




Hidalgo County Head Start Program Memorandum

Date: November 11, 2022
To: Policy Council and Hidalgo County Commissioners' Court
From: Irma Peña, Head Start Executive Director 
Subject: Program Information Summary (PIS) Report

The Hidalgo County Head Start Program will provide the Policy Council and the Hidalgo County Commissioners' Court a monthly Program Information Summary Report. The PIS Report complies with Section 642(d)(2) of the Head Start Act.

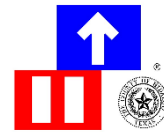
The Program Information Summary Report will provide the governing bodies an effective system to continuously monitor progress toward the implementation of Head Start Program Performance Standards, Childcare Minimum Standards, and other applicable federal regulations.

The Program Information Summary Report will use data to identify program strengths and needs, develop and implement improvement plans that addresses program needs.

The Hidalgo County Head Start Program will include as needed Action Plans that ensures that data is aggregated, analyzed and compared in such a way to assist the program in identifying opportunities for improvement and strategies to meet the requirements.

Program Information Summary

Date: November 16, 2022/PC and November 29, 2022/HCCC
 Presented by: Irma Peña, Head Start Executive Director



October, 2022 Data

DEPARTMENT	STATUS	PENDING/WITHIN COMPLIANCE MEASURES
Family Services	ERSEA/Volunteers/Parent Committees	Funded Enrollment Slots: 3690 Actual Enrollment: [3095] YTD ADA Percentage-Funded enrollment: [61] % YTD ADA Percentage-Actual enrollment: [75] % # Volunteers: [180] # Referrals: [373] From referrals, # Families that received services: [340]
Community Partnerships Transition	Agencies/Transition Activities	# Community agencies with MOUs: [44] # Transition activities: [10] # Father engagement activities: [0 – Pending Spring 2023]
Human Resources	Vacancies Staff Development	Funded Employee Slots-HCHSP: 722 Funded Employee Slots-TDA: 27 # Vacancies-Centers: [109] # Vacancies-Admin: [5] # Staff development activities: [5] # Staff that attended staff development activities: [588]
Program Compliance	Licensing Visits/Ongoing Monitoring	Licensing Visits: [Center Name/Date/Outcome]
		Alvarez ISD 10/20/2022 No Deficiencies
		Carmen Anaya ISD 10/4/2022 No Deficiencies
		Donna I HS 10/3/2022 T/TA-Paint Playground Equipment-Corrected
		Hidalgo HS 10/19/2022 Deficiency-Fire Drill-Corrected
		Mission II HS 10/20/2022 Deficiency-Trash Bins-Corrected
		Mission IV HS 10/19/2022 Deficiency-Staff Training-Corrected
		San Juan I HS 10/6/2022 No Deficiencies
San Juan II HS 10/6/2022 No Deficiencies		
Education/Staff Development	CLI Screening-Assessments Home Visits/Parent Conferences Teachers/Coaching Hours CLASS	CLI percent complete: Pre [96.45] %; Mid [XX]%; Post [XX] % Home visits complete: 1 st [89.41] %; 2 nd [XX] % Parent/Teacher conferences complete: 1 st [89.25] %; 2 nd [XX] % # CLASS observations: [166] # CLASS observers: [36] # Staff that received coaching: [49] # Staff that provided coaching: [12] # Coaching hours: [94]
Health	Immunizations/Hearing & Vision/Physicals & Dentals/IHPs	Immunizations complete: [96.8] % Hearing/Vision screenings complete: [98] % Hearing/Vision screenings overdue/late: [.45] % Physicals: [64] % for newly enrolled (90 day) Dentals: [88] % for newly enrolled (90 day) # Children with chronic health issues: [128] # Individual health plans (IHP): [128]
Disability/Mental Health	IEPs/Staffings/Referrals	# of Children with Disabilities (IDEA Eligible): [247] # of ARD/IEPs Percentage of Actual Enrollment: [8] % # of Staffings: [13] # of Referrals: [108]
Mental Health	Consultation/Staffings/Referrals/Mental Wellness	# Teaching staff that received mental health consultation: [28] # Mental health classroom observations: [26] # Staffings: [3] # Referrals: [15] # Mental health wellness activities for staff: [1]
Nutrition	Therapeutic Menus/Referrals	# Children with special diets: [227] # Referrals [302]
Field Operations/Warehouse	Workorders/Inventory/Vehicle Maintenance	# Workorders initiated: [75] # Workorders completed: [53] # Repairs to vehicles: [0]

Transportation	HCHSP and ISD Transportation	# Children with HCHSP transportation: [389] # Children with ISD transportation: [130] # Buses in operation: [18] # Routes: [36] # Repairs of buses: [0]
Procurement	Requisitions/Purchase Orders/Contracts MOUs	# Requisitions: [255] # Purchase Orders: [HS/193 & TDA/42] # Contracts: [1] # MOUs: [1]
MIS	Work Orders/Trainings/Cameras	# Workorders initiated: [60] # Workorders completed: [53] # MIS trainings: [0] # Staff participating in trainings: [0]

GOVERNANCE/PROGRAM DESIGN AND MANAGEMENT/FISCAL – October 2022

DEPARTMENT	STATUS	PENDING/WITHIN COMPLIANCE MEASURES
Policy Council	Full PC membership in place and regular meetings held as per bylaws	Within compliance measures
Board of Directors	Full HCCC membership in place and regular meetings held as per bylaws	Within compliance measures
PDM	No issues reported to OHS as required by §1302.102(d)	Within compliance measures
Fiscal	Federal Financial Reports submitted on time. Non-Federal Match to date: \$6,861,605	Within compliance measures

OPPORTUNITIES – October/November 2022

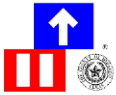
ISSUES-OPPORTUNITIES	CORRECTIVE ACTION ASSIGNED TO	COMPLIANCE DATE
Children with Challenging Behaviors: 137 children	Asst Program Directors/Mental Health, Disability, Education, Family Services Directors	November, 2022
Attendance: ADA for funded enrollment is 61% and ADA for current enrollment is 75%	Ex Director/Asst Program Directors/Family Services Director/Education Area Directors/Center Managers	November, 2022

CURRENT UPDATES – October/November 2022

TOPIC	DATE
Exec Team Meetings: Full Meetings/1 st Friday of month; Touchpoint Meetings/3 rd Wednesday of month Center Manager Meetings: 4 th Wednesday of month Administrative Team Meetings: Every Monday	October/November, 2022
Ex Director Facility Visits: Donna I, Edinburg III, Edinburg IV, Edinburg V, JRG Center, San Carlos, Edcouch Kitchen, Palmview Kitchen	October/November, 2022
Ex Director Meetings: Hidalgo County Commissioners' Court; Dr. Daniel King, Region I ESC Executive Director; Angela Dominguez, Donna ISD Superintendent; Hidalgo County Department Head Meetings	October/November, 2022
Assistant Directors Meetings: Challenging Behaviors-Rapid Response Task Force; UTRGV Collaboration; Outdoor Learning Project; HCHSP Department Directors	
Ex Director and Assistant Directors: Monthly meetings with OHS Officials and as needed	October/November, 2022

*PC – Policy Council

*HCCC – Hidalgo County Commissioners' Court



Hidalgo County Head Start Program Action Plan

System/Service Area: 1302.16(b); Subject: Children with Challenging Behaviors

Related Regulation(s): 1302.45(1); 1302.46(b)(iv); 1302.17(1)

Related Forms: N/A

Related Reports: N/A

Issue:	The program has identified 137 children with challenging behaviors.
Opportunity:	The program will provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional and mental health concerns. The program will discuss and collaborate with parents regarding the issues related to their child's challenging behaviors to include sharing typical and atypical behavior and development, and appropriately respond to children's social and emotional development.
Time Frame:	November 2022
Person(s) Responsible:	Department Directors for Education, Mental Health, Health, Family Services, Special Services, Education Area Directors and Coordinators for Health, Family Services and Special
Procedure:	<p>A Rapid Response team was created composed of members that included, Program Assistant Directors, and the department directors from Mental Health, Education, Family Services, Health and Special Services. Members were tasked with analyzing all data related to each child and designing a monitoring procedure to assist the classroom personnel in meeting the challenges.</p> <p>The Rapid Response team completed the following tasks:</p> <ul style="list-style-type: none">• Initiated communication methodology across departmental lines• Reviewed the strengths, weaknesses, opportunities and threads in the currently used system of monitoring challenging behaviors.• Began the preliminary redesign of the Challenging Behavior protocols currently used to include GoEngage• Trained Area Directors and Coordinators across various departments to monitor and document challenging behavior challenges on an individual basis.• Each team scheduled training with MIS on collecting data using GoEngage for all team members.• Discussed the develop of reports form GoEngage on the status for each child• Each team schedule visits to centers to monitor implementation of challenging behavior models to be implemented in the classrooms



Hidalgo County Head Start Program Action Plan

System/Service Area: 1302.16(b);	Subject: Attendance
Related Regulation(s): 1302.102(b)	
Related Forms: Irregular Attendance Report	Related Reports: MyHeadstart Attendance Reports

Issue:	The program's Average Daily Attendance (ADA) rate is below 85%.
Opportunity:	The program has analyzed the causes of absenteeism to identify systematic issues that have contributed to the program's absentee rate. The program will use data to establish strategies and make necessary changes in a timely manner as part of ongoing oversight and correction.
Time Frame:	November 2022
Person(s) Responsible	Center Managers, Educational Area Directors, Family Services Department, Support Services Assistants.
Procedure:	<p>Staff meeting was convened at the administration offices with center managers, Educational Area Directors, Department Heads and Assistant Program Directors. At the Meeting the Executive Director reviewed and share attendance and economic data, and held discussions on the following:</p> <ul style="list-style-type: none">• Average Daily Attendance and Enrollment report by center• The economic impact of low attendance on the Program's budget and our ability to retain staff• The Economic impact of low attendance on meal reimbursements from TDA and the issues in paying salaries for Nutrition personnel.• The Impact of low attendance to our classroom and educational development of our Head Start students• Staff was given the assignment of developing goals, delegating tasks, developing timelines and monitoring procedures to obtain at a minimum 90% attendance.• Continuing Monitoring and ne attendance incentives will be implemented as ongoing monitoring and observation require it.