



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: September 15, 2021

SUBJECT: Discussion/Approval of 2021-2022 Training and Technical Assistant (T/TA) Plan

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

RECOMMENDATION: Administration recommends approval.

COST: N/A

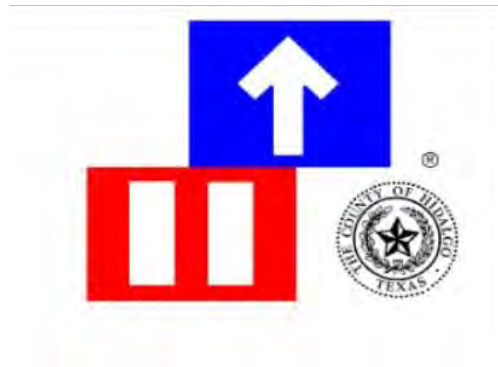
RELATED INFORMATION INCLUDES: Training & Technical Assistance (T/TA) Plan

INITIATED BY: David Guel, Administrator for Human Resources *David Guel*

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

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*

Hidalgo County Head Start Program



Training and Technical Assistance Program Plan 2021-2022

Policy Council Approval:
Commissioners' Court Approval:



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2021-2022

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>Enoch Reyes, LCSW, Rio Grande Valley Council Inc.</p> <p>Elvira Segura, Family Services Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>	<p>\$ 500.00 For all Annual Training</p>	<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>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, Senior Staff Attorney for Disability Rights Texas</p> <p>Edna Snider, Special Services Director</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 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>Sylvia Hernandez Community Initiatives/Vol. Coordinator Specialist IV D.F.P.S.</p> <p>Edna Snider, Special Services Director</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
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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"> -COVID-19 Health Screening Checklist -Flow Chart -Work Safe Plan -HC Head Start Mouth and Nose Covering Due to COVID-19 Public Health Emergency Policy -Sanitation and Infection Control -Tuberculosis Questionnaire Vaccine Preventable Disease Policy -Child Maltreatment Policy -Supervision of Children Policy -Discipline and Guidance Policy -Release of Children Policy -Confidentiality Policy -Civil Rights Act -Employee Use of Cellular Phone Policy -Dress Code Policy -Employee Standards of Conduct -Hidalgo County Absence Control Policy -Hidalgo County Ethics Policy -Hidalgo County Sexual Harassment Policy 	<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>



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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, Hidalgo County Safety Officer David Guel, Administrator for Human Resources	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



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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>Marissa Reyes, Assistant Administrator for Human Resources</p> <p>Herlinda Hernandez, Employee Benefits Coordinator</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>



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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 Director</p> <p>Elvira Segura, Family Services Director</p>		<p>\$ 6,000</p>	<p>Pending</p>	<p>Training Calendar</p> <p>Evaluation</p>



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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>\$ 5,000.00</p>	<p>October 2021</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>\$ 350.00</p>	<p>February 2022</p>	<p>Program Calendar Agenda Evaluation</p>



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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>Christina Gutierrez, Staff Development Coordinator</p>		<p>\$ 8,650.00</p>	<p>Annual Training 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>Marissa Reyes, Assistant Administrator for Human Resources Christina Gutierrez, Staff Development Coordinator</p>				<p>CDA Credential</p>



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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>Consuelo Casas, Administrator for Education</p>		<p>\$ 237,506.00</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>Teresa Flores, Executive Director Nora Muñoz, Assistant Program Director Programmatic Services Edmundo Garcia, Assistant Program Director Operations</p>		<p>\$ 18,025.00</p>		



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Content Area: Administration

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Safety Training: All staff will identify safety procedures on disposal of hazardous material and the use of fire extinguishers.	Field Operations Director and Transportation Coordinator will provide training on procedures for fire safety and facilities maintenance.	Oscar Palacios, Field Operations Director Nicolas Castillo, Field Operations Manager			Annual	Sign-In Forms Evaluations



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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>David Guel, Administrator for Human Resources</p>	<p></p>	<p>\$15,120.00</p>	<p>On-Going</p>	<p>Compliance Reports</p>
<p>Participants will be able to identify and implement the Texas Department of Health and Human Services Minimum Standards for Child-Care centers/National Performance Head Start Standards as required by the state and federal regulations.</p>	<p>Participants will engage by listening and using all methods in practicing safety with children at all times.</p>	<p>Azucena Saenz, Compliance/ Accountability/ Monitoring Director</p>	<p>1. PC 2. Power Point Presentation</p>	<p></p>	<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>



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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 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>Debra Gamboa, Family Services Coordinator</p> <p>Irma Acuña, Family Services 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 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>Elvira Segura, Family Services Director</p> <p>Ana Villaurrutia, Family Services 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>



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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		On-Going	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		On-Going	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>Stephanie Bowman, Consultant</p> <p>Elvira Segura, Family Services Director</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>On-Going</p>	<p>Training Calendar</p>



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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 sessions 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>Irma Acuña, 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>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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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>Ramiro Silva, Community Partnership and Transition Director</p>			<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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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>Gilbert Silva, Child Nutrition Director</p> <p>Yadira Garcia, Child Nutrition Coordinator</p> <p>Aurora Figueroa, Child Nutrition 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 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>Yadira Garcia, Child Nutrition Coordinator</p> <p>Aurora Figueroa, Child Nutrition 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>



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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>Christian Barajas, RDN, LD</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>



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Content Area: Mental Health

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be presented with an overview of the Head Start Performance Standards 1302.45 Subpart D-Health Program Services.	Participants will demonstrate knowledge of Performance Standard 1302.45 and Mental Health Program Plan goals and objectives.	Melissa Gallegos, Mental Health Director	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will be able to acquire a clear understanding of the benefits of the Hidalgo County Head Start Wellness Program	The session will deliver skills and knowledge to participants in the area of Mental Health and the Hidalgo County Head Start Wellness Program	Diana Huallpa, Hidalgo County Wellness Program Coordinator Melissa Gallegos, Mental Health Director	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
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.	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.	Melissa Gallegos, Mental Health Director Elizabeth Abad, Mental Health Counselor	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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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			Annual On-Going	Training Calendar Evaluation



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Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Joint Advisory Meeting: Participants will identify and Examine Federal, State and Local Regulations as they apply to our Program Plans.	Participants will be trained on H.S. Standards and Federal Regulation Updates and Program plans accordingly	Department Directors	HS Standards HS Act Program Plans		Annual Training	Program Plans



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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.	Nelda Mendez, LVN, Immunization Program Manager	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 Amézquita, RN, Health Services Director Yesenia Quintanilla, Registered Nurse Paulita Gonzalez, LVN, Health Services Coordinator Mary Martinez, LVN, Health Services Coordinator	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



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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.	Marissa Reyes, Assistant Administrator for Human Resources	1. PC 2. Power Point Presentation	\$ 8,685.00	Annual Training	Training Calendar Survey Evaluation
Participants will read and implement the procedures of the Work Safe Plan to be able to provide a healthy, safe, and comfortable work environment for all Head Start staff and children attending in-classroom instruction.	Participants will read and implement the procedures of the Work Safe Plan to practice safety protocols during daily activities based on recommendations by the Center for Disease Control (CDC), the Office of Head Start, the Texas Department of Health, the Texas Education Agency, the Texas Minimum Standards for Child Care Services and Program staff.	Christina Smith, RN, Health and Safety Coordinator David Guel, Administrator for Human Resources	1. PC 2. Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: MIS

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will examine the various myHeadStart 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 myHeadStart 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>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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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 Nicolas Castillo, Field Operations Manager			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 Nicolas Castillo, Field Operations Manager			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 Nicolas Castillo, Field Operations Manager			Annual Training	Training Calendar Survey Evaluation



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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 Nicolas Castillo, Field Operations Manager			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 Nicolas Castillo, Field Operations Manager			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



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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>Nicolas Castillo, Field Operations Manager</p>		\$3,600.00	On-Going	Region I Certification Medical Card



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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 (ADA) and the accommodation 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>Rosa Torres, Senior Staff for Disability Rights of Texas</p> <p>Edna Snider, Special Services Director</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 instructions to correctly reinforce IEP objectives and complete the Six Weeks IEP Progress Report. Review of the diaper changing procedures.</p>	<p>The session will provide staff with an overview reinforcing IEP objectives, monitor progress and also to follow proper care of children when diaper changing.</p>	<p>Edna Snider, Special Services Director</p> <p>Sonia Balderas, Special Services Coordinator</p> <p>Mirna Gonzalez, Special Services Coordinator</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



**Hidalgo County Head Start Program
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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>Rogelio Ballesteros, Disability Rights Texas</p> <p>Edna Snider, Special Services Director</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 characteristics of Autism Spectrum Disorders (ASD) and be able to prepare for a child with ASD in the classroom</p>	<p>The session will discuss instructional strategies and tips for staff to use in the classroom.</p>	<p>Dr. Terri McGinnis, Education Specialist Region One Educational Service Center</p> <p>Edna Snider, Special Services Director</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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Content Area: Special Services						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will identify normal speech and language development in order to provide adequate early interventions in the Head Start setting.	The session will review/discuss developmental milestones, warning signs of language and communication delays, and discuss strategies to support communication, language, and literacy in children ages 3-5. This information can determine if a referral is needed.	Natalie Mascorro, M.S., CCC-SLP Speech Language Pathologist, PSJA ISD Edna Snider, Special Services Director	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey 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



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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. Carrera, Chief Financial Officer</p>	<ol style="list-style-type: none"> 1. PC 2. Power Point Presentation 		<p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



**Hidalgo County Head Start Program
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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access and implement the Performance Standards and Education Program Plan.</p>	<p>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</p>	<p>Consuelo Casas, Administrator for Education Education Area Directors</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 access and implement the Performance Standards, Head Start Early Learning Outcomes Framework (HSELOF), and the School Readiness Plan.</p>	<p>Participants will be able to recognize the connection between Performance Standards, School Readiness Plan and Education services program plan.</p>	<p>Consuelo Casas, Administrator for Education Education Area Directors</p>	<p>1. PC 2. Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to implement and apply phonemic awareness skills in the classrooms.	This session will allow participants to understand and learn how phonemic awareness instruction teaches children to notice, think about, and manipulate sounds in spoken language.	Karen Brouwen, Education Coordinator	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will explore and utilize all high-interest materials and activities available in Frog Street Curriculum	Participants will be able to plan and implement materials effectively to deliver instruction addressing the Head Start Early Learning Outcomes Framework (HSELOF) Domains.	Zahydee Hernandez, Education Coordinator	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



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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>Cidelia Monteagudo, Education Coordinator</p> <p>Zahydee Hernandez, Education Coordinator</p> <p>Nadia De Leon, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p> <p>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>Participants will be able to gain an understanding of the domain, indicators and behaviors markers.</p>	<p>Hector Guerra, Education Area Director</p> <p>Nadia De Leon, Education Area Director</p> <p>Karina Larios, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>		<p>Annual Training</p> <p>On-going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will review, discuss and implement different classroom daily schedules and procedures as per students served	The Participants will use information provided to monitor daily routines, daily schedules, lesson plans, circle time, center activities, and individualization of instruction	Hector Guerra, Education Area Director Karen Brouwen, Education Coordinator	1. PC 2. Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to plan and organize daily routines using their updated schedule and lesson plan.	Participants will learn how to plan and implement to be intentional with their instruction.	Karina Larios, Education Area Director Cidelia Monteagudo, Education Coordinator	1. PC 2. Power Point Presentation	Annual Training		Training Calendar Survey Evaluation



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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 Area Director</p> <p>Nadia De Leon, Education Area Director</p> <p>Karina Larios, Education Area Director</p>	<p>1. PC</p> <p>2. Power Point Presentation</p>	<p>\$ 19,150.00</p>	<p>On-going</p>	<p>CLASS Reliability</p>