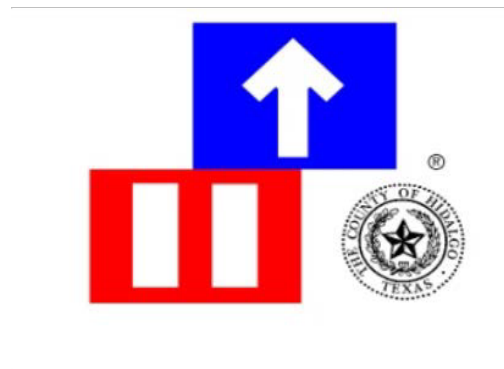


Hidalgo County Head Start Program



Training and Technical Assistance Program Plan 2017-2018

Policy Council Approval:
Commissioners' Court Approval:



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the symptoms of alcohol and substance abuse.	Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles.	Juan Pedraza, Hidalgo County Sherriff Office	1. PC 2. Power Point Presentation	\$ 1,662 For all Pre- Service Training	Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities	Participants will be provided with necessary training as required by the American with Disabilities Act (ADA) Section 504	Rosa Torres, Disability Rights Texas	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands “If you suspect-you report”	Participants will be provided with necessary training as required by the Texas Family Code 745.8551.	Belinda Escaname Alma Cisneros D.F.P.S.	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the Hidalgo County Head Start mandated policies as required by federal, state and local regulations.</p>	<p>To comply with federal, state and local regulations participants will review and acknowledge receipt of the mandated policies listed below:</p> <ul style="list-style-type: none"> -Civil Rights Act -Standards of Conduct -Confidentiality Policy -Reporting Child Abuse and Neglect Policy -Discipline and Guidance Policy -Dress Code Policy -Hidalgo County Drug and Alcohol Policy -Hidalgo County Sexual Harassment -Hidalgo County Absence Control Policy -Hidalgo County Ethics Policy -TB Questionnaire 	<p>David Guel, Administrator for Human Resources</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and address sexual harassment in the workplace.	The presenter will provide information to Head Start employees on how to recognize and prevent incidents of sexual harassment.	Rene Parrao, Safety Officer	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify and utilize preventive measures to promote a safer work environment.	Participants will be provided with the necessary training to respond appropriately to Work violence.	Rene Parrao, Hidalgo County Safety Officer	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify probable causes of accidents; minimize work-related injuries; and follow reporting procedures.	<p>Procedures will be discussed and implemented for reporting work related injuries. Training will be conducted on the following:</p> <ul style="list-style-type: none"> -Workers' Compensation Procedures -General Safety Rules -Slips, Trips, and Falls -Safe Lifting and Back Care -Accident Prevention and Control -Ladder Safety -Using PPE -Driving Safety Tips -Use of Fire Extinguishers -Chemical Safety Fact Sheet 	Noemi Flores, Risk Management Specialist	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
Participants will be able to adhere to the Civil Service Commission Rules and Regulations.	The Hidalgo County Civil Service Commission Rules review will provide the participants information on personnel practices and the procedures governing disciplinary actions.	David Guel, Administrator for Human Resources	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		Pre-Service	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>At the Leadership Training participants will be able to describe the roles and responsibilities of a Parent committee Member that will enable them to be part of the decision making process.</p>	<p>Participants will be provided materials and information to prepare elected parents for their roles at the center committees and the Policy Council if elected.</p>	<p>Teresa Flores, Executive Program Director</p> <p>Elvira Segura, Family Services Director</p>		<p>\$ 3,800</p>	<p>Sept. 23, 2017</p>	<p>Training Calendar</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.</p>	<p>Each major function/operations of each department will be presented by the Director/Administrator supervising the department. Roles and responsibilities of the Policy Council will be emphasized.</p>	<p>Consultant</p>		<p>\$ 4,942</p>	<p>Oct. 21-22, 2017</p>	<p>Training Calendar Evaluation</p>
<p>Participants will be able to describe the valuable role of fathers and fatherhood to our present and future generations.</p>	<p>Participants will engage in discussion affirming fathers in valuable contribution to the lives of their children.</p>	<p>Consultant Internal Education Professionals</p>		<p>\$ 8,300</p>	<p>February 21, 2018</p>	<p>Program Calendar Agenda Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to successfully establish a career path, for their job responsibilities, that aligns with the Head Start mandates.</p>	<p>The HCHSP Staff Development professional will provide counseling and guidance to all employees on developing their staff Development Plan and monitor the progress of goal achievement. She will serve as the liaison between the HCHSP and the Institutions of Higher Education. She will manage and coordinate all training and workshops for the Program</p>	<p>Sylvia Garza Staff Development Director (Internal Specialist)</p>		<p>\$ 3,000 \$ 48,944</p>	<p>Pre-Service On-Going</p>	<p>Training Calendar Staff Development Plan Evaluation</p>
<p>Participants will be able to acquire and maintain CDA Certification</p>	<p>All assistant teachers will participate in CDA classes to obtain and maintain certification</p>	<p>Sylvia Garza Staff Development Director</p>		<p>\$ 7,000</p>		



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to implement the goals and objectives of the School Readiness Plan and the Education Services Plan	HCHSP Education professionals will provide hands on training and technical assistance on curriculum assessment and instruction to all classroom staff. Reinforce and promote coaching strategies to improve CLASS scores.	Rebecca Villarreal, Administrator for Education Department Area Directors (Internal Specialist)		\$ 115,981	Pre-Service On-Going	Training Calendar Feedback Forms Evaluation
Participants (staff and parents) will attend national institutes presented by National Head Start Association.	Professional Development will be offered to selected participants for specific purposes.	Executive Director and Assistant Director		\$ 52,634		



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part I.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Ana Villaurrutia, Family Services Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to follow the Head Start Performance Standards as it pertains to Family Partnerships, Parent Involvement and (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance Part II.</p>	<p>Participants will receive instructions and guidance on how to implement Family Services procedures, forms and documents at the center level.</p>	<p>Debra Gamboa, Family Services Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation :
Participants will identify the different volunteer opportunities and the requirements to become a volunteer.	Participants will be encouraged to volunteer in any of the different areas of the Head Start Program and become more involved in the education of their children. Center staff and central office staff will inform parents of the many ways to participate in Head Start.	Head Start Executive Team Members	1. PC 2. Power Point Presentation	\$ 3,200	September 5-7, 2017	Training Calendar Survey Evaluation
Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.	The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.	Elvira Segura, Family Services Director	1. PC 2. Power Point Presentation	\$ 2,000	Nov. 16, 2017	Training Calendar Evaluation
Participants will be able to apply Head Start Performance Standard as it pertains to (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance specifically for children with disabilities and will implement specific strategies to retain enrollment of children with disabilities.	Participants will receive instructions and guidance on how to implement strategies and procedures at the center classroom and center level.	Elvira Segura, Family Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the 10 financial education modules of the Financial Literacy Program; Wealth Creating Through Financial Education	Participants will be trained on 10 financial education modules that will provide ability to make informed decision and take effective actions regarding the use and management of money.	Elvira Segura, Family Services Director Gloria Casas, Consultant	1. PC 2. Power Point Presentation		Pre-Service Program Year 2017-2018	Training Calendar Survey Evaluation
Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.	The Recruitment Training is for the purpose of providing Head Start services to eligible children, three to five years of age regardless of sex, creed, color, national origin or disabling condition.	Elvira Segura, Family Services Director			Feb. 07, 2018	Training Calendar



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will identify and follow steps of Access Esperanza Clinic services to assist Head Start Parents plan their families and stay healthy.</p>	<p>Participants will:</p> <ul style="list-style-type: none"> • Discuss the value of family planning • Review federal and state funding sources for free to low cost family planning services • Describe at least 3 services Access Esperanza Clinic provides • Identify community resources for family planning and preventive health care services 	<p>Martha Leos, Supervisor</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the different areas of work by the representatives of the Consulate of Mexico with the objective of guiding the Head Start families with the information of the referral process.</p>	<p>Participants will be given information in the 3 areas of services provided by the Consulate of Mexico. Information will be made available in the form of flyers of the different centers available for the families in the area.</p>	<p>Olivia Rubio, Community Representative</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be provided information to employees regarding the services available through HCCSA</p>	<p>Participants will have a working knowledge base regarding the various programs offered through HCCSA namely utility assistance and case management.</p>	<p>Jaime R. Longoria, Executive Director</p> <p>Mari Gallegos, CCFS Supervisor</p>			<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify & recognize all the areas of expertise and programming of the TA&MAES in order to improve the lives of the families of Head Start</p>	<p>Participants will develop a much thorough understanding in the areas of agriculture, environmental stewardship, youth and adult life skills, human capital and leadership, and community economic development using research based knowledge focused on local, issues and needs.</p>	<p>Andrea Valdez, County Extension Agent</p> <p>Claudia Quiroga, FCS Program Assistant</p> <p>Esly Reyes, Agent Assistant</p>			<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will learn about the Early Childhood programs and distinguish between them to make appropriate referrals</p>	<p>Participants will learn about the specific requirements needed to make a referral for ECI, PAT, HIPPY, and Nurse Family Partnership</p>	<p>Vicky Doria, ECI Site Manager</p> <p>Lizbeth Carrera, HIPPY Coordinator</p>			<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation :
<p>Participants will develop an understanding of services provided by the WIC Program, its eligibility requirements, and benefits of the program. Participants will identify and follow steps regarding Preschool Nutrition and the components of MyPlate.</p>	<p>Participants will be able to demonstrate knowledge on</p> <ul style="list-style-type: none"> • Who is eligible to apply for the WIC Program • Eligibility requirements for the WIC Program • Components of the MyPlate 	<p>Kassandra Suarez, RD</p>			<p>Pre-Service</p> <p>Program Year 2017-2018</p>	<p>Training Calendar</p> <p>Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will describe organic vegetable gardening and receive information on health and wellness for children, families and school communities, while combining physical activity.</p>	<p>Participants will expand their knowledge experience in the elements of nutrition, garden science, and physical activity through a hands on training session.</p>	<p>Ashley Gregory, M.S. Texas A&M Agrilife Extension County Extension Educator- Horticulture</p>			<p>Pre-Service Program Year 2017-2018</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to implement safe food handling practices.	Participants will be able to participate in activities to identify safe food handling practices.	Aurora Figueroa Karina Beckmann, Child Nutrition Coordinators	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to locate and utilize Child Nutrition Program required information.	The required information for the Child Nutrition Program will be presented and reviewed with staff. Copies of presentation will be provided.	Gilbert Silva, Child Nutrition Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Child Nutrition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.	The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.		1. PC 2. Power Point Presentation	\$ 0	Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the appropriate implementation of the Mental Health process.	Participants will be informed of the procedures that need to be implemented after they have identified and documented children in need of assistance.	Mental Health Counselor	1. PC 2. Power Point Presentation		Pre-Service On-Going	Training Calendar Survey Evaluation Referrals
Participants will be able to guide and support children with challenging behaviors.	Participants will be able to help anticipate and avoid the escalation of challenging behaviors in the Classroom.	Mental Health Counselor	1. PC 2. Power Point Presentation		Pre-Service On-Going	Training Calendar Survey Evaluation
Participants will be able to identify best practices in Behavioral case management.	Participants will demonstrate knowledge of appropriate public health services	Cynthia Arteaga, LBSW-IPR	1. PC 2. Power Point Presentation		Pre-Service	Referrals

**Hidalgo County Head Start Program
Training and Technical Assistance
One Year Implementation Plan**

Content Area: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to understand Early Childhood mental health and social emotional development.	Participants will be able to correlate Children's mental health and the importance to school readiness.	Mental Health Counselor	1. PC 2. Power Point Presentation		On-Going	Training Calendar Survey Evaluation Referrals



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and implement the Performance Standards and relate the information to the Program Plan	Participants will actively listen and review the Performance Standards and the Program Plan.	Ramiro Silva, Community Partnership and Transition Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access Community Resources for children, families and pregnant women.	The Networking Meeting is designed to develop community partnerships supported by interagency agreements to secure appropriate services for children and families.	Ramiro Silva, Community Partnership and Transition Director		\$ 3,600	September 2, 2017	Training Calendar Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access, utilize and interpret the Health Policies and Procedures in regards to the Performance Standards.	The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.	Elvia Ibanez, RN Health Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to identify all updates regarding Local and State 2016 Immunizations and recommendations.	Participants will participate in discussion and ask questions on different scenarios regarding Local and State Health.	Patricia Garcia TVFC Educator	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to recognize symptoms, assess the health concerns within their classroom and manage the different scenarios of Communicable Diseases in their classroom.	RN will explain and discuss topics in relation to Hidalgo County Head Start Program Performance Standards & Health Services Manual.	Elvia Ibanez, RN Health Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to generate health reports utilizing PROMIS program.	Participants will discuss and ask questions on the collection of health data for all health services including mental health.	Elvia Ibanez, RN Health Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to describe the Medication Administration Protocol.	Participants will receive guidance and instruction on the storage and administration of medication to Children.	Elvia Ibanez, RN Health Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be certified on First Aid and CPR procedures	Participants will receive guidance and instruction to perform emergency first aid and CPR procedures.	Noemi Flores, Risk Management Specialist	1. PC 2. Power Point Presentation	11,922	Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to review the policies and procedures in the area of <i>Transportation</i> .	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to describe the policies and procedures in the area of the <i>Warehouse operation</i> .	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to access and use local, state and federal standards relating to buildings and grounds.	An overview of the applicable standards will be presented and discussed as they apply to the requirements for facilities and playgrounds for children and staff.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to prepare cleaners and chemicals used for sanitizing.	An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleaners and chemicals will be reviewed.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to follow the required office procedures and processing of required documentation for purchases.	A comprehensive explanation of departmental operating procedures will be made.	Oscar Palacios, Field Operations Director Oliver Solis, Transportation Coordinator			Pre-Service	Training Calendar Survey Evaluation
Participants will be able to prepare and process the monthly supplies order request form.	Participants will participate in an overview of the standard procedure for determining on hand quantities, needs, ordering procedures and product implementation.	Oscar Palacios, Field Operations Director			Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Special Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.	An overview of the federal law will be presented to the staff. Handouts will be provided.	Rosa Torres, Disability Rights of Texas	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
Participants will be able to generate accurate Special Services Report.	An overview of the Special Services Report will be presented to the staff. Handouts will be provided to the staff.	Edna Snider, Special Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Special Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.</p>	<p>An overview of the federal law will be presented to the staff. Handouts will be provided.</p>	<p>Roy Ballesteros, Disability Rights Texas</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to administer a speech Screener to children in an effort to identify children who warrant further evaluation.</p>	<p>Participants will develop their skills in using this tool screener to evaluate if children's sound acquisition, voice and fluency is reflective of their developmental age. A copy of the Speech Screener will be provided to staff.</p>	<p>PSJA ISD Special Education Dept.</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Special Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to correctly complete a referral packet to LEA on children requiring evaluation.	The training will focus on the required data collection which is vital to the referral packet. Handouts will be provided to the staff.	Edna Snider, Special Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
The participants will be able to describe the purpose of the ARD meeting.	The ARD training will cover the content and information discussed at the meeting. This will be presented to the staff via power point.	Edna Snider, Special Services Director	1. PC 2. Power Point Presentation		Pre-Service	Training Calendar Survey Evaluation
The Participants will be able to understand how to implement and utilize skills in order to better engage children diagnosed with Autism.	Participants will receive an introduction of Autism, the history, its identifying characteristics, and basic intervention strategies.	Terri McGinnis, Region One	1. PC 2. Power Point			Training Calendar Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Finance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to complete and submit reports on allowable in-kind contributions, complete and submit their Travel Expense Reports (excluding commuting miles) and follow procedures to secure and access their payroll information.</p>	<p>Participants will be presented the steps on how to complete the Certificate of In-Kind Report and the Local Travel Expense Report. They will also develop a better understanding of the importance of retaining payroll records and will be reminded to submit any changes to their personal information to Human Resources (HR) AND Payroll/Finance Department.</p>	<p>Elma P. Keller, Chief Financial Officer</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to integrate music and movement activities into their daily lesson plans.</p>	<p>Participants will actively engage in the implementation of Kindermusik activities to utilize music as a teaching strategy to meet School Readiness Goals in each of the five domains of the Head Start Early Learning Outcomes Framework.</p>	<p>Mirna Gonzalez, Teacher</p> <p>Vanessa Serna, Teacher</p> <p>Nadia De Leon, Education Area Director</p> <p>Homero Carrera, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participant will be able to identify the characteristics of effective teachers and techniques for organizing and managing effective learning environments.</p>	<p>Participants will be able to discuss and implement effective classroom strategies to improve their classroom management.</p>	<p>Hector Guerra, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be introduced to new teaching ideas through art, language, music, dance, drama, and writing.</p>	<p>Participants will be able to utilize materials that offer learning experience that cover a variety of domains that encourage symbolism, creativity and higher order thinking skills.</p>	<p>Alma Mata, Alton Teacher</p> <p>Brenda Aguilar, Alton Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to acquire a variety of effective Math strategies that teachers can implement in their classrooms.</p>	<p>Participants will present different Math hands-on activities to be used in small and whole group instruction. These activities will be used to expand the direct instruction presented by the teacher.</p>	<p>Ofelia Davila, Pharr Mentor Coach/Teacher</p> <p>Dalia Dominguez, Pharr Teacher</p> <p>Karen Brouwen, Pharr Mentor Coach/Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will increase their knowledge of Frog Street and be able to teach with fidelity. Teachers will improve the planning process to be more effective in delivering instruction addressing the Head Start Early Learning Outcomes Framework (HSELOF) Domains.</p>	<p>Participant will be able to plan and implement lessons effectively.</p>	<p>Hector Guerra, Education Area Director</p> <p>Karina Larios, Education Area Director</p> <p>Zaydee Hernandez, Donna I Teacher</p> <p>Sara Martinez, Hidalgo Center Manager</p> <p>Alma Zepeda, McAllen IV Center Manager</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to integrate activities in the classroom to develop language and literacy skills based on the developmental progressions on the Head Start Early Learning Outcomes Framework.</p>	<p>Participants will actively engage in the appropriate implementation of language and literacy activities in English and Spanish to meet School Readiness Goals.</p>	<p>Amelia Perez, Teacher</p> <p>Marlen Garcia, Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be exposed to the Scientific Method that will help student’s problem solve, collaborate with peers, organize data, build and enrich vocabulary.</p>	<p>Participants will be able to implement effective teaching practices to maximize children’s learning through Cognitive Science.</p>	<p>Maria Camacho, Teacher La Herencia</p> <p>Santos N. Ramirez, Teacher La Herencia</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre-Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the benefits of extended conversation and learn about what makes an extended conversations a "think" conversations to improve teacher-child interactions in the Domain of Instructional Support.</p>	<p>Participants will discuss, share strategies and develop an action plan to engage children in extended "thick conversations throughout the instructional day.</p>	<p>Marisa Casares, Teacher</p> <p>Nina Del Angel, Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will acquire new skills in social and emotional development to help them better respond to the individual needs of children in their classroom</p>	<p>Participants will be able to discuss and implement effective strategies to understand and respond to children's needs.</p>	<p>Homero Carrera, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



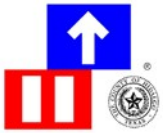
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be provided with an overview of the PBC coaching model.</p>	<p>Practice –Based Coaching is a coaching model utilized in a collaborative partnership. The design includes three components implemented through the mentor/coaching cycle process. PBS is a cyclical process for supporting teacher’s use of effective teaching practices that lead to positive outcomes for children. The components are: 1) Planning goals and actions steps; 2) Engaging in focused observation(s); 3) Reflecting on and sharing feedback about teaching practices.</p>	<p>Rebecca Villarreal, Administrator for Education</p> <p>Nadia De Leon, Education Coordinator</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be introduced to basic strategies that support children’s positive behaviors during classroom transitions as effective teaching practices to maximize children’s learning.</p>	<p>Participants will be able to implement effective teaching practices to maximize children’s learning through transitions.</p>	<p>Karina Larios, Education Area Director</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will develop a better understanding of social and emotional expectations and be able to communicate them verbally and physically.</p>	<p>Participants will explore different areas of curriculum that address the social and emotional development.</p>	<p>Cidelia Monteagudo, McAllen V Center Manager</p> <p>Irma Acuna, Mission II Teacher</p> <p>Perla Pruneda, Mission II Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will develop an understanding of the importance of using child assessments and CLASS data to make informed decisions on planning and instructional practices.</p>	<p>Staff will understand how to collect data to plan delivery of high quality instruction and plan focused professional development based on child outcomes.</p>	<p>Rebecca Villarreal, Administrator for Education</p> <p>Nadia De Leon, Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Pre- Service</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to factor in the wide spectrum of abilities and interests of children, as well as activities that are based on children’s preferences and learning styles.</p>	<p>Participants will respond by improving and evolving teaching techniques to best assist children in reaching their full potentials—cognitively, socially, physically, and emotionally. The staff will have an opportunity to ask questions and discuss concerns.</p>	<p>Helen D. Meave, M. Ed. South Texas College Instructor</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will develop an understanding of the importance of using child assessments and CLASS data to make informed decisions on planning and instructional practices.</p>	<p>Staff will understand how to collect data, interpret information accurately and use data to plan delivery of high quality instruction and plan focused professional development based on child outcomes.</p>	<p>Rebecca Villarreal, Administrator of Education Nadia De Leon, Area Director</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Pre-Service</p>	<p>Training Calendar Survey Evaluation</p>



**Hidalgo County Head Start Program
Training and Technical Assistance
One Year Implementation**

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline :	Evaluation:
Participants will acquire the observation skills needed to become CLASS reliable.	Participants will be exposed to discussion, activities and video exemplars thereby adding a strong theoretical and research-based foundation to participants' knowledge regarding relationship-building between teacher and child.	CLASS Internal Trainers	1. CLASS Manual	\$ 7,500	On-Going	Training Calendar CLASS