



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: September 18, 2019

SUBJECT: Discussion/Approval of 2019-2020 Training and Technical Assistant (T/TA) Plan

RATIONALE/NEED: The program plan must be approved annually to comply with Federal Performance Standards.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Training & Technical Assistance (T/TA) Plan

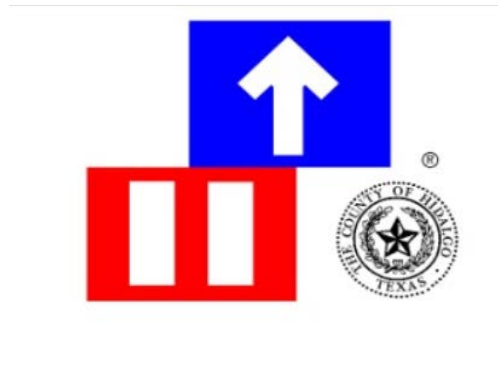
INITIATED BY: Nora S. Munoz, Assistant Director for Programmatic Services

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

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Hidalgo County Head Start Program



Training and Technical Assistance Program Plan 2019-2020

Policy Council Approval:
Commissioners' Court Approval:



**Hidalgo County Head Start Program
Training and Technical Assistance
One Year Implementation Plan
2019-2020**

Content Area: Administration						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Pre-Service Training: Participants will be able to identify the symptoms of alcohol and substance abuse.</p>	<p>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.</p>	<p>Juan Pedraza Hidalgo County Sherriff Office</p>	<p>1. PC 2. Power Point Presentation</p>	<p>\$ 4,500 For all Annual Training</p>	<p>Annual Training August, 2019</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities</p>	<p>Participants will be provided with necessary training as required by the American with Disabilities Act (ADA) Section 504</p>	<p>Rosa Torres, Disability Rights Texas</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>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”</p>	<p>Participants will be provided with necessary training as required by the Texas Family Code 745.8551.</p>	<p>Isabel Romero Gloria Almanza D.F.P.S.</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey 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 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>Annual Training</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 Specialist	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to implement procedures outlined in the Human Resources Program Plan.	Participants will be provided with a brief explanation on the Human Resources Program Plan Policies & Procedures; Recruitment and Employment of Staff; Organizational Structure; and Lines of Authority and Communication.	David Guel, Administrator for Human Resources	1. PC 2. Power Point Presentation		Annual Training	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 	<p>Cynthia Castro, Assistant Administrator For Human Resources</p> <p>Herlinda Hernandez, Risk Management Specialist</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		Annual Training	<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 		Annual Training	<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. 28, 2019</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>\$ 4,100</p>	<p>Oct. 19-20, 2019</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>\$ 7,550</p>	<p>February 20, 2020</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</p>		<p>\$40,336 \$ 3,749</p>	<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Staff Development Plan</p> <p>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>\$ 6,250</p>		<p>CDA Credential</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 implement the goals and objectives of the School Readiness Plan and the Education Services Plan</p>	<p>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.</p>	<p>Connie Casas, Administrator for Education</p>		<p>\$136,425</p>	<p>Annual Training On-Going</p>	<p>Training Calendar Feedback Forms Evaluation</p>
<p>Participants (staff and parents) will attend institutes presented by National Head Start Association, Regional Office and Cleverex</p>	<p>Professional Development will be offered to selected participants for specific purposes</p>	<p>Executive Director and Assistant Director</p>		<p>\$76,290</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>Safety Training: All staff will identify safety procedures on disposal of hazardous material and the use of fire extinguishers.</p>	<p>Field Operations Director and Transportation Coordinator will provide training on procedures for fire safety and facilities maintenance.</p>	<p>Director Of Field Operations</p>		<p>\$3,507</p>	<p>Annual</p>	<p>Sign-In Forms and Evaluations</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>Human Resources Compliance: Participants will describe their responsibilities in complying with Finger Printing requirements.</p>	<p>HCHSP – Human Resources Professionals will provide training on Finger Printing requirements and procedures on a one to one basis or large group.</p>	<p>Administrator for Human Resources</p>		<p>\$4,969</p>	<p>On-Going</p>	<p>Compliance Reports</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>Procurement Rules and Regulations: Participants will identify Federal, State and Local Procurement Regulations that apply to our Program</p>	<p>Participants will be trained on existing and changing Procurement regulations that apply to our program</p>	<p>Procurement Director</p>	<p>45 CFR Part 75 State Procurement Regulations County Procurement Procedures</p>	<p>\$ 2,500</p>	<p>Annual</p>	<p>Certificate of Completion</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 determine the eligibility, recruitment, selection, enrollment and attendance process for Head Start and implement the Head Start Operational Policies and provide information to parents regarding these policies.</p>	<p>The session will provide instruction and guidance in reference to Family Services procedures, forms and documents.</p>	<p>Ana Villarrutia, Family Services Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to incorporate existing parent engagement programs, strategies and activities into day-to-day operations. The activities are systemic and integrated across program foundation impact areas.</p>	<p>The session will provide instructions and guidance on how to incorporate PFCE Framework activities into day-to-day operation to include School Readiness and Cultural Diversity</p>	<p>Debra Gamboa, Family Services Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</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	\$ 3,675	September 17-19, 2019	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. 14, 2019	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		Annual Training	Training Calendar Survey Evaluation



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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 10 financial education modules of the Financial Literacy Program; Wealth Creating Through Financial Education</p>	<p>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.</p>	<p>Elvira Segura, Family Services Director</p> <p>Stephanie Bowman Consultant</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.</p>	<p>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.</p>	<p>Elvira Segura, Family Services Director</p>			<p>Feb. 05, 2020</p>	<p>Training Calendar</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 skills that will support parents in their leadership role and acquire knowledge to promote family well-being and positive outcomes for children utilizing the Abriendo Puertas curriculum</p>	<p>The session will explore opportunities for adult learning that are relevant, engaging, goal-oriented and build on cultural and familial assets. The sessions will identify parents as leaders of their families and as their child's first and most influential teacher</p>	<p>Elvira Segura, Family Services Director</p> <p>Ana Villaurrutia Family Services Coordinator</p> <p>Cidelia Monteagudo Family Services Coordinator</p> <p>Debra Gamboa Family Services Coordinator</p>	<ol style="list-style-type: none"> 1. Abriendo Puertas 2. Handouts 3. Registration Form 4. Supplies 	<p>\$ 1,300</p>	<p>Annual Training</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>Provide 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>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



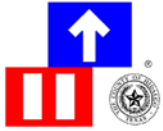
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be 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>Annual Training</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 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>Annual Training</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 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>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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

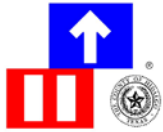
Content Area: Family Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will describe organic vegetable gardening and receive information on health and wellness for children, families and school communities, while combining physical activity.</p>	<p>Participants will expand their knowledge experience in the elements of nutrition, garden science, and physical activity through hands on training session.</p>	<p>Ashley Gregory, M.S. Texas A&M Agrilife Extension County Extension Educator- Horticulture</p>			<p>Annual Training</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 :
<p>Participants will be able to identify and employ Food Program Guidelines and child Healthy eating practices.</p>	<p>The session will help you incorporate Food Program Guidelines into day-to-day activities and provide child healthy eating practices. Topics of discussion: Child health eating habits meal counts, point of service record keeping, food safety and sanitation, and required posted materials.</p>	<p>Aurora Figueroa Child Nutrition Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to carry out Child Nutrition Services performance standards and implement them in their Head Start Centers.</p>	<p>The session will provide essential information to establish that the mandated Head Start Performance Standard requirements in the area of Child Nutrition Services are being met. Topics of discussion: Family Style Meal Service, number of meals provided, USDA meal and snack requirements, and how to make safe drinking water available.</p>	<p>Gilbert Silva, Child Nutrition Director</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</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:
<p>Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.</p>	<p>The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.</p>	<p>Gilbert Silva, Child Nutrition Director</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 	<p>Texas Department of Agriculture Funding</p>	<p>Annual Training</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: Mental Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be presented with an overview of the Head Start Performance Standards 1302.45 Subpart D-Health Program Services.</p>	<p>Participants will demonstrate knowledge of Performance Standard 1302.45 and Mental Health Program Plan goals and objectives.</p>	<p>Melissa Gallegos Mental Health Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to identify strategies to use and connect with children and understand the importance of healthy and supportive relationships in responsive caregiving and attachment.</p>	<p>The session will allow for participants to interact, discuss and learn how responsive caregiving is essential for social emotional development, cognitive development and academic success.</p>	<p>Melissa Gallegos Mental Health Coordinator</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>



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

Content Area: Transition and Community Partnership

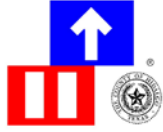
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and implement the Performance Standards and relate the information to the Program Plan	Participants will actively listen and review the Performance Standards and the Program Plan.	Ramiro Silva, Community Partnership and Transition Director	1. PC 2. Power Point Presentation		Annual Training	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		\$ 1,810	August 29, 2019	Training Calendar Evaluation



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:
<p>Joint Advisory Meeting: Participants will identify and Examine Federal, State and Local Regulations as they apply to our Program Plans.</p>	<p>Participants will be trained on H.S. Standards and Federal Regulation Updates and Program plans accordingly</p>	<p>Department Directors</p>	<p>HS Standards HS Act Program Plans</p>	<p>\$ 3,210</p>	<p>Annual Training</p>	<p>Program Plans</p>



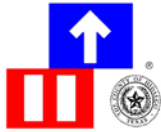
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

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.	Carlota Amezquita, RN Health Services Director	1. PC 2. Power Point Presentation		Annual Training	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.	Olga Cruz Nelda Mendez	1. PC 2. Power Point Presentation		Annual Training	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.	Carlota Amezquita, RN Paulita Gonzalez LVN Mary Martinez LVN	1. PC 2. Power Point Presentation		Annual Training	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 certified on First Aid and CPR procedures	Participants will receive guidance and instruction to perform emergency first aid and CPR procedures.	Cynthia Castro, Assistant Administrator for Human Resources Herlinda Hernandez Management Specialist	1. PC 2. Power Point Presentation	\$ 5,000	Annual Training	Training Calendar Survey Evaluation



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

Content Area: MIS						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will examine the various PROMIS reports available to monitor, follow-up, and simplify daily task and how to execute them.</p>	<p>Participants will be presented with different scenarios, tips, examples, and guidelines on using the numerous reports available in PROMIS which can be beneficial in monitoring data. These reports will be useful for monitoring and following-up on families and simplifying daily task.</p>	<p>Conrad Cabrera MIS Director</p> <p>Marissa Reyes Program Data Specialist</p>			<p>Annual Training</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: 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 Nick Castillo, Transportation Coordinator			Annual Training	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 Nick Castillo, Transportation Coordinator			Annual Training	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 Nick Castillo, Transportation Coordinator			Annual Training	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 Nick Castillo, Transportation Coordinator			Annual Training	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 Nick Castillo, Transportation Coordinator			Annual Training	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			Annual Training	Training Calendar Survey Evaluation



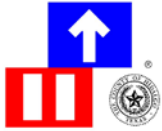
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Field Operations						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Regional Bus Driving Training: Participants will identify Safety practices and compliance procedures regarding transportation of children.</p>	<p>Region I Educational Service Center will provide training on obtaining a CDL License and Class C Certification for School Bus Safety and Passenger Endorsement</p>	<p>Director of Transportation at Region I</p>		<p>\$1, 725</p>	<p>On-Going</p>	<p>Region I Certification Medical Card</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 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		Annual Training	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		Annual Training	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>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>Annual Training</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: 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		Annual Training	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		Annual Training	Training Calendar Survey 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>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



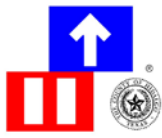
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Finance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Region VI Fiscal Symposium: Participants will identify Fiscal Regulations</p>	<p>Participants will be instructed on Existing and Revised Fiscal/Management Regulations</p>	<p>Fiscal Officer</p>	<p>Part 75 Uniform code of Regulations</p>	<p>\$ 3,640</p>	<p>Annual</p>	<p>Certificate of Completion</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:
Participants will be able to access and implement the Performance Standards and Education Program Plan.	Participants will respond, review and actively discuss the Performance Standards as relative and addressed in the goals, objectives and tasks outlined in the Education Program Plan	Connie Casas, Administrator for Education Area Directors	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will be able to access and implement the Performance Standards, Head Start Early Learning Outcomes Framework (HSELOF), and the School Readiness Plan.	Participants will be able to recognize the connection between Performance Standards, School Readiness Plan and Education services program plan.	Connie Casas, Administrator for Education Area Directors	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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 understand the importance of making Read Alouds enjoyable to children by bringing Books to Life.</p>	<p>Participants receive instruction and guidance on how to bring books to life during Read Aloud. Presentation is integrated with the Head Start Early Learning Outcomes Framework.</p>	<p>Christina Longoria Marlen Garcia Martha Vara Idolina Rivera</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to gain an understanding of self-regulation, social awareness and self-concept to help children develop a positive attitude and awareness of healthy emotions.</p>	<p>This session will allow for participants to provide opportunities for children to practice using responsive interactions and develop meaningful relationships with each other and adults.</p>	<p>Mirna Gonzalez Eva Quintero Ludivina Almaguer Loreta Gutierrez</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey 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 explore CIRCLE Progress Monitoring (assessment) and CLI platform make informed decisions on planning and individualization.</p>	<p>The session will allow participants to understand how data can be used to plan high quality instruction based on child outcomes.</p>	<p>Nadia De Leon, Education Director</p> <p>Christina Longoria, Education Coordinator</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training On-going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to explaining what the CLASS tool measures, describe the link between effective teacher-child interactions and children’s learning gains, and identify the behaviors associated with this domain and dimension.</p>	<p>The session will allow for active participation in gaining understanding of the domain, indicators and behavior markers.</p>	<p>Hector Guerra, Education Director</p> <p>Alejandra Perez, Monte Alto Center Manager</p> <p>Irma Acuna, Hidalgo Center Manager</p> <p>Elisa Rios, Farias Head Start Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training On-going</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 explore The Big 5, understand research about each area, learn how development progresses, and support strategies.</p>	<p>The session will allow for active participation in gaining understanding of the The Big 5 (a coordinated approach for all) in the areas of:</p> <ul style="list-style-type: none"> -Background Knowledge -Oral Language and Vocabulary -Book Knowledge and Print Concepts -Alphabet Knowledge and Early Writing -Phonological Awareness. 	<p>Hector Guerra Education Director</p> <p>Marissa Guerra La Joya Center Manager</p> <p>Delia Sustayta UTRGV Center Manager</p> <p>Mariana Garza PSJA ISD Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to utilize physical activity to enhance math skills and increase student engagement.</p>	<p>The Session will allow for active participation in gaining understanding of the importance of incorporating body movement in the children’s learning.</p>	<p>Ninfa Santana Anaya Center Manager</p> <p>Margie Moreno Longoria Center Manager</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>	<p>Annual Training</p>	<p>Annual Training</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 learn the importance of center time and how play-based learning/small group instruction can provide all students learning opportunities.</p>	<p>The session will allow for participants to learn how to plan, explain and implement centers in their classroom. Also, they will learn how to work with small groups during center time.</p>	<p>Valentin Guerra, PSJA ISD TSR Coach</p> <p>Raquel Montalvo, La Joya ISD, TSR Coordinator</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to explain what the CLASS tool measures, describe the link between effective teacher-child interactions and children’s learning gains and identify the behaviors associated with this domain and dimension.</p>	<p>The session will allow for active participation in gaining understanding of the domain, indicators, and behavior markers.</p>	<p>Karina Larios, Education Director</p> <p>Diana Mireles, Mission II Center Manager</p> <p>Amelia Perez, Palmview II Head Start Teacher</p> <p>Miriam Figueroa La Joya ISD Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



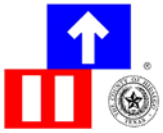
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to explore the importance of small groups and the role they play in with instruction.</p>	<p>The session will allow for participants to learn the what, why, when, where, and how of small group instructions using data and informal assessments. They will also learn how to be intentional with their instructions, how to group their students and how to scaffold/modify as needed.</p>	<p>Lizet Valencia PSJA ISD, TSR Coordinator</p> <p>Valentin Guerra PSJA ISD, TSR Coach</p> <p>Raquel Montalvo La Joya ISD, TSR Coordinator</p> <p>Belinda Olivarez, La Joya ISD, TSR Coach</p> <p>Melissa De La Garza, Workforce Solutions McAllen, TSR Coach</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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<p>Participants will be able to explain what the CLASS tool measures, describe the link between effective teacher-child interactions and children’s learning gains, and identify the behaviors associated with this domain</p>	<p>The session will allow for active participants in gaining understanding of the domain, indicators and behavior markers.</p>	<p>Martha Vara Education Coordinator</p> <p>Veronica Garcia San Juan I Center Manager</p> <p>Norma Donova San Juan II Center Manager</p> <p>Maria Mercado San Juan I Teacher</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</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 explain what the CLASS tool measures, describe the link between effective teacher-child interactions and children’s learning gains, and identify the behaviors associated with this domain.</p>	<p>The session will allow for active participants in gaining understanding of the domain, indicators and behavior markers.</p>	<p>Hector Guerra Education Director</p> <p>Nadia De Leon Education Director</p> <p>Karina Larios Education Director</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 	<p>\$ 6,250</p>	<p>Annual Training</p>	<p>CLASS Reliability</p>