

# Self-Assessment



## 2020 Training

**H. C. H. S. P.**

**Nora S. Muñoz**

**Assistant Program Director**

# **2020 Self-Assessment**

## *P.C. MTG. TRAINING PACKET*



**H. C. H. S. P.**

*Wednesday, January 15, 2020*

**Nora S. Muñoz**

**Assistant Program Director**

# 2020 Self-Assessment

# Agenda



**H. C. H. S. P.**



# Hidalgo County Head Start Program

## **2020 Self-Assessment**

Thursday, January 23, 2020  
Administration Conference Room

### Agenda

- I. **Welcome/Introduction**
- II. **Self-Assessment Process Overview**
- III. **Team Members and Center Assignments**
- IV. **Instructions for Self-Assessment**
- V. **Self-Assessment Instrument/Documentation**
- VI. **Reporting System**
- VII. **Parents Involvement**
- VIII. **Blue Ribbon Centers**
- IX. **Questions/Comments**
- X. **Team Discussion**
- XI. **Final Comments/Evaluations**

**2020 Self-Assessment**

# Presentation



**H. C. H. S. P.**



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### Program Goals

Our Program Goals support our mission and vision and are informed by our Community Assessment and Self-Assessment, and work together with our school readiness goals to ensure high-quality, comprehensive services for children and families.

- "to promote workforce development for employees and parents,"
- "to increase parental engagement in their child's educational activities, specifically in the areas of literacy and social emotional development"
- "to promote healthy child development opportunities through parent education in the areas of diabetes, obesity, developmental delay and impact of the use of drugs."
- "to develop and implement the School Readiness Partnership Model (SRPM) with all school districts in our service area"
- "to expand partnerships with school districts to address infrastructure needs"

A graphic for the School Readiness Partnership Model (SRPM) with six boxes: SET GOAL, MAKE PLAN, GET TO WORK, STICK TO IT, REACH GOAL, and a smiley face.

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### Benefits of Self-Assessment

- Help see the big picture
- Bring fresh perspective
- Understand the possibilities and challenges that the program faces
- Cultivate new ideas
- Building stronger community partnerships
- Maximize use of existing resources

A diagram showing a path from an "IDEA" to a "GOAL" (represented by a red pin), then to "STRATEGY" (green pin), "LEARNING" (blue pin), "TEAMWORK" (blue pin), "CREATIVITY" (blue pin), and finally to a "SUCCESS" (yellow padlock) with a stick figure standing next to it.

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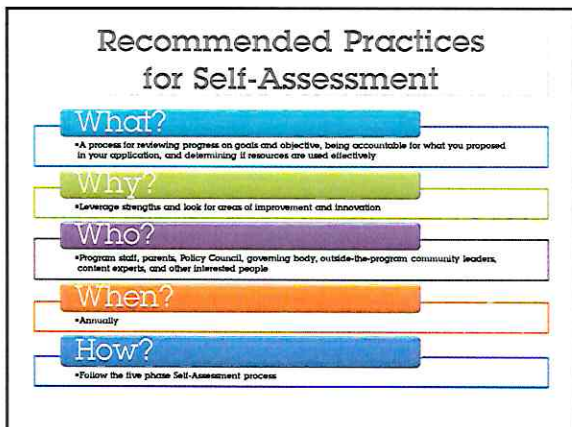
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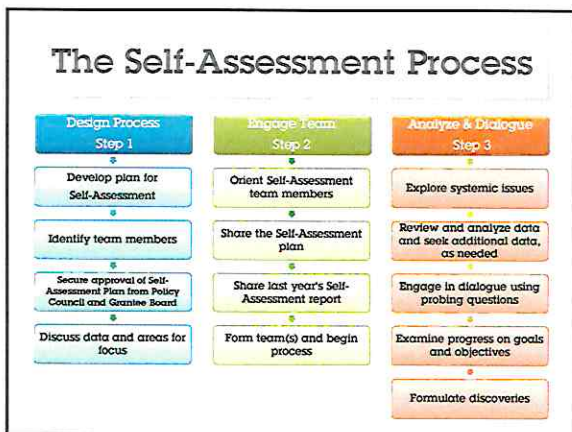
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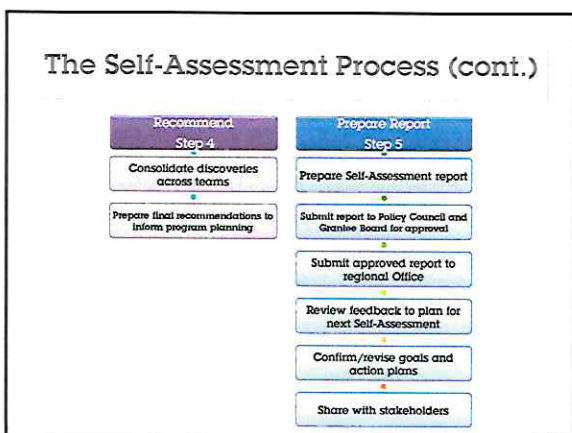
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### Preparation Questions

- Is our data complete, accurate, and up to date?
- What does the data tell us?
- What data is important, given our goals and objectives?
- How will we summarize existing data and prioritize?



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### Data We Will Examine in This Year's Self-Assessment

- CLASS Observations
- Children's Assessment/Outcomes
- Children's Attendance
- Staff Training/Development
- Family Engagement
- Data collected from Center Visits and On-Going Monitoring
- Data Collected for PIR
- Data Collected from partnerships with School Districts



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### Why Strengths-based?

- Learn from what is going well
- Appreciate the progress made on goals and objectives
- Investigate systemic issues
- Lead to innovations
- Improve outcomes for children and families



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### Being a Good Team Member

- Six Useful Tips...
  1. Keep a strengths-based approach
  2. Let go of control
  3. Include all team members
  4. Use multiple strategies to engage team
  5. Keep the dialogue flowing
  6. Focus on the "big picture" over details




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### Asking the Right Questions SA

Learn with Strengths	Analyze data through dialogue	Identify the challenges	Imagine Possibilities	Formulate discoveries
Where does the data say that your program has been particularly successful?	What patterns or trends do you see over time?	Where did we fall short of our expectations?	What limitations are we placing on our thinking?	What did your analysis lead you to find?
What is the story behind the success?	How has the program made progress on its goals and objectives?	Why did we fail to make progress?	How can we go beyond what we first thought?	How do your discoveries relate to the program's goals and objectives?
	How are we doing on our most important measures?	What aspects of "what is working" can be used to find a solution?	Where can we innovate?	What connections did you find among discoveries?
	What is the impact?		What will success look like?	
	How else can we look at this?			

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### Our Plan for This Year's Self-Assessment

- Self-Assessment training will be held on **January 23, 2020** **P**
- Self-Assessment will be conducted **January 27 through February 07, 2020**
- Every Center will be visited **L**
- Two Children's files (selected at random) from every classroom will be reviewed and documented
- Data Collected from CLASS observations and Children's assessment will be disaggregated and analyzed to determine progress made **A**
- Data collected from attendance Records will be disaggregated and analyzed to determine progress made towards meeting program goal
- Data collected from Center Visits and On-going monitoring will be disaggregated and analyzed to determine strength compliance and identify areas for improvement **N**

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# 2020 Self-Assessment

## TEAMS



**H. C. H. S. P.**



# Hidalgo County Head Start Program

## 2020 Self-Assessment

### TEAMS

<b>TEAM 1</b> <b>FISCAL</b>	<b>TEAM 2</b> <b>ERSEA/FAMILY &amp; COMMUNITY</b>
Elma Carrera Ambrosio Tovar Angelica Salinas	Elvira Segura Ana Villaurrutia Debra Gamboa Ramiro Silva Hermelinda Corona Irma Garza-Acuña
<b>TEAM 3</b> <b>CHILD HEALTH &amp; SAFETY</b>	<b>TEAM 4</b> <b>CHILD DEVELOPMENT</b>
Carlota Amezquita Maria Martinez Paulita Gonzales Yesenia Quintanilla	Connie Casas Hector Guerra Karina Larios Nadia De Leon Melissa Gallegos Cristina Longoria Cidelia Monteagudo Karen L. Brouwen
<b>TEAM 5</b> <b>CHILD NUTRITION</b>	<b>TEAM 6</b> <b>SPECIAL SERVICES</b>
Gilbert Silva Aurora Figueroa Yadira Garcia	Edna Snider Sonia Balderas
<b>TEAM 7</b> <b>TRANSPORTATION/ FIELD OPERATIONS</b>	<b>TEAM 8</b> <b>PROGRAM GOVERNANCE MANAGEMENT SYSTEMS</b>
Oscar Palacios Nick Castillo	Teresa Flores Edmundo Garcia David Guel Azucena Saenz

**2020 Self-Assessment**

# TEAM Schedules



**H. C. H. S. P.**



# Hidalgo County Head Start Program 2020 Self-Assessment

## Family & Community Partnership/ERSEA Monitoring Schedule

Team Members			Team Members		
RAMIRO SILVA, DEBRA GAMBOA & ANA VILLAUERRUTIA			ELVIRA SEGURA, HERMELINDA CORONA & IRMA ACUNA		
# of Classrooms	Date	Center	# of Classrooms	Date	Center
5	(Mon) 01/27/20	Weslaco III	5	(Mon) 01/27/20	La Joya
3	(Mon) 01/27/20	Progreso	4	(Mon) 01/27/20	Sullivan City
3	(Mon) 01/27/20	La Herencia	3	(Mon) 01/27/20	Western Rd.
2	(Tues) 01/28/20	Hidalgo	8	(Tues) 01/28/20	Palacios
4	(Tues) 01/28/20	Carmen Anaya	5	(Tues) 01/28/20	Pharr
8	(Wed) 01/29/20	Mercedes I	3	(Tues) 01/28/20	San Juan I
8	(Wed) 01/29/20	North Bridge	7	(Wed) 01/29/20	Farias
8	(Thurs) 01/30/20	Edinburg V	7	(Wed) 01/29/20	San Juan II
2	(Thurs) 01/30/20	Monte Alto	10	(Thurs) 01/30/20	Navarro
5	(Fri) 01/31/20	San Carlos	4	(Thurs) 01/30/20	Longoria
10	(Fri) 01/31/20	Edinburg IV	6	(Fri) 01/31/20	Alamo
7	(Mon) 02/03/20	Donna I	3	(Fri) 01/31/20	Edinburg III
3	(Mon) 02/03/20	Donna II	6	(Fri) 01/31/20	T.R. Roosevelt
7	(Mon) 02/03/20	JRG/Edcouch	5	(Mon) 02/03/20	Alton
3	(Tues) 02/04/20	Captain J. Castro	3	(Mon) 02/03/20	Mission III
7	(Tues) 02/04/20	Mission II	3	(Mon) 02/03/20	Mission IV
3	(Wed) 02/05/20	Edinburg I	8	(Tues) 02/04/20	Palmview II
2	(Wed) 02/05/20	UTRGV	6	(Tues) 02/04/20	Palmview III



Hidalgo County Head Start Program  
2019-2020 Annual Self-Assessment

Health Services

Yesenia Quintanilla Mary Martinez				Carlota Amezquita Paulita Gonzalez			
	# Of Rooms		# Of Rooms		# Of Rooms		# Of Rooms
Monday		Monday		Monday		Monday	
Alamo	6	Mercedes I	10	Alton	3	La Joya	5
Farias	6			Mission III	6	Sullivan	4
Tuesday		Tuesday		Tuesday		Tuesday	
San Juan I	3	JRG	7	C. Anaya	4	Navarro	10
San Juan II	7	Monte Alto	2	Hidalgo	2		
				T. Roosevelt	6		
Wednesday		Wednesday		Wednesday		Wednesday	
North Bridge	7	Edinburg III	3	Castro	3	Edinburg IV	10
La Herencia	3	San Carlos	5	Mission II	7	UTRGV	2
Thursday		Thursday		Thursday		Thursday	
Donna I	7	Longoria	4	Mission IV	3	Edinburg V	8
Donna II	3	Pharr	5	Palmview II	8	Edinburg I	3
Friday		Friday		Friday		Friday	
Weslaco III	5			Palmview III	6		
Progreso	3			Western RD.	6		



**Hidalgo County Head Start Program  
2020 Self-Assessment Monitoring Schedule  
Education and Mental Health Department**

Team Member Hector Guerra				Team Member Karen Brouwen			
	Date	Centers	# of Classrooms		Date	Centers	# of Classrooms
1.	1/27	Alamo	6	1.	1/27	Alamo	6
2.	1/28	Farias	6	2.	1/28	Anaya	4
3.	1/29	Mercedes	8	3.	1/29	Pharr	5
4.	1/30	Navarro	10	4.	1/30	Longoria	4
5.	2/3	Palacios	7	5.	2/3	T. Roosevelt	6
6.	2/4	San Juan II	7	6.	2/4	San Juan I	3
<b>Total:</b>			<b>44</b>	<b>Total:</b>			<b>22</b>
Team Member Korina Larios				Team Member Cidelia Monteagudo			
	Date	Centers	# of Classrooms		Date	Centers	# of Classrooms
1.	1/27	Alton	6	1.	1/27	Alton	6
2.	1/28	Donna I	7	2.	1/28	Donna II	3
3.	1/29	C. Castro	3	3.	1/28	Hidalgo	2
4.	1/30	Mission II	7	4.	1/29	Western Rd	3
5.	2/3	Palmview II	8	5.	1/29	Mission III	3
6.	2/4	Palmview III	6	6.	1/30	Mission IV	3
				7.	2/3	Sullivan	4
				8.	2/4	La Joya	5
<b>Total:</b>			<b>37</b>	<b>Total:</b>			<b>23</b>
Team Member Nadia De León				Team Member Christina Gutiérrez			
	Date	Centers	# of Classrooms		Date	Centers	# of Classrooms
1.	1/27	Edinburg IV	10	1.	1/27	Edinburg I	3
2.	1/28	JRG	7	2.	1/28	Edinburg III	3
3.	1/29	North Bridge	7	3.	1/29	Edinburg V	8
4.	1/30	San Carlos	5	4.	1/30	La Herencia	3
5.	2/3	Weslaco III	5	5.	2/3	Progreso	3
6.	2/4	Monte Alto	2	6.	2/4	UTRGV	2
<b>Total:</b>			<b>36</b>	<b>Total:</b>			<b>22</b>
Team Member Melissa Gallegos				<b>Notes:</b> <ul style="list-style-type: none"> <li>- Schedule subject to change</li> <li>- Center Managers will be inform ahead of time of any changes</li> <li>- Education Dept. staff will be monitoring classrooms and Mental Health documentation</li> <li>- Mental Health Counselor will be focusing on the status of specific and more severe cases</li> </ul>			
	Date	Centers					
1.	1/27	Edinburg I					
2.	1/28	Edinburg IV					
3.	1/29	Farias					
4.	1/30	Pharr					
5.	2/3	Mission II					
6.	2/4	Palmview III					



## Hidalgo County Head Start Program 2020 Self-Assessment Monitoring Schedule

### Child Nutrition Department

Aurora Figueroa			Gilbert Silva	
Center	Date		Center	Date
Pharr	1/9/20		Edinburg I	1/13/20
Mission II	1/10/20		Donna I	1/14/20
Mission III	1/10/20		Donna II	1/14/20
C J Castro	1/13/20		San Juan II	1/15/20
Alton	1/13/20		Farias	1/15/20
Mission IV	1/14/20		Edinburg V	1/16/20
C Anaya	1/15/20		UT-RGV	1/16/20
Hidalgo	1/16/20		Edinburg III	1/16/20
Longoria	1/17/20		JR Gutierrez	1/17/20
Palmview II	1/20/20		San Carlos	1/17/20
Palmview III	1/20/20		Monte Alto	1/17/20
Navarro	1/21/20		North Bridge	1/21/20
San Juan I	1/22/19		La Herencia	1/21/20
Sullivan City	1/23/19		Mercedes	1/22/20
Western Rd	1/24/20		Progreso	1/22/20
La Joya	1/27/20		Weslaco III	1/22/20
T. Roosevelt	1/28/20		Alamo	1/23/20
Palacios	1/29/20		Edinburg IV	1/23/20





Hidalgo County Head Start Program  
2019-2020 Self- Assessment Schedule

Special Services Department

Sonia Balderas	Edna Snider
<b>Monday January 20</b>	<b>Monday January 20</b>
Sullivan	Navarro
La Joya	
<b>Tuesday January 21</b>	<b>Tuesday January 21</b>
Palmview II	Donna II
Western Rd.	Donna I
<b>Wednesday January 22</b>	<b>Wednesday January 22</b>
Palmview III	Weslaco III
Alton	La Herencia
<b>Thursday January 23</b>	<b>Thursday January 23</b>
Mission II	San Carlos
<b>Friday January 24</b>	<b>Friday January 24</b>
OFFICE	OFFICE
<b>Monday January 27</b>	<b>Monday January 27</b>
Edinburg V	Mercedes
	Progreso
<b>Tuesday January 28</b>	<b>Tuesday January 28</b>
UTRGV	Alamo
	Farias
<b>Wednesday January 29</b>	<b>Wednesday January 29</b>
	San Juan I
	San Juan II
<b>Thursday January 30</b>	<b>Thursday January 30</b>
Western Rd.	Monte Alto
Mission III	JRG
<b>Friday January 31</b>	<b>Friday January 31</b>
OFFICE	OFFICE
<b>Monday February 3</b>	<b>Monday February 3</b>
Edinburg III	North Bridge
Edinburg I	
<b>Tuesday February 4</b>	<b>Tuesday February 4</b>
Mission IV	Longoria
Capt. J. Castro	
<b>Wednesday February 5</b>	<b>Wednesday February 5</b>
Anaya	Hidalgo
Palacios	T. Roosevelt
<b>Thursday February 6</b>	<b>Thursday February 6</b>
Edinburg IV	Office
<b>Friday February 7</b>	<b>Friday February 7</b>
Office	Office



**Hidalgo County Head Start Program  
2020 Self-Assessment  
Maintenance/Transportation Department**

**Bus Schedule**

<b>CENTER:</b>	<b>BUS NUMBER:</b>	<b>DATE:</b>	<b>TIME:</b>	<b>REVIEWER:</b>
Palmview II	35	01/27/20	8:00 a.m.	Cynthia Gonzalez
Sullivan City	40	01/27/20	8:00 a.m.	Idolina Rivera
Palmview III	38	01/27/20	8:00 a.m.	Elizabeth Gonzalez
Edinburg IV	41	01/27/20	8:00 a.m.	Nick Castillo
Weslaco III	22	01/28/20	8:00 a.m.	Nick Castillo
JRG	42	01/28/20	8:00 a.m.	Santos Ramirez
La Joya	33	01/28/20	8:00 a.m.	Marissa Guerra
San Juan II	17	01/29/20	8:00 a.m.	Nick Castillo
Palacios	28	01/29/20	8:00 a.m.	Mr. Palacios
Donna I	36	01/30/20	8:00 a.m.	Maria Najera
Alamo	20	01/30/20	8:00 a.m.	Mr. Palacios
Alton	37	01/30/20	8:00 a.m.	Nick Castillo
Monte Alto	10	01/31/20	8:00 a.m.	Alejandra Perez
Pharr	39	01/31/20	8:00 a.m.	Mr. Palacios
San Carlos	34	01/31/20	8:00 a.m.	Diana Mireles
Mercedes	21	01/31/20	8:00 a.m.	Nick Castillo
Progreso	24	02/03/20	8:00 a.m.	Maricela Infante
Edinburg V	25	02/03/20	8:00 a.m.	Ludivina Almaguer
Mission II	31	02/04/20	8:00 a.m.	Mr. Palacios
Hidalgo	29	02/04/20	8:00 a.m.	Nadia Gutierrez



**Hidalgo County Head Start Program  
2020 Self-Assessment  
Maintenance/Transportation Department**

**Playground Schedule**

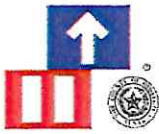
CENTER:	DATE:	REVIEWER:
Alamo	01/27/20	Oscar Palacios
Alton	01/27/20	Corona
Carmen Anaya	01/27/20	Oscar Palacios
Castro	01/27/20	Corona
Donna I	01/27/20	Nick
Donna II	01/27/20	Nick
Edinburg I	01/27/20	Rosendo
Edinburg III	01/28/20	Rosendo
Edinburg IV	01/28/20	Oscar Palacios
Edinburg V	01/28/20	Rosendo
Farias	01/28/20	Nick
Hidalgo	01/28/20	Corona
JRG	01/28/20	Nick
La Herencia	01/28/20	Nick
La Joya	01/29/20	Corona
Longoria	01/29/20	Oscar Palacios
Mercedes	01/29/20	Nick
Mission II	01/29/20	Corona
Mission III	01/29/20	Corona
Mission IV	01/29/20	Corona
Monte Alto	01/29/20	Rosendo
Navarro	01/30/20	Oscar Palacios
North Bridge	01/30/20	Nick
Palacios	01/30/20	Oscar Palacios
Palmview II	01/30/20	Oscar Palacios
Palmview III	01/30/20	Corona
Pharr	01/30/20	Corona
Progreso	01/30/20	Nick
San Carlos	01/31/20	Rosendo
San Juan I	01/31/20	Oscar Palacios
San Juan II	01/31/20	Oscar Palacios
Sullivan	01/31/20	Corona
Theodore Roosevelt	01/31/20	Corona
UTRGV	01/31/20	Rosendo
Weslaco III	01/31/20	Nick
Western RD	02/03/20	Corona

**2020 Self-Assessment**

# Memo- Instructions for Self-Assessment



**H. C. H. S. P.**



## HIDALGO COUNTY HEAD START PROGRAM

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P. O. BOX 0117 . EDINBURG, TEXAS 78540-0117 . Tel: (956) 383-0706

**To:** Self-Assessment Team

**From:** Nora S. Muñoz, Assistant Program Director *Nora Muñoz*

**Through:** Teresa Flores, Executive Director

**Date:** January 7, 2020

**Subject:** Instruction for Self-Assessment

**Cc:** Edmundo Garcia, Assistant Program Director

Please follow the instructions listed below in order to ensure consistency throughout the self-assessment process:

- Every Head Start Center will be visited.
- Parents will be encouraged to participate in the process and will sign in on the Parent Sign-In form.
- Two (2) files from every classroom (*selected at random*) will be reviewed and documented.
- One (1) classroom from every center (*selected at random*) will be observed and documented using the Preschool Early Language and Literacy Quick Check (*Education Department*).
- One (1) classroom from every center (*selected at random*) will be observed using the Mental Health On-Site Observation tool (*Education Department*).
- Two (2) files from every center (*selected at random*) will be reviewed for ERSEA compliance.
- Two (2) First Aid Kits from every center (*selected at random*) will be monitored for compliance.
- A Health and Safety Screener will be conducted at every center.

- An American with Disabilities Act (ADA) Checklist will be conducted at every center.
- A Playground Checklist will be conducted at every center.
- A Bus Route Monitoring Report will be submitted for every bus providing transportation services.
- One-hundred and twenty (120) personnel files will be monitored for compliance.
- Teams will be responsible to collect and analyze the data, and submit all relevant documentation to administration at the end of the self-assessment.
- Teams will be responsible to complete the Team Member Summary Worksheet.
- Teams will be responsible to complete Rating Criteria for the Blue Ribbon Centers.
- A Plan of Action must be submitted for any noncompliance identified.

Please contact me, if you have any questions or need clarification, at any time during the review.

Thank you for being part of our Self-Assessment team and your continued commitment to the children and families of Hidalgo County. Good Luck!

**2020 Self-Assessment**

**Summary  
Worksheet**



**H. C. H. S. P.**



# Hidalgo County Head Start Program

## 2020 Self-Assessment

### Team Member Summary Worksheet

#### Summary of Results for

Areas where the program is working well. Provide examples of program strengths or areas where the program *exceeds* Performance Standards:

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Areas where the program needs improvement (recommendations/innovations):

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Potential Areas(s) of Non-Compliance (PANC)/Systemic issues:

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Discuss the progress of the Program in meeting its goals and objectives and the data collection tools used:

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**2020 Self-Assessment**

**Parent Sign - In**



**H. C. H. S. P.**



**2020 Self-Assessment**

# TEAM Sign - In



**H. C. H. S. P.**



**2020 Self-Assessment**

**Blue Ribbon  
Rating Criteria**



**H. C. H. S. P.**



Hidalgo County Head Start Program  
**2020 Self-Assessment**

*Blue Ribbon Rating Criteria*

Center: \_\_\_\_\_

Team: \_\_\_\_\_

Date: \_\_\_\_\_

1. The children's records are well organized, complete and accurate. **(all)** Rating: \_\_\_\_\_  
\_\_\_\_\_
2. The staff is knowledgeable of policies & procedures for \_\_\_\_\_ Dept. **(all)** Rating: \_\_\_\_\_  
\_\_\_\_\_
3. How is children's attendance? **(family services)** Rating: \_\_\_\_\_  
\_\_\_\_\_
4. Are volunteers present? YES or NO  
Is there documentation reflecting the involvement of volunteers? Rating: \_\_\_\_\_  
How is the participation during the monthly parent meetings? **(family services)**  
\_\_\_\_\_
5. Did the center meet the 10% disability quota? **(special services)** Rating: \_\_\_\_\_  
\_\_\_\_\_
6. Did the Center meet Health 30-45 day deadlines? **(health services)** Rating: \_\_\_\_\_  
\_\_\_\_\_
7. Are Medication Cabinets clean, with child's picture and signs and symptoms information? **(health services)** Rating: \_\_\_\_\_  
\_\_\_\_\_
8. How was the overall performance of children as per assessments? **(education)**  
Did center meet mid-year assessment expected gains? **(education)** Rating: \_\_\_\_\_  
\_\_\_\_\_
9. When was the last visit by Child Care Licensing? Rating: \_\_\_\_\_  
Were there any non-compliance? **(compliance)**  
\_\_\_\_\_
10. The environment is welcoming, inviting and clean? **(all)** Rating: \_\_\_\_\_  
\_\_\_\_\_

**Overall Comments:** \_\_\_\_\_

**Note: Please rate each category between 1 and 10, 1 being the lowest and 10 being the highest.**

**2020 Self-Assessment**

**Training  
Evaluation**



**H. C. H. S. P.**

Hidalgo County Head Start Program  
**2020 Self-Assessment**

Wednesday, January 15, 2020  
Policy Council Meeting

Presenter: Nora S. Muñoz, Assistant Program Director

**Program Evaluation**

For each question, please circle the response that seems more appropriate to you.

Did the Presenter:

- |  |     |    |
|--|-----|----|
| 1. Begin and End on time?                                  | Yes | No |
| 2. Allow time for questions?                               | Yes | No |
| 3. Encourage questions?                                    | Yes | No |
| 4. Demonstrate knowledge in the subject?                   | Yes | No |
| 5. Well Prepared?  | Yes | No |
| 6. Was the training interesting and was there involvement? | Yes | No |

Was the Training:

- |   |     |    |
|---|-----|----|
| 1. Meet your expectations?                | Yes | No |
| 2. Were your accommodations satisfactory? | Yes | No |

Additional Comments:

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Name (Optional): \_\_\_\_\_

**2020 Self-Assessment**

**Training**

**Notes**



**H. C. H. S. P.**

