar
2. Hands on training at Region One Education Center.	Transportation Coordinator	Field Operations Director	July thru May	Agendas Sign In Sheets
3. The program will provide training to bus monitors before being assigned on the following topics: administer first aid in case of injury, handle emergency situations including, vehicle evacuations, operate special equipment (wheel chair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of vehicles, instruction on topics related to transporting children with disabilities, and pre and post trip vehicle checks.	Field Operations Director Transportation Coordinator Bus Driver Bus Aide	Field Operations Director Transportation Coordinator	July thru May	Agendas Sign In Sheets



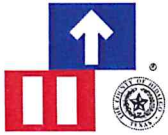
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.73 Trip Routing

GOAL: The Hidalgo County Head Start Program will address concerns when planning fixed routes.

OBJECTIVE: To follow a process which will indicate specific procedures and guidance for staff to ensure safety of the children.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
The Program will ensure: 1. The time a child is in transit to and from the Program must not exceed one (1) hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical; 2. Vehicles are not loaded beyond maximum passenger capacity at any time; 3. Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers; 4. Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle; 5. When possible, stops are located to eliminate the need for children to cross the street or highway to board or leave the vehicle; 6. Either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible; and, 7. Driver uses alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing.	Field Operations Director Transportation Coordinator Center Manager Bus Driver Bus Monitor	Field Operations Director Transportation Coordinator	September On-Going	Training Agendas Sign-In Rosters



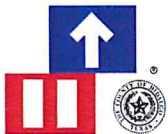
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 – 2018**

PERFORMANCE STANDARD: 1303.74 Procedures

GOAL: The Hidalgo County Head Start Program in coordination and collaboration with parents/guardians engagement will establish a plan to transport children in a safe manner.

OBJECTIVE: To implement a plan which includes an on-going safety education and certification program to include children, parents and drivers during the transportation process.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. Parents of qualifying children will be provided with a set of bus safety rules and an acknowledgement form to sign. Parents will be provided training within the first thirty (30) days of the child's enrollment. 2. The program will evaluate each route to not exceed one (1) hour ride only if there is no shorter route or poses a safety concern. 3. Bus safety will be presented to all children at the beginning and throughout the school year in the curriculum's daily lesson plan. 4. The transportation plan will be developed with staff, parents and community members. 5. Drivers will receive required training and certifications to implement the safety of children. 6. Vehicles will be inspected daily as part of a preventive maintenance and cost control program. 7. Within the first thirty (30) day of the program year, children will be taught safe riding practices, safety practices for boarding and leaving the vehicles, for crossing the street to and from the vehicle at stops, recognition of danger zones around the vehicles and emergency evacuation procedures including participating in emergency/evacuation drill conducted on the vehicle the child will be riding. 8. Program will ensure that at least three (3) evacuation drills are conducted during the program year.	Field Operations Director Transportation Coordinator Center Manager Bus Drivers	Field Operations Director Transportation Coordinator Center Manager	Parent Orientation May of Current School Year (for following year) August thru May	Agendas Sign-In Forms Certificates of Completion Vehicle Inspection Report Behind the Wheel Driver Evaluation



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1303.75 Children with Disabilities

GOAL: The Hidalgo County Head Start Program will make available appropriate number of buses or allowable alternate vehicles for transporting children with disabilities.

OBJECTIVE: To implement appropriate and safe transporting of children with disabilities to include, whenever possible, the inclusion of children with disabilities by transporting them in the vehicles as are non-disabled peers.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The program provides transportation to children with disabilities in appropriately equipped buses to their respective school district for services. The program will mainstreams children with disabilities by transporting them on the regular bus routes. Individual Education Plan (IEP) will reflect child's need for transportation and is accommodated with special adaptive equipment, if needed, including bus driver and monitor training.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator	August thru May	Memorandum Budget Workshop
2. Children with disabilities needing therapy are transported to their respective school district to address special needs when the district does not provide services on site.	Center Manager Transportation Coordinator	Special Services Director	August thru May	Child's File Progress Notes



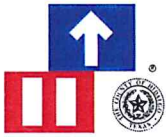
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1304.2 Monitoring

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services and ensure compliance with Federal Regulations/Performance Standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
1. The Transportation Services Department Staff will participate in the programs annual self-assessment.	Administrative Team Consultants Center Staff Parents	Executive Director Assistant Directors Policy Council Members	As Schedule in Program Calendar	Protocol for the 2015-2016 Federal Review
2. The Center Manager and Transportation Staff will use the following procedure to ensure the on-going monitoring of the program's transportation services.	Center Manager Transportation Coordinator	Field Operations Director	Daily (Workdays)	Monitoring Form
•Pre/Post Trip Inspection Report-the Pre-Trip Inspection is conducted in the mornings before the bus begins the route to ensure the bus is safe and road worthy. The Post-Trip Inspection will be conducted at the end of the workday to ensure the bus is still in safe operating condition.	Bus Driver	Field Operations Director Transportation Coordinator	Daily (Workdays)	Pre/Post Inspection Report



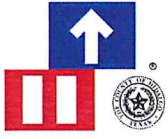
**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1304.2 Monitoring - Continued

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services and ensure compliance with Federal Regulations/Performance Standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
•Bus Route Monitoring Report-The Center Manager and Transportation Coordinator will ride each bus, unannounced, a minimum of three times per school year to ensure all Federal Regulations are being met. A checklist will be used to ensure all required documentation is approved for all children being transported; all required safety equipment, such as, a Certified Fire Extinguisher with identifiable sign and mounted on bracket, well supplied First Aid Kit, Emergency blanket, bio-hazard material kit, seat belt cutter mounted away from children's reach.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report
•It will also ensure the observation of children being assisted when boarding and exiting the bus and the implementation of the approved Child's Safety Restraint System. It will also enable the monitor to observe the bus driver conduct a thorough check for any children or personal belonging left behind.	Center Manager Transportation Coordinator Field Operations Director	Center Manager Transportation Coordinator Field Operations Director	PY 2015-2016	Bus Route Monitoring Report



**HIDALGO COUNTY HEAD START PROGRAM
TRANSPORTATION PLAN
2017 - 2018**

PERFORMANCE STANDARD: 1304.2 Monitoring - Continued

GOAL: The Hidalgo County Head Start Program establishes and implements procedures for on-going monitoring of transportation services to ensure effective implementation of Federal Regulations.

OBJECTIVE: To manage the transportation services and ensure compliance with Federal Regulations/Performance Standards.

Task to be Accomplished	Person Responsible	Person Responsible for Monitoring	Projected Date of Completion	Documents or Forms
•Behind the Wheel Driver Education - The Field Operations Director and/or Transportation Coordinator will conduct the evaluation during the bus driver's interview to determine if the applicant is physically able to drive a bus and also observe if the driver is observing all Local, State and Federal Traffic Laws, including Railroad Crossing and avoiding wide right turns. The driver's respective Center Manager will conduct the same evaluation at the time of driver's annual performance evaluation.	Field Operations Director Transportation Coordinator Center Manager	Field Operations Director Transportation Coordinator Center Manager	Pre-Employment Annual Evaluation	Behind the Wheel Driver Evaluation