



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** September 21, 2022

**SUBJECT:** Discussion/Approval of 2022-2023 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

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**INITIATED BY:** Marissa Reyes, Interim Administrator for Human Resources

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

**EXECUTIVE DIRECTOR'S APPROVAL:** \_\_\_\_\_

# Hidalgo County Head Start Program



## Training and Technical Assistance Program Plan 2022-2023

Policy Council Approval:  
Commissioners' Court Approval:



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Administration

| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>Cost:                      | Timeline:          | Evaluation:  |
|--|--|--|---------------------------------------|---|--------------------|--|
| Pre-Service Training:<br>Participants will be able to identify the symptoms of alcohol and substance abuse.  | Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles. | Daniel Rodriguez,<br>Behavioral Health<br>Solutions of South<br>Texas<br><br>Elvira Segura,<br>Family Services<br>Director | PC<br><br>Power Point<br>Presentation | \$ 500.00<br>For all Annual<br>Training | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.                               | Participants will be provided with necessary training as required by the American with Disabilities Act (ADA) Section 504.   | Juanita Lovejoy,<br>Region One<br>Education Service<br>Center<br><br>Edna Snider,<br>Special Services<br>Director          | PC<br><br>Power Point<br>Presentation |   | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will be able to identify the warning signs of child abuse/neglect and domestic violence and ensure that everyone understands “If you suspect-you report”. | Participants will be provided with necessary training as required by the Texas Family Code 745.8551.   | Daniel Rodriguez,<br>Behavioral Health<br>Solutions of South<br>Texas<br><br>Elvira Segura,<br>Family Services<br>Director | PC<br><br>Power Point<br>Presentation |   | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Administration

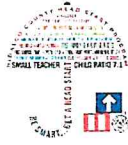
| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed:                            | Estimated<br>Cost: | Timeline:                  | Evaluation:  |
|---|---|---|---|--------------------|----------------------------|--|
| <p>Participants will be able to identify 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"> <li>• Tuberculosis Questionnaire</li> <li>• Vaccine Preventable Disease Policy</li> <li>• Sanitation and Infection Control Policy</li> <li>• Child Maltreatment Policy</li> <li>• Supervision of Children Policy</li> <li>• Discipline and Guidance Policy</li> <li>• Release of Children Policy</li> <li>• Confidentiality Policy</li> <li>• Employee Standards of Conduct Policy</li> <li>• Employee Use of Cellular Phone Policy</li> <li>• Dress Code Policy</li> <li>• Civil Rights Act</li> <li>• Hidalgo County Drug and Alcohol Policy</li> <li>• Hidalgo County Absence Control Policy</li> <li>• Hidalgo County Ethics Policy</li> <li>• Hidalgo County Sexual Harassment Policy</li> </ul> | <p>Marissa Reyes,<br/>Assistant<br/>Administrator for<br/>Human Resources</p> | <p>PC<br/><br/>Power Point<br/>Presentation</p> |                    | <p>Annual<br/>Training</p> | <p>Training<br/>Calendar<br/><br/>Survey<br/><br/>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Administration

| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                      | Estimated<br>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.   | <p>Maria Perez, Human Resources Specialist IV</p> <p>Arnaldo Amaro, Policy and Training Division Manager</p> <p>Jacob Quilantán, Human Resources Specialist IV</p> <p>Marissa Reyes, Assistant Administrator for Human Resources</p> | <p>PC</p> <p>Power Point Presentation</p> |                    | Annual Training | <p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p> |
| 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. | <p>Marissa Reyes, Assistant Administrator for Human Resources</p>  | <p>PC</p> <p>Power Point Presentation</p> |                    | 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 2022-2023

### Content Area: Administration

| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                          | Estimated<br>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"> <li>• Workers' Compensation Procedures</li> <li>• General Safety Rules</li> <li>• Slips, Trips, and Falls</li> <li>• Safe Lifting and Back Care</li> <li>• Accident Prevention and Control</li> <li>• Ladder Safety</li> <li>• Using PPE</li> <li>• Driving Safety Tips</li> <li>• Use of Fire Extinguishers</li> <li>• Chemical Safety Fact Sheet</li> </ul> | <p>Marissa Reyes,<br/>Assistant<br/>Administrator for<br/>Human Resources</p> <p>Herlinda Hernandez,<br/>Employee Benefits<br/>Coordinator</p> | <p>PC</p> <p>Power Point<br/>Presentation</p> |                    | Annual<br>Training | <p>Training<br/>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.   | Marissa Reyes,<br>Assistant<br>Administrator for<br>Human Resources  | <p>PC</p> <p>Power Point<br/>Presentation</p> |                    | Annual<br>Training | <p>Training<br/>Calendar</p> <p>Survey</p> <p>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |   |   |                      |                    |                               |  |
|---|---|---|----------------------|--------------------|-------------------------------|--|
| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>Cost: | Timeline:                     | Evaluation:                                    |
| <p>At the Parent 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,<br/>Executive Director</p> <p>Elvira Segura,<br/>Family Services<br/>Director</p> |                      | <p>\$ 4,360.00</p> | <p>September<br/>24, 2022</p> | <p>Training<br/>Calendar</p> <p>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |  |  |                      |                    |                          |   |
|---|--|--|----------------------|--------------------|--------------------------|---|
| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:                             | Resources<br>Needed: | Estimated<br>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 8, 2022</p>   | <p>Training Calendar<br/><br/>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 16, 2023</p> | <p>Program Calendar<br/><br/>Agenda<br/><br/>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |   |   |                      |                    |  |  |
|---|---|---|----------------------|--------------------|--|--|
| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>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,<br/>Staff Development<br/>Coordinator</p>   |                      | <p>\$ 6,650.00</p> | <p>Annual<br/>Training</p> <p>On-Going</p> | <p>Training<br/>Calendar</p> <p>Staff<br/>Development<br/>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>Marissa Reyes,<br/>Assistant<br/>Administrator for<br/>Human Resources</p> <p>Christina Gutierrez,<br/>Staff Development<br/>Coordinator</p> |                      |                    | <p>On-Going</p>                            | <p>CDA<br/>Credential</p>  |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |  |   |                      |                      |  |  |
|---|--|---|----------------------|----------------------|--|--|
| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>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,<br/>Administrator for<br/>Education</p>  |                      | <p>\$ 259,894.00</p> | <p>Annual<br/>Training<br/><br/>On-Going</p> | <p>Training<br/>Calendar<br/><br/>Feedback<br/>Forms<br/><br/>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,<br/>Executive Director<br/><br/>Nora Muñoz,<br/>Assistant Program<br/>Director<br/>Programmatic<br/>Services<br/><br/>Edmundo Garcia,<br/>Assistant Program<br/>Director Operations</p> |                      | <p>\$ 14,032.00</p>  |  |  |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |  |   |                      |                    |                    |                                  |
|---|--|---|----------------------|--------------------|--------------------|----------------------------------|
| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>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 Field Operations Manager will provide training on procedures for fire safety and facilities maintenance. | Oscar Palacios,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | Annual<br>Training | Sign-In Forms<br><br>Evaluations |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Administration  |   |   |   |                     |                        |  |
|---|---|---|---|---------------------|------------------------|--|
| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed:                        | Estimated<br>Cost:  | Timeline:              | Evaluation:  |
| <p>Human Resources Compliance:<br/>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>Marissa Reyes,<br/>Assistant Administrator for Human Resources</p>             |   | <p>\$ 10,390.00</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,<br/>Compliance/<br/>Accountability/<br/>Monitoring Director</p> | <p>PC<br/><br/>Power Point Presentation</p> |                     | <p>Annual Training</p> | <p>Training Calendar<br/><br/>Survey<br/><br/>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Family Services

| Objective:   | Strategies:<br>(Plan of Action)   | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>Cost: | Timeline:          | Evaluation:  |
|--|---|--|---------------------------------------|--------------------|--------------------|--|
| Participants will be able to identify and implement the Head Start Performance Standards in the area of Family Services.   | The session will provide participants an overview of the Performance Standards and Family Services.   | Elvira Segura,<br>Family Services<br>Director  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| 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. | The session will provide instruction and guidance in reference to Family Services procedures, forms and documents.  | Debra Gamboa,<br>Family Services<br>Coordinator<br><br>Irma Acuña,<br>Family Services<br>Coordinator     | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| 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.                           | 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 | Elvira Segura,<br>Family Services<br>Director<br><br>Ana Villaurrutia,<br>Family Services<br>Coordinator | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Family Services

| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:                     | Resources<br>Needed:               | Estimated<br>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          | PC<br><br>Power Point Presentation |                    | On-Going        | Training Calendar<br><br>Survey<br><br>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,<br>Family Services Director | PC<br><br>Power Point Presentation |                    | Annual Training | Training Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

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



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Family Services  |   |  |                              |                    |                            |                              |
|--|---|--|------------------------------|--------------------|----------------------------|------------------------------|
| Objective:   | Strategies:<br>(Plan of Action)   | Person<br>Responsible:   | Resources<br>Needed:         | Estimated<br>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,<br/>Family Services<br/>Director</p>                         | <p>Abriendo<br/>Puertas</p>  |                    | <p>Annual<br/>Training</p> | <p>Training<br/>Calendar</p> |
|  |   | <p>Ana Villaurrutia,<br/>Family Services<br/>Coordinator</p>                   | <p>Handouts</p>              |                    |                            | <p>Survey</p>                |
| <p>Provide information to employees regarding the services available through Hidalgo County Community Service Agency</p>   | <p>Participants will have a working knowledge base regarding the various programs offered through Hidalgo County Community Service Agency namely utility assistance and case management.</p>  | <p>Irma Acuña,<br/>Family Services<br/>Coordinator</p>                         | <p>Registration<br/>Form</p> |                    | <p>Annual<br/>Training</p> | <p>Evaluation</p>            |
|  |   | <p>Debra Gamboa,<br/>Family Services<br/>Coordinator</p>                       | <p>Supplies</p>              |                    |                            | <p>Training<br/>Calendar</p> |
|  |   | <p>Jaime R. Longoria,<br/>Executive Director</p>                               |                              |                    |                            | <p>Survey</p>                |
|  |   | <p>Ramiro Silva,<br/>Community<br/>Partnership and<br/>Transition Director</p> |                              |                    |                            | <p>Evaluation</p>            |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Child Nutrition  |  |   |   |                    |                        |  |
|--|--|---|---|--------------------|------------------------|--|
| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:  | Resources<br>Needed:                      | Estimated<br>Cost: | Timeline:              | Evaluation<br>:  |
| <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,<br/>Child Nutrition Director</p> <p>Aurora Figueroa,<br/>Child Nutrition Coordinator</p> <p>Cristina Garza,<br/>Nutrition Coordinator</p> | <p>PC</p> <p>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 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,<br/>Child Nutrition Director</p> <p>Aurora Figueroa,<br/>Child Nutrition Coordinator</p> <p>Cristina Garza,<br/>Nutrition Coordinator</p> | <p>PC</p> <p>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 2022-2023

### Content Area: Child Nutrition

| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>Cost:                               | Timeline:                          | Evaluation:  |
|---|---|--|---------------------------------------|--|------------------------------------|--|
| Participants will be able to acquire and recognize Child and Adult Care Food Program Regulations and learn about preventing, and responding to emergencies due to food or an allergic reaction. | This session will help you incorporate Child Nutrition Food Program Policies into day to day activities. Topics of discussion: Food Program rules and regulations, meal services, record keeping, and food allergies. | Gilbert Silva,<br>Child Nutrition<br>Director<br><br>Aurora Figueroa,<br>Child Nutrition<br>Coordinator<br><br>Cristina Garza,<br>Nutrition<br>Coordinator | PC<br><br>Power Point<br>Presentation |  | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will receive Food Handler's Certification required by Hidalgo County Health and Human Services Department.   | The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.  | Christian Barajas,<br>RDN, LD<br><br>Gilbert Silva,<br>Child Nutrition<br>Director   | PC<br><br>Power Point<br>Presentation | Texas<br>Department of<br>Agriculture<br>Funding | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Mental Health

| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:  | Resources<br>Needed:                  | Estimated<br>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,<br>Mental Health<br>Director  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will be able to acquire a clear understanding of the benefits of the Hidalgo County Head Start Employee Wellness Program       | The session will deliver skills and knowledge to participants in the area of Mental Health and the Hidalgo County Head Start Employee Wellness Program     | Diana Salinas,<br>Hidalgo County<br>Wellness Program<br>Coordinator<br><br>Melissa Gallegos,<br>Mental Health<br>Director | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will acquire the skills to address and apply Positive Behavior Support strategies in the area of social emotional development. | The session will assist participants in identifying and integrating Positive alternative approaches when addressing challenging behavior in the classroom. | Elizabeth Abad,<br>Mental Health<br>Counselor<br><br>Melissa Gallegos,<br>Mental Health<br>Director                       | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Transition and Community Partnership   |  |  |   |                    |                        |  |
|--|--|--|---|--------------------|------------------------|--|
| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                            | Estimated<br>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,<br>Community<br>Partnership and<br>Transition Director | PC<br><br>Power Point<br>Presentation           |                    | Annual<br>Training     | Training<br>Calendar<br><br>Survey<br><br>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,<br>Community<br>Partnership and<br>Transition Director |   |                    | Annual<br><br>On-Going | Training<br>Calendar<br><br>Evaluation               |
| Joint Advisory Meeting:<br>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<br>Directors  | HS Standards<br><br>HS Act<br><br>Program Plans |                    | Annual<br>Training     | Program<br>Plans                                     |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Health

| Objective:   | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed:                  | Estimated<br>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 Amezcuita,<br>RN, Health Services<br>Director<br><br>Yesenia Quintanilla,<br>Registered Nurse   | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br>Survey<br>Evaluation |
| Participants will be able to identify vaccine-preventable diseases, vaccines and their uses, the Texas Vaccines for Children (TVFC) Program, and ImmTrac2 (Texas Immunization Registry). | LVN will explain how the Texas Vaccines for Children's Program works in the Head Start setting by identifying vaccine-preventable diseases and using the ImmTrac2 search engine to meet local and state requirements. | Delfina Denise<br>Lerma, LVN<br>Educator for Hidalgo<br>County Health &<br>Human Services<br>Department | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br>Survey<br>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 procedures in place to care for sick children and how to prevent the spread of communicable diseases, respond to medical emergencies due to food allergies or allergic reaction.                      | Yesenia Quintanilla,<br>Registered Nurse  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br>Survey<br>Evaluation |



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|--|---|---|---------------------------------------|--------------------|--------------------|--|
| Participants will be able to utilize the procedures defined for medication administration, as per Head Start Performance Standards, Minimum Standards for Child-Care Centers | RN will explain what documentation to utilize and the steps to follow to administer medication accurately and properly assist Head Start children with medication therapy.  | Carlota Amezcuita,<br>RN, Health Services<br>Director<br><br>Yesenia Quintanilla,<br>Registered Nurse | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br>Survey<br>Evaluation |
| Participants will be able to follow policies and procedures in for the different skills and tasks needed to provide medication therapy and record vital signs.               | LVN will explain the appropriate techniques needed to administer medication, check body temperatures, perform handwashing, utilize a digital and contactless thermometer gun, utilize a blood pressure machine, and check for pulse properly to assist children with medication therapy and record vital signs. | Paulita Gonzalez,<br>LVN, Health<br>Services Coordinator  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br>Survey<br>Evaluation |



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|--|---|---|---------------------------------------|--------------------|------------------------------------|--|
| Participants will be able to follow policies and procedures in place for the identification of sign and symptoms of different conditions and the administration of emergency medication. | LVN will explain how to identify appropriate documentation and the steps to manage asthma, seizures, and allergic reactions' signs and symptoms and emergency medication administration to prevent, control, and respond to emergencies due to condition exacerbations. | Mary Martinez,<br>LVN, Health<br>Services Coordinator   | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br>Survey<br>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,<br>Assistant<br>Administrator for<br>Human Resources<br><br>Christina Gutierrez,<br>Staff Development<br>Coordinator | PC<br><br>Power Point<br>Presentation | \$ 5,000.00        | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Health

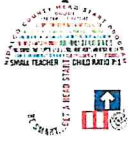
| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                          | Estimated<br>Cost: | Timeline:                                  | Evaluation:  |
|--|--|--|---|--------------------|--|--|
| <p>Participants will read and implement the procedures 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.</p> | <p>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.</p> | <p>Marissa Reyes,<br/>Assistant<br/>Administrator for<br/>Human Resources</p> <p>Yesenia Quintanilla,<br/>Registered Nurse</p> | <p>PC</p> <p>Power Point<br/>Presentation</p> |                    | <p>Annual<br/>Training</p> <p>On-Going</p> | <p>Training<br/>Calendar</p> <p>Survey</p> <p>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Field Operations

| Objective:   | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed:                  | Estimated<br>Cost: | Timeline:          | Evaluation:  |
|--|---|---|---------------------------------------|--------------------|--------------------|--|
| Participants will be able to review the policies and procedures in the area of Transportation.   | A detailed presentation of the Performance Standards including future mandates will be conducted.   | Oscar Palacios,<br>Field Operations<br>Director<br><br>Oliver Solis,<br>Transportation<br>Coordinator   | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will implement the safety practices, minimum standards, fixed routes, alternate routes, certification requirements and documentation requirements needed to transport children. | Participants will acquire knowledge on how to transport children safety and gain an understanding on how to properly prepare an application for transportation. | Oliver Solis,<br>Transportation<br>Coordinator<br><br>Nicolas Castillo,<br>Field Operations<br>Manager  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Safety Training: All staff will identify safety procedures on disposal of hazardous material and the use of fire extinguishers.  | Field Operations Director and Field Operations Manager will provide training on procedures for fire safety and facilities maintenance.                          | Oscar Palacios,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Sign-In Forms<br><br>Evaluations                     |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Field Operations  |  |   |                      |                    |                    |  |
|---|--|---|----------------------|--------------------|--------------------|--|
| Objective:  | Strategies:<br>(Plan of Action)  | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>Cost: | Timeline:          | Evaluation:  |
| Participants will be able to describe the policies and procedures in the area of the Warehouse operation.         | A detailed presentation of the Performance Standards including future mandates will be conducted.  | Oscar Palacios,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>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,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>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,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

| Content Area: Field Operations  |   |   |                      |                    |  |  |
|---|---|---|----------------------|--------------------|--|--|
| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed: | Estimated<br>Cost: | Timeline:                                    | 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,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | Annual<br>Training<br><br>Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>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,<br>Field Operations<br>Director<br><br>Nicolas Castillo,<br>Field Operations<br>Manager |                      |                    | On-Going                                     | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Regional Bus Driving Training:<br>Participants will identify Safety practices and compliance procedures regarding transportation of children. | Region I Educational Service Center will provide training on obtaining a CDL License and Class C Certification for School Bus Safety and Passenger Endorsement    | Director of<br>Transportation at<br>Region I<br><br>Nicolas Castillo,<br>Field Operations<br>Manager    |                      | \$3,600.00         | On-Going                                     | Region I<br>Certification<br>Medical Card            |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Special Services

| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>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.   | Juanita Lovejoy,<br>Region One<br>Education Service<br>Center<br><br>Edna Snider,<br>Special Services<br>Director  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participant will be able to identify the Head Start Performance Standards and Program Plan in the area of Disability Services.  | The session will provide participants with an overview of the Performance Standards and the Special Services Program Plan.                                    | Edna Snider,<br>Special Services<br>Director   | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| 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. | The session will provide staff with an overview reinforcing IEP objectives, monitor progress and also to follow proper care of children when diaper changing. | Edna Snider,<br>Special Services<br>Director<br><br>Sonia Balderas,<br>Special Services<br>Coordinator<br><br>Mirna Gonzalez,<br>Special Services<br>Coordinator | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Special Services

| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>Cost: | Timeline:          | Evaluation:  |
|---|---|--|---------------------------------------|--------------------|--------------------|--|
| Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.                               | An overview of the federal law will be presented to the staff. Handouts will be provided.     | Rogelio Ballesteros,<br>Disability Rights<br>Texas<br><br>Edna Snider,<br>Special Services<br>Director               | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| 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 | The session will discuss instructional strategies and tips for staff to use in the classroom. | Aliber Pena M. ED.,<br>Region One<br>Education Service<br>Center<br><br>Edna Snider,<br>Special Services<br>Director | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Special Services

| Objective:  | Strategies:<br>(Plan of Action)   | Person<br>Responsible:  | Resources<br>Needed:                  | Estimated<br>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,<br>M.S., CCC-SLP<br>Speech Language<br>Pathologist, PSJA<br>ISD<br><br>Edna Snider,<br>Special Services<br>Director | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>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,<br>Special Services<br>Director  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>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,<br>Special Services<br>Director  | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Finance

| Objective:   | Strategies:<br>(Plan of Action)   | Person<br>Responsible:                                  | Resources<br>Needed:                            | Estimated<br>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,<br/>Chief Financial<br/>Officer</p> | <p>PC<br/><br/>Power Point<br/>Presentation</p> |                    | <p>On-Going</p> | <p>Training<br/>Calendar<br/><br/>Survey<br/><br/>Evaluation</p> |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Education

| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:   | Resources<br>Needed:                  | Estimated<br>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 | Consuelo Casas,<br>Administrator for<br>Education<br><br>Education Area<br>Directors | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>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.                                      | Consuelo Casas,<br>Administrator for<br>Education<br><br>Education Area<br>Directors | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



## Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2022-2023

### Content Area: Education

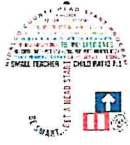
| Objective:   | Strategies:<br>(Plan of Action)  | Person<br>Responsible:                         | Resources<br>Needed:                  | Estimated<br>Cost: | Timeline:                          | Evaluation:  |
|--|--|--|---------------------------------------|--------------------|------------------------------------|--|
| 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,<br>Education<br>Coordinator     | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will be able to build background knowledge of the Frog Street Curriculum and teach with fidelity. | 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,<br>Education<br>Coordinator | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |



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|---|---|---|---|--------------------|--|--|
| <p>Participants will examine the resources available on the CIRCLE Progress Monitoring (assessment); CLI and Ignite by HATCH platforms to administer assessments, make informed decisions based on assessment results, improve the planning process and plan 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,<br/>Education Area<br/>Director</p> | <p>PC<br/><br/>Power Point<br/>Presentation</p> |                    | <p>Annual<br/>Training<br/><br/>On-going</p> | <p>Training<br/>Calendar<br/><br/>Survey<br/><br/>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.</p>   | <p>Participants will be able to gain an understanding of the domain, indicators and behaviors markers.</p>                              | <p>Hector Guerra,<br/>Education Area<br/>Director</p> | <p>PC<br/><br/>Power Point<br/>Presentation</p> | <p>\$12,810.00</p> | <p>Annual<br/>Training<br/><br/>On-going</p> | <p>Training<br/>Calendar<br/><br/>Survey<br/><br/>Evaluation</p> |



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|---|---|---|---------------------------------------|--------------------|------------------------------------|--|
| Participants will be able to explore the Dual Language Model with fidelity.   | Participants will be allowed to implement the Dual Language with fidelity.  | Consuelo Casas,<br>Administrator for<br>Education | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training<br><br>On-Going | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will review, discuss and implement daily schedules and procedures  | The Participants will use the information provided to implement daily schedules, daily routines and lesson plans. | Karina Larios,<br>Education Area<br>Director      | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |
| Participants will be able to plan and organize teaching and learning using the updated daily schedules and lesson plan. | Participants will learn how to plan, implement, and be intentional with their instruction.                        | Cidelia Monteagudo,<br>Education<br>Coordinator   | PC<br><br>Power Point<br>Presentation |                    | Annual<br>Training                 | Training<br>Calendar<br><br>Survey<br><br>Evaluation |