



Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: September 18, 2024

SUBJECT: Discussion/Approval of 2024-2025 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: Christina Gutierrez, Staff Development Director

REVIEWED BY: Nora S. Munoz, Assistant Program Director

EXECUTIVE DIRECTOR'S APPROVAL:  _____

Hidalgo County Head Start Program



Training and Technical Assistance Program Plan 2024-2025

Policy Council Approval:
Commissioners' Court Approval:



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2024-2025

Content Area: Administration

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants (staff and parents) will attend institutes presented by the following:</p> <ul style="list-style-type: none"> • Cleverex Go Engage Training • Program Management & Fiscal Operations Training (PMFO) • Winter Leadership Conference • NHSA Parent and Family Engagement Conference • NHSA National Head Start Conference 	<p>Professional Development will be offered to selected participants for specific purposes.</p>	<p>Irma Pena, Executive Director</p> <p>Nora Muñoz, Assistant Program Director Programmatic Services</p> <p>Elma Carrera, Assistant Program Director Fiscal Operations</p> <p>Dr. Nereyda Cantu, Assistant Program Director for Program Operations</p>		<p>\$ 104,540.00</p>		



**Hidalgo County Head Start Program
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Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will implement the Hidalgo County Head Start Mandated Policies and Procedures as required by federal, state and local regulations.	<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"> • Statement of Intent • Organization • Applicability and Definitions • Employment Procedures • Work Hours, Leave and Benefits Program • Performance Appraisals and Individualized Professional Development Plan • Standards of Conduct • Discipline • Employee Complaints • Employee Grievances • Policy Council Hearing Procedures 	Marissa Reyes, Chief Human Resources Officer	PC Power Point Presentation	\$10,000.00	Annual Training On-Going	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; Lines of Authority and Communication; and Annual Staff Recognition.	Marissa Reyes, Chief Human Resources Officer	PC Power Point Presentation	\$15,600.00	Annual Training	Training Calendar Survey Evaluation



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Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will understand the concept and legal definition of sexual harassment. Understand the categories of harassment. Know how to identify situations and behaviors that could be perceived as sexual harassment.</p>	<p>The presenter will provide information to Head Start employees on how to recognize and prevent incidents of sexual harassment.</p>	<p>Arnaldo Amaro, Policy and Training Division Manager</p> <p>Marissa Reyes, Chief Human Resources Officer</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<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>Marissa Reyes, Chief Human Resources Officer</p>			<p>On-Going</p>	<p>Compliance Reports</p>



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Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and utilize handouts on procedures to be followed when reporting injuries and identifying hazards causing accidents.	<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 • Lifting and Handling Techniques • Safe Lifting • Electrical Safety • Workplace Violence Prevention Policy • Emergency Procedures • Basic First-Aid Procedures 	<p>Rocio Quiroga, Employee Benefits Coordinator</p> <p>Roel Gutierrez, Risk Management Specialist</p>	<p>PC</p> <p>Power Point Presentation</p>		Annual Training	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
Staff will develop smart financial habits by consolidating their own accounts.	Staff will develop financial habits and take full advantage of their retirement plan.	Tony DeLeon & Associates, The Pension Company of Texas			Annual Training	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Human Resources/Staff Development

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to successfully establish a career path, for their job responsibilities, that aligns with the Head Start mandates.	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.	Christina Gutierrez, Staff Development Director			Annual Training On-Going	Training Calendar Staff Development Plan Evaluation
Participants will maintain CDA Certification	Staff will attend a training session to maintain certification.	Christina Gutierrez, Staff Development Manager Marissa Reyes, Chief Human Resources Officer			On-Going	CDA Credential



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Content Area: Human Resources/Staff Development

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Staff will be able to acquire and maintain a current teacher certification.	Staff will be able to apply their knowledge and skills in the components of the teacher preparation program.	Teach Us, - Versidi, Inc, Alternative Certification Program Christina Gutierrez, Staff Development Director			On-Going	



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Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
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.	Participants will be provided materials and information to prepare elected parents for their roles at the center committees and the Policy Council if elected.	Irma Pena, Executive Director Sonia Balderas, Family Services Director		\$ 28,350.00	September 28, 2024	Training Calendar Evaluation
The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.	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.	Sonia Balderas, Family Services Director		\$ 55,554.00	October 11-13, 2024	Training Calendar Evaluation



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Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated 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.	Sonia Balderas, Family Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey 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.	Sonia Balderas, Family Services Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey 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	Sonia Balderas, Family Services Director	PC Power Point Presentation		Annual Training On-Going	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:
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 Power Point Presentation		Annual Training On-Going	Training Calendar Survey 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.	Sonia Balderas, Family Services Director	PC Power Point Presentation	\$29,096.00	Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: Family Services

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Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<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>Sonia Balderas, Family Services Director</p>	<p>PC Power Point Presentation</p>		<p>On-Going</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will develop skills in guiding families with different resources.</p>	<p>The Family Development Credential Program will guide Family Service Workers to learn and practice skills and competencies of strength-based family support.</p>	<p>Debra Gamboa Family Service Coordinator Cidelia Monteagudo, Family Services Coordinator Denisse Barba Staff Development Coordinator</p>			<p>On-Going</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Family Services

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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>Sonia Balderas, Family Services Director</p> <p>Debra Gamboa, Family Services Coordinator</p> <p>Cidelia Monteagudo, Family Services Coordinator</p> <p>Krystal Alvarado, Family Services Coordinator</p>	<p>Abriendo Puertas</p> <p>Handouts</p> <p>Registration Form</p> <p>Supplies</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: Child Nutrition

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation :
Participants will be able to carry out Child Nutrition Services performance standards and implement them in their Head Start Centers.	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.	Gilbert Silva, Child Nutrition Director Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to identify and employ Food Program Guidelines and child Healthy eating practices.	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.	Gilbert Silva, Child Nutrition Director Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



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Content Area: Child Nutrition

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated 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, Child Nutrition Director Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey 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, RDN, LD Zepol Dietetics Gilbert Silva, Child Nutrition Director	PC Power Point Presentation	Texas Department of Agriculture Funding	On-Going	Training Calendar Survey Evaluation
Food Safety and Sanitation: Participants will be able to implement safe food handling practices	This session will help introduce participants to safe food handling practices by participating in activities and by acquiring food safety and sanitation information.	Gilbert Silva, Child Nutrition Director Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



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Content Area: Disability/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.	Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training	Training Calendar Survey 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	Kristina Schmidt, Nutritionist Sebastian Buitron, Hidalgo County Wellness Coordinator Martha Rodriguez, Mental Health Director	PC Power Point Presentation	\$8,996.00	Annual Training On-Going	Training Calendar Survey Evaluation
Participants will learn the steps of positive behavior support and various strategies to implement with students in the classroom.	The session will assist participants in identifying and integrating Positive alternative approaches when addressing challenging behavior in the classroom.	Natalee Alvarez, Mental Health Counselor Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation	\$15,500.00	Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: Disability/Mental Health

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
The audience will learn the mental health process and identify the steps to follow when seeking services from mental health professionals through the referral process for children with behavioral concerns.	Participants will also be able to identify, support and implement strategies with children exhibiting challenging behavior concerns.	Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will gain knowledge on the E-DECA assessment tool and will be able to identify the way in which the assessment is to be completed.	Participants will be able to apply the Devereux Early Childhood	Natalee Alvarez, Disability/Mental Health Coordinator Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will gain an understanding of supporting Children with an active IEP in their classroom and offer proper care for each child individually.	Participants will obtain knowledge on HCHSP & LEA Referral Process in compliance with Head Start Performance Standards and IDEA Part B, Section 619. Assessment.	Emma Villegas, Disability/Mental Health Coordinator Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: Disability/Mental Health

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the characteristics of ASD and be able to prepare for a child with ASD in the classrooms with the instructional strategies and tips provided.	Participants will identify the importance of 10 percent of Program funded enrollment filled by children eligible for services under IDEA.	Mirna Gonzalez, Disability/Mental Health Coordinator Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will access the GoEngage platform and navigate through the Social Emotional Screening/Assessment.	Participants will be able to document, monitor DECA scores to make informed decisions based on assessment results.	Elizabeth Gonzalez, Disability/Mental Health Councilor Martha Rodriguez, Disability/ Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: Community Partnership and Transition

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 to and review the Performance Standards and the Program Plan.	Ramiro Silva, Community Partnership and Transition Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Provide information to employees regarding the services available through Hidalgo County Community Service Agency	Participants will have a working knowledge base regarding the various programs offered through Hidalgo County Community Service Agency namely utility assistance and case management.	Jaime R. Longoria, Hidalgo County Community Service Agency Director Ramiro Silva, Community Partnership and Transition Director	PC Power Point Presentation	\$9,000.00	Annual On-Going	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	HS Standards HS Act Program Plans	\$7,000.00	August 29, 2024	Training Calendar Evaluation



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Content Area: Community Partnership and Transition						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<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>Ramiro Silva, Community Partnership and Transition Director</p>		<p>\$ 14,000.00</p>	<p>February 20, 2025</p>	<p>Program Calendar</p> <p>Agenda</p> <p>Evaluation</p>
<p>Joint Advisory Meeting: Participants will identify and Examine Federal, State and Local Regulations as they apply to our Program Plans.</p>	<p>Participants will be trained on H.S. Standards and Federal Regulation Updates and Program plans accordingly</p>	<p>Department Directors</p>				<p>Program Plans</p>



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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 regard to the Performance Standards.	The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.	Yesenia Quintanilla RN, Health Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey 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.	Frances Villanueva, LVN Hidalgo County Health and Human Services	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to utilize strategies to: Prevent the spread of communicable diseases. Respond to medical emergencies.	RN will explain procedures in place to care for sick children and how to prevent the spread of communicable diseases, how respond to medical emergencies.	Jeanette Perez, RN, Lead Nurse Yesenia Quintanilla, RN, Health Services Director	PC 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 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.	Jeanette Perez, RN, Lead Nurse Yesenia Quintanilla, RN, Health Services Director	PC Power Point Presentation	\$500.00	Annual Training On-Going	Training Calendar Survey 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, Chief Human Resources Officer Christina Gutierrez, Staff Development Director	PC Power Point Presentation	\$ 7,500.00	Annual Training On-Going	Training Calendar Survey Evaluation



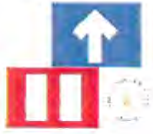
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Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to confidently conduct hearing and vision screenings, identify potential concerns in children, initiate appropriate referral processes and effectively communicate with families about their child’s health and the available resources as per Head Start Performance Standards, Minimum Standards for Child-Care Centers, and Texas Department of State Health Services.</p>	<p>Participants will learn the necessary techniques to conduct effective screenings, recognize signs of impairments, understand the referral processes and how to report at end of year, in accordance with Texas state regulations. The training emphasizes early detection to ensure that children receive timely interventions to support their development and learning.</p>	<p>Donald Crouse, South Texas Program Coordinator Vision, Hearing and Spinal Screening Program Texas Department of State Health Services</p> <p>Yesenia Quintanilla, RN, Health Services Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Compliance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<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 always listening and using all methods in practicing safety with children.</p>	<p>Nancy Bejerano, TDFPS Child Care Regulation Inspector</p> <p>Azalia Rios, Compliance Director</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>HCHS Employees will receive review & acknowledge the Minimum Standards from the Texas Department Health and Human Services Office of Licensing Department that are required by State regulations.</p>	<p>Participants will review the policies of the Minimum Standards.</p>	<p>Azalia Rios, Compliance Director</p>	<p>PC</p> <p>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: Compliance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The Employee will recognize that the HCHSP places the most utmost priority on child health and safety and is committed to continue quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children’s safety.</p>	<p>Participants will review and discuss the strategies on Reporting Child Health & Safety Incidents</p>	<p>Azalia Rios, Compliance Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to identify the warning signs of Child Maltreatment.</p>	<p>Participants will review and discuss the warning signs.</p>	<p>Azalia Rios, Compliance Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey 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 Transportation and staff wellness.	A detailed presentation of the Performance Standards including future mandates will be conducted. Bus Drivers will also participate in wellness activities	Azucena Saenz, Field Operations Director	PC Power Point Presentation	\$3,000.00	Annual Training	Training Calendar Survey 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 safely and gain an understanding on how to properly prepare an application for transportation.	Azucena Saenz, Field Operations Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Safety Training: All staff will identify safety procedures on disposal of hazardous material and the use of fire extinguishers.	Field Operations Director and will provide training on procedures for fire safety and facilities maintenance.	Jose Perez, Deputy Hidalgo County Deputy Fire Marshall Azucena Saenz, Field Operations Director	PC Power Point Presentation		Annual Training	Sign-In Forms Evaluations



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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 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.	Dr. Nereyda Cantu, Assistant Program Director for Program Operations Azucena Saenz, Field Operations Director			Annual Training	Training Calendar Survey Evaluation
Regional Bus Driving Training: 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 Transportation at Region I Ramiro Guerrero, Transportation Coordinator		\$3,000.00	On-Going	Region I Certification Medical Card
Participants will implement safety practices while transporting children to and from school.	An understanding of following policies and procedures and requirements for transporting children. Safety is top priority.	Azucena Saenz, Field Operations Director Ramiro Guerrero, Transportation Coordinator			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:
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, Chief Early Education Officer Education Area Directors	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will be able to implement the goals and objectives of the School Readiness Plan and the Education Services Plan.	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.	Consuelo Casas, Chief Early Education Officer			Annual Training On-Going	Training Calendar Feedback Forms 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 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, Chief Early Education Officer</p> <p>Education Area Directors</p>	<p>PC</p> <p>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 examine the resources available on Ignite by Hatch platform, make informed decisions based on results, improve the planning process and plan individualization.</p>	<p>The session will allow participants to navigate the platform and generate reports to desegregate data to plan for differentiated high-quality instruction.</p>	<p>Nadia De Leon, Education Area Director</p>	<p>PC</p> <p>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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One Year Implementation Plan
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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 provide with an understanding of the domains, dimensions, indicators and behavior markers of the CLASS Domains: Emotional Support, Instructional Support and Class Organization.</p>	<p>Hector Guerra, Education Area Director</p>	<p>PC Power Point Presentation</p>	<p>\$9,950.00</p>	<p>Annual Training On-going</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to implement and apply phonemic awareness skills in the classroom.</p>	<p>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.</p>	<p>Yolanda Castillo, Education Area Director</p>	<p>PC Power Point Presentation</p>	<p></p>	<p>Annual Training On-Going</p>	<p>Training Calendar Survey 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:
Participants will be able to build background knowledge of the Early Childhood 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.	Districts: Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD PSJA ISD, Consuelo Casas, Chief Early Education Officer Note: Individual School District Professional Development	PC Power Point Presentation	\$1,000.00	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:
Participants will be able to explore the Dual Language Model with fidelity.	Participants will be allowed to implement the Dual Language with fidelity.	Districts Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD, PSJA ISD	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey 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.	Districts Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD, PSJA ISD	PC Power Point Presentation		Annual Training	Training Calendar Survey 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.	Districts Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD, PSJA ISD	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



**Hidalgo County Head Start Program
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Content Area: Procurement/Warehouse

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated 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 warehouse procedure and policies will be conducted.	Ambrosio Tovar, Procurement / Warehouse Director			Annual Training	Survey Evaluation
Participants will be able to follow the required office procedures and processing of required documentation for Department purchases.	A comprehensive explanation of departmental ordering using purchase orders will be made.	Ambrosio Tovar, Procurement / Warehouse Director			On-Going	Survey Evaluation
Participants will be able to process the monthly Campus supplies order request form.	Participants will be able to fulfill the supply request form.	Ambrosio Tovar, Procurement / Warehouse Director			On-Going	Survey Evaluation
Participants will be able to maintain monthly inventory supply levels in order to replenish inventory.	Participants will participate in an overview of the standard procedure for determining on hand quantities, needs, ordering procedures and product implementation.	Ambrosio Tovar, Procurement / Warehouse Director			On-Going	Survey Evaluation