

**CITY OF LA HABRA
EARLY HEAD START PROGRAM
MONTHLY REPORT
2020-21 FISCAL SCHOOL YEAR**

For Consideration for meeting dated December 9, 2020

Program Information Summary (PIS) Report: October, 2020 (Attachment 1)

Section A: Agency Profile

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled (Cumulative)		
Number of Children	48	48
Number of Pregnant Moms	1	1
Number in the Waiting list	0	1
Enrollment by Eligibility		
Below 100% Poverty Line	32	32
Categorically Eligible	11	11
Over-Income	6	6

Section B: Staff and Qualifications

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	5
With a BA Degree	1	3
With an AA Degree	0	1
Without a Degree, enrolled with a Waiver	0	1

Section C: Child and Family Services

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	45	49
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	35	44
Number of children up-to-date with well-baby checks	29	26

Number of children with expired well-baby checks	1	16
Number of children with expired well-baby checks 30 days or less	4	6
Number of children who are up-to-date with Immunizations	40	44
Number of children with continuous accessible dental care (Dental Home)	34	42
Number of children who are up-to-date with oral health care	42	44
Number of children with expired oral health care	14	16
Number of children with an IFSP	15	16

Family Partnership Agreements

Item	Previous Month Report	Current Month Report
Total Number of FPA's introduced	49	41
Total Number of FPA's completed	35	0
Total Number of FPA's with an established goal	0	0
Home based services (Month) Visits Completed	165	172
Home based services (year to date) Visits Completed	495	668
Number of Socializations (Month)	10	20
Number of Socializations (year to date)	42	62

Monitoring Report:

Financial Reports:

- Attached is the Cost Report for October 2020; the amount requested is **\$31,410.04** – this is 27% of the budget (**Attachment 2**)
 - Total In-kind to-date is **\$5,400 (of \$120,283.00)**
- Attached is the Credit Card Reports for October 2020. (**Attachment 3**)

CACFP Reports:

- The total reimbursement for the month of October 2020 is **\$13,246.36 (Attachment 4)**
 - Note:** EHS does not have a CACFP program because it is a home-based program option.*
- Attached is the Food Revenue and Expenditures analysis. (**Attachment 5**)

Information Shared:

- **Training Info:** Head Start Management Systems & Compliance **(Attachment 6)**
- **Federal Register Notice** **(Attachment 7)**

Action Items, For Approval:

- Self-Assessment Timeline for 2020-2021 **(Attachment 8)**
- Child Development Staff Handbook, revised November 2020 **(Attachment 9)**
- Grantee 2019-2020 Period II Monitoring Follow-up on Corrective Action Plan **(Attachment 10)**

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

A. ENROLLMENT & PROGRAM OPTIONS

1. Enrollment Year

a. Start Date	7/1	7/1	7/1	7/1								
b. End Date	6/30	6/30	6/30	6/30								

ATTACHED 1

FUNDED ENROLLMENT

2. Funded Head Start or Early Head Start Enrollment

a. Head Start/Early Head Start Funded Enrollment, as identified on NOA	50	50	50	50								
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3. Center-based option - 5 days per week

a. Full-day enrollment												
1. Of these, the number available as full-working-day enrollment												
a. Of these, the number available for the full-calendar-year												
b. Part-day enrollment												
1. Of these, the number in double sessions												

4. Center-based option - 4 days per week

a. Full-day enrollment												
b. Part-day enrollment												
1. Of these, the number in double sessions												

5. Home-based option

50 50 50 50

6. Combination option

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7. Family child care option

a. Of these, the number available as full-working-day enrollment												
1. Of these, the number available for the full-calendar-year												

CLASSES AND GROUPS

12. Total number of classes operated

a. Of these, the number of double session classes												
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Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

CUMULATIVE ENROLLMENT

13. Cumulative enrollment by child age (9700/9702):

- a. Under 1 year
- b. 1 year old
- c. 2 years old
- d. 3 years old
- e. 4 years old
- f. 5 years and older

14. Total cumulative enrollment of pregnant women (EHS programs) (9700/9740)

CUMULATIVE ENROLLMENT BY TYPE OF ELIGIBILITY

16. Cumulative enrollment by eligibility (9700/9702):

- a. Income below 100% of federal poverty line
- b. Receipt of public assistance such as TANF, SSI
- c. Status as a foster child - # children only
- d. Status as homeless
- e. Over income
- f. Enrollees exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty guideline

PRIOR ENROLLMENT

18. Enrolled in Head Start or Early Head Start for (9700/9702):

- a. The second year
- b. Three or more years

TURNOVER IN ENROLLMENT (9700/9701)

19. Total number of children who dropped out any time after classes or home visits began and did not re-enroll

- a. The number of children who were in class less than 45 days

TRANSITION AND TURNOVER (EHS programs) (9700/9701)

20. Total number of children who dropped out any time after classes or home visits began and did not re-enroll

- a. The number of children who were enrolled less than 45 days

21. Total number of pregnant women who left the program after receiving early head start services but before the birth of their infant, and did not re-enroll (9700/9741)

AutoSum	42	42	48	48								
a.	5	5	8	8								
b.	18	18	20	20								
c.	18	18	19	19								
d.	1	1	1	1								
e.												
f.												
0	1	1	1	1								
AutoSum	42	43	49	49								
a.	27	28	32	32								
b.	3	3	3	3								
c.	2	2	2	2								
d.	4	4	6	6								
e.	4	4	4	4								
f.	2	2	2	2								
23	23	23	23	4								
17	17	17	17	1								
1	1	1	1	0								
1	1	1	1	0								
0	0	0	0	0								

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Report due on or before the 5th of each month

Waitlist (2006) / Enrollment (2007) / Average Daily Attendance (Center-based Programs) (2301)

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of children on Waitlist	0	0	0	0	1							
Monthly Enrollment	41	42	42	47								
Average Daily Attendance												

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

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Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

B. PROGRAM STAFF & QUALIFICATIONS (Agency Preference)

Home Base Educators

9. Total number of child development staff by position

Of B.9, the number with the following degrees:

a. An advanced degree (MA) in:

1. Social work/licensed clinical social worker (LCSW)/Licensed master social worker (LMSW)
2. Marriage and family therapy/licensed marriage and family therapist (LMFT)
3. Psychology
4. Sociology
5. Human services (include related areas such as child and family services or social services)
6. Nursing plus Nurse Practitioner (NP) license
7. Early childhood education
8. Other

b. A Baccalaureate degree (BA) in:

1. Social work
2. Psychology
3. Sociology
4. Human services (include related areas such as child and family services or social services)
5. Nursing plus Registered Nurse (RN) license
6. Early childhood education
7. Other

c. An associate degree (AA) in:

1. Social work
2. Psychology
3. Sociology
4. Human services (include related areas such as child and family services or social services)
5. Nursing plus Registered Nurse (RN) license
6. Early childhood education
7. Other

3	3	4	5									
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AutoSum

3	3	4	5									
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1	1	1	1									

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Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

d. License, certification, or credential held:

1. Nursing, non-RN, i.e. LPN, CNA, etc.
 2. Family development credential (FDC)
 3. Child development associate credential (CDA)
 4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option
 5. Other
- e. Of the child development staff by position, the number who do not have the qualifications listed in B.9.a through B.9.d

			1			1						

Of those in B.9.e, the number enrolled in:

1. An advanced degree or license
2. A baccalaureate degree
3. An associate degree
4. Studies leading to a non-degree license, certificate, or credential

Monthly Program Information Summary Data Collection Worksheet

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Report due on or before the 5th of each month

C. Child & Family Services

Health Insurance - children (9700/9706)

1. Number of all children with health insurance

2020												2021				
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
39	42	45	48													

Health insurance - pregnant women (EHS programs) (9700/9716)

3. Number of pregnant women with at least one type of health insurance.

0	1	1	1											
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Medical home - children (9700/9707)

5. Number of children with an ongoing source of continuous, accessible health care

Physical Exams / Well Checks (3035)

Non-Expired Physical Exams / Well-Checks

Expired Physical Exams / Well-Checks

Missing Physical Exams / Well-Checks

Physical Exams / Well-Checks expired 30 days or less

Medical services - children (9707)

2020												2021				
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
36	38	35	44													
42	46	30	48													
25	29	29	26													
17	12	1	16													
0	1	0	6													
0	4	4	6													

8. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care

a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported

1. Of these, the number who have received or are receiving medical treatment

0	0	0	0											
0	0	0	0											

Body Mass Index (BMI) - children (HS and Migrant programs) (9700/9760)

10. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts

- a. Underweight (BMI less than 5th percentile for child's age and sex)
- b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)
- c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)
- d. Obese (BMI at or above 95th percentile for child's age and sex)

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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
11. Immunization services - children (9700/9708/9760)	AutoSum	40	40	40	44							
		21	22	22	22							
		19	18	18	22							
12. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age		0	0	0	0							
		0	0	0	0							

13. Number of children who meet their state's guidelines for an exemption from immunizations		34	34	34	42							

17. Number of children with continuous, accessible dental care provided by a dentist												
Professional Dental Exams (3035) (HS Programs)												
Non-Expired Professional Dental Exams												
Expired Professional Dental Exams												
Missing Professional Dental Exams												
Professional Dental Exams expired 30 days or less												

19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported (9700/9708)												
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported												
1. Of these, the number of children who have received or are receiving treatment												
Primary Oral Health (3035) (EHS programs)												
Number of children with oral health screens (EHS only)	22	42	42	42	44							
Number of children with dental exams (EHS only)	4	16	16	22								
AutoSum	35	42	42	48								
Non-Expired age-appropriate primary oral health care	6	28	28	28								
Expired age-appropriate primary oral health care	23	14	14	16								
Missing age-appropriate primary oral health care	0	0	0	4								
Age-appropriate primary oral health care expired 30 days or less	6	0	4	5								

21. Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported												
	0	0	0	0								

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

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Report due on or before the 5th of each month

IEP/IFSP (3501)

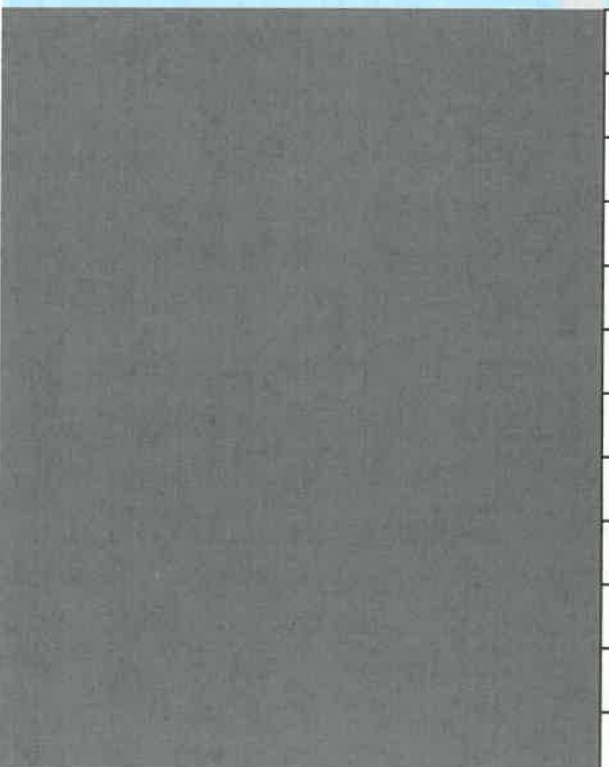
Open IEP/IFSP for the reporting month

27. Diagnosed primary disability (HS Programs) (9700/9710):

- a. Health impairment (i.e. meeting IDEA definition of "other health impairment")
- b. Emotional/behavioral disorder
- c. Speech or language impairments
- d. Intellectual disabilities
- e. Hearing impairment, including deafness
- f. Orthopedic impairment
- g. Visual impairment, including blindness
- h. Learning disabilities
- i. Autism
- j. Traumatic brain injury
- k. Non-categorical/developmental delay
- l. Multiple disabilities
- m. Deaf-blind

	2020					2021					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

15	15	15	16								
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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

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Newly enrolled children with Vision screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
On Time (45 days)	1	1	1	1	2							
Late	0	0	0	0	0							
None Completed	1	1	1	1	6							
AutoSum	2	2	2	2	8							

Newly enrolled children with Hearing screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

On Time (45 days)	1	1	1	1	2							
Late	0	0	0	0	0							
None Completed	1	1	1	1	6							
AutoSum	2	2	2	2	8							

Newly enrolled children with Developmental screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

On Time (45 days)	2	2	2	2	5							
Late	0	0	0	0	0							
None Completed	0	0	0	0	3							
AutoSum	2	2	2	2	8							

Newly enrolled children with Behavioral screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

On Time (45 days)	2	2	2	2	5							
Late	0	0	0	0	0							
None Completed	0	0	0	0	3							
AutoSum	2	2	2	2	8							

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

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Report due on or before the 5th of each month

	2020					2021					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Screening (9700/9709)

28. Number of all newly enrolled children since last year's PIR was reported

29. Number of all newly enrolled children who completed routine screenings for developmental, sensory, and behavioral concerns

2	2	2	8								
1	1	1	2								

Number of families (9700/9730/9731)

35. Total number of families

51. Of these, the number that received at least one of the services listed above

46	37	37	41								
10	10	10	10								

Homelessness Services (9700/9705/9731)

53. Total number of families experiencing homelessness that were served during the enrollment year

54. Total number of children experiencing homelessness that were served during the enrollment year

55. Total number of families experiencing homelessness that acquired housing during the enrollment year

4	4	4	6								
6	6	6	9								
0	0	0	0								

Family Partnership Agreements (Agency Preference)

FPA Introduced

FPA Completed

FPA with established goal

38	40	49	41								
34	35	35	0								
36	0	0	0								

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted Report due on or before the 5th of each month

	2020					2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Home Base Services by MONTH (Agency Preference)-HOME VISIT Benchmarks

Based on funded enrollment, the expected number of Home Visits

	Based on actual enrollment, the expected number of Home Visits				
	AutoSum	Current Month	Current Month	Current Month	Current Month
Number of Home Visits Completed	200	200	200	200	
Number of Home Visit Parent Cancellations	168	162	165	178	
Home Base Services by MONTH (Agency Preference)-HOME VISIT Services	164	166	165	178	
Number of Home Visits Completed	164	166	165	178	
Number of Home Visit Parent Cancellations	164	166	165	172	
Number of Home Visit Program Cancellations (required to be made up)	0	0	0	6	
Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Benchmarks	100	100	100	100	
Number of Home Visits Completed	100	100	100	100	
Number of Home Visit Parent Cancellations	96	84	84	94	
Number of Home Visit Program Cancellations (required to be made up)	0	0	0	0	

Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Services

Based on actual enrollment, the expected number of Socializations

	Current Month
Number of Socializations Attended	10
Current Month	22
Current Month	10
Current Month	20

Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Benchmarks

Based on funded enrollment, the expected number of Home Visits

	Based on actual enrollment, the expected number of Home Visits				
	AutoSum	Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Number of Home Visits Completed	200	400	600	800	
Number of Home Visit Parent Cancellations	168	326	491	679	
Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Services	164	330	495	674	
Number of Home Visits Completed	164	330	495	668	
Number of Home Visit Parent Cancellations	164	330	495	668	
Number of Home Visit Program Cancellations (required to be made up)	0	0	0	6	
Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Benchmarks	100	200	300	400	
Number of Home Visits Completed	100	200	300	400	
Number of Home Visit Parent Cancellations	96	180	264	358	
Number of Home Visit Program Cancellations (required to be made up)	0	0	0	0	

Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Services

Based on actual enrollment, the expected number of Socializations

	Year-To-Date
Number of Socializations Attended	10
Year-To-Date	32
Year-To-Date	42
Year-To-Date	62

Monthly Cost Report , FY 2020-21

October, 2020

ATTACHMENT 2

Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	316,191.00	22,197.27	84,065.83	232,125.17
FRINGE BENEFITS	110,997.00	7,618.82	34,881.10	76,115.90
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	17,702.00	57.43	2,574.33	15,127.67
CONTRACTUAL	11,500.00	55.00	825.00	10,675.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	13,492.00	1,481.52	6,582.53	6,909.47
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$469,882.00	\$31,410.04	\$128,928.79	\$340,953.21

Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	0.00	0.00	0.00	0.00
FRINGE BENEFITS	0.00	0.00	0.00	0.00
TRAVEL	9,400.00	0.00	0.00	9,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	0.00	0.00	0.00	0.00
CONTRACTUAL	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	1,850.00	0.00	0.00	1,850.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
Total	\$11,250.00	\$0.00	\$0.00	\$11,250.00

Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	118,481.26	1,350.00	5,400.00	113,081.26
EHS T&TA	1,801.74	0.00	0.00	1,801.74
Total	\$120,283.00	\$1,350.00	\$5,400.00	\$114,883.00
Reimbursement Request Total		\$31,410.04		

**City of La Habra
Child Development Division**

Credit Card Expenses

Month Reporting: October, 2020

Charge By	Date Charged	Item/ Purpose	Amount
Smart & Final (Non-Food Program)	10/5/2020	PD State Preschool: Cooking Activity	\$34.93
	10/9/2020	FD State Preschool: Cooking Activity	\$121.17
	10/21/2020	School-Age Food Containers	\$158.92
Smart & Final (Food Program Items)			
	Total:		

Charge By	Date Charged	Item/ Purpose	Amount
Bank of the West Credit Card (M. Garcia)	10/8/2020	CACFP Virtual Training Registration	\$149.00
	10/16/2020	Amazon- Laptop bag home-educator	\$23.80
Bank of the West Credit Card (A. Morales)	9/26/2020	Amazon- class supplies	\$33.32
	9/28/2020	Teachstone: recert for AM and JP	\$250.00
	10/3/2020	Walmart: Classroom Activity	\$75.17
	10/9/2020	Dollar Tree: Classroom Activity	\$35.59
	10/12/2020	Wallmart: Speciality Food/ Class Act	\$25.15
	10/13/2020	Grocery Outlet: Class Activity	\$4.29
	10/14/2020	Amazon - Classroom Supplies	\$70.11
	10/15/2020	Stater Brothers - Class Activity	\$36.55
Bank of the West Credit Card (A. Marceau)	10/9/2020	Trader Joe's - Specialty Food	\$49.75
Total:			\$752.73

**Child & Adult Care Food Program
Claim For Reimbursement Summary for October 2020**

ATTACHMENT 4

04320-CACFP-30-GM-CS
CITY OF LA HABRA-CHILD DEV DIVISION
 110 E LA HABRA BLVD
 LA HABRA, CA 90631-5436
 Vendor #: 21830Z
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Oct 2020	0	11/09/2020	11/09/2020	11/12/2020	Original

Child Care

	Free	Reduced	Base	Total
Enrollment Totals	34	24	15	73
Eligibility Percentages	46.58%	32.88%	20.54%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	456	1.8900	861.84
Reduced	322	1.5900	511.98
Base	201	0.3200	64.32
Total	979		1,438.14
AM Snack			
Free	104	0.9600	99.84
Reduced	74	0.4800	35.52
Base	46	0.0800	3.68
Total	224		139.04
Lunch			
Free	513	3.5100	1,800.63
Reduced	362	3.1100	1,125.82
Base	227	0.3300	74.91
CIL	1,102	0.2450	269.99
Total	1,102		3,271.35
PM Snack			
Free	502	0.9600	481.92
Reduced	354	0.4800	169.92
Base	222	0.0800	17.76
Total	1,078		669.60

School Age

	Free	Reduced	Base	Total
Enrollment Totals	32	32	24	88
Eligibility Percentages	36.36%	36.36%	27.28%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	578	1.8900	1,092.42
Reduced	578	1.5900	919.02
Base	435	0.3200	139.20

	Total	1,591		2,150.64
Lunch				
Free		635	3.5100	2,228.85
Reduced		635	3.1100	1,974.85
Base		476	0.3300	157.08
CIL		1,746	0.2450	427.77
	Total	1,746		4,788.55
PM Snack				
Free		526	0.9600	504.96
Reduced		526	0.4800	252.48
Base		395	0.0800	31.60
	Total	1,447		789.04
Claim Reimbursement Total				13,246.36

State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,934	\$0.0000	\$0.00
Total Lunches	2,145	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	12,548.60	697.76	0.00	13,246.36
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
Net Claim Reimbursement Total	12,548.60	697.76	0.00	13,246.36

Created By: catherinev on: 11/9/2020 9:48:21 AM Modified By: catherinev on: 11/9/2020 9:52:50 AM

CITY OF LA HABRA
 CCFP-CENTERS FOOD ALLOCATION
 FOR THE FISCAL YEAR 2020-21

ATTACHMENT 5

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (38501)			State-Preschool CSPP (38502)			Total			Revenue Over/ (Under) Expenditure Net Amount
	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	
Jul-20	\$ 7,740.43	\$ 6,929.46	\$ 810.97	\$ 1,117.47	\$ 944.94	\$ 172.53	\$ 8,857.90	\$ 7,874.40	\$ 983.50	
Aug-20	\$ 7,369.38	\$ 4,074.38	\$ 3,295.00	\$ 3,311.97	\$ 2,841.27	\$ 470.70	\$ 10,681.35	\$ 6,915.65	\$ 3,765.70	
Sep-20	\$ 8,653.85	\$ 9,038.84	\$ (384.99)	\$ 4,946.83	\$ 6,346.62	\$ (1,399.79)	\$ 13,600.68	\$ 15,385.46	\$ (1,784.78)	
Oct-20	\$ 7,728.23	\$ 6,079.98	\$ 1,648.25	\$ 5,518.13	\$ 4,319.04	\$ 1,199.09	\$ 13,246.36	\$ 10,399.02	\$ 2,847.34	
Total	\$ 31,491.89	\$ 26,122.66	\$ 5,369.23	\$ 14,894.40	\$ 14,451.87	\$ 442.53	\$ 46,386.29	\$ 40,574.53	\$ 5,811.76	
YTD Cook	\$ -	\$ 12,296.58	\$ (12,296.58)	\$ -	\$ 15,671.74	\$ (15,671.74)	\$ -	\$ 27,968.32	\$ (27,968.32)	
Adjusted Total	\$ 31,491.89	\$ 38,419.24	\$ (6,927.35)	\$ 14,894.40	\$ 30,123.61	\$ (15,229.21)	\$ 46,386.29	\$ 68,542.85	\$ (22,156.56)	

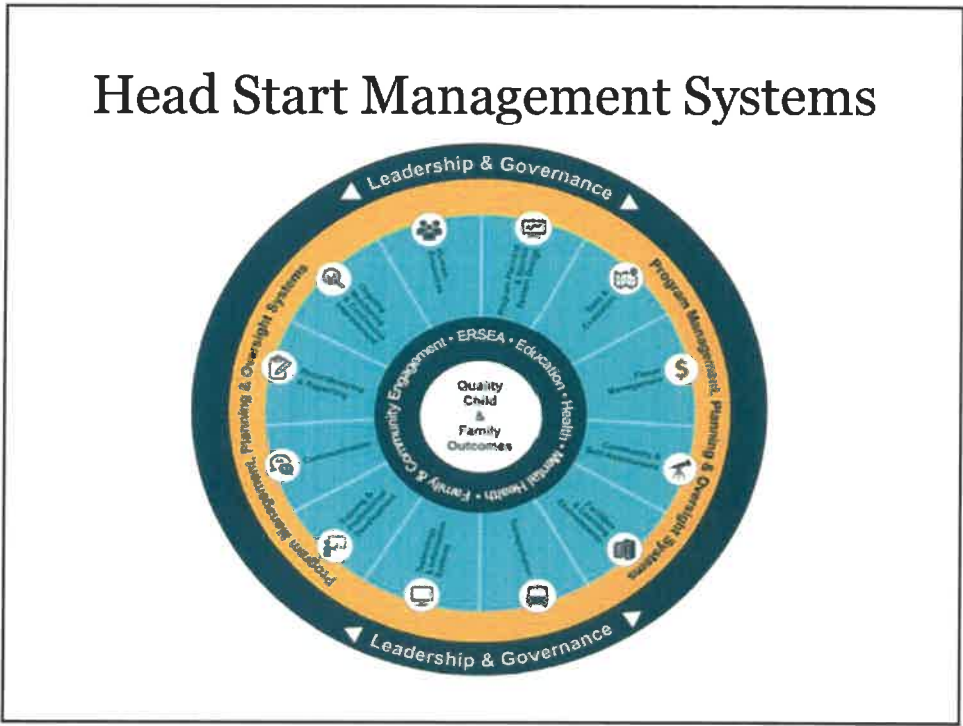
% of Food expense

83%

97%

87%

Head Start Management Systems



Head Start Management Systems: Guiding Questions


Leadership & Governance

- How do you know that governing body/Tribal Council and Policy Council members are knowledgeable about their roles and responsibilities as Head Start program leaders?
 - How is the required expertise (e.g. financial, legal, and early education) represented on the governing body/Tribal Council? If exceptions have been made, how are these documented?
 - What is the makeup of the Policy Council? How are program options represented on the Policy Council?
 - How does communication between governing body/Tribal Council, Policy Council, and key management staff take place in support of program decision-making?
 - If applicable, how are governing body/Tribal Council members involved in strategic planning activities?
- Do our leadership and communication practices enable us to make the strategic decisions that will move our programs forward?*



Program Planning & Service System Design


- What is the timeline for our annual program planning process? This should include:
 - Community assessment review and update
 - Goal and objective development/review
 - Coordinated approaches
 - Action planning
 - Ongoing monitoring
 - Self-assessment
 - How are the following stakeholders engaged in our program planning process?
 - Program staff
 - Governing body/Tribal Council members
 - Policy Council members
 - Community members
- Do our planning efforts strengthen our outcomes for children, families and communities?*



Data & Evaluation

- How do we collect and use data to inform ongoing monitoring and continuous improvement?
- How are staff utilized in our data management process?
- What well-chosen and well-implemented methods for data collection and analysis are used to determine impact?
- How does our approach to data management support the availability, usability, integrity, and security of data?


- *Does our data help us tell the story about how we are making a difference for our children, families, and community?*



Fiscal Management

- What is the timeline for our fiscal management activities? This should include, but not be limited to:
 - Budget development and review
 - Monitoring actual expenditures against budget projections
 - Making major expenditures
 - Audit activities
- How are our staff, governing body/Tribal Council and Policy Council members engaged in fiscal management activities?
- How do our policies and procedures inform our fiscal management efforts?
- How does our budgeting process relate to our program planning activities?
- How does our budgeting process inform resource development efforts?
- If applicable, how are we using advisory committees to support fiscal management activities?


- *Do we have clean audits and have resources been maximized?*



Community & Self-Assessment

- How does our community assessment align with the service needs of children and families? Does our community assessment include school and child care data? How does the community assessment inform our program planning process?
- What is the timeline of our self-assessment process? How is it informed by our program planning process? Who is engaged in the process?
- How are the results of our self-assessment shared with staff and program leadership?



• Do our data collection and analysis activities inform the way our programs deliver services?






Facilities & Learning Environments



- How does our system for managing and monitoring facilities and learning environments ensure that we meet health and safety requirements?
- How do our indoor and outdoor learning environments support the needs of children, families, and staff?
- How is facilities management addressed from the perspectives of program planning and fiscal management?

• Do our facilities and learning environments provide safe and challenging places that support our children and families?

 <p>Transportation</p>	<ul style="list-style-type: none"> • How is our transportation system aligned with the needs of our families? • How do we monitor compliance of our transportation system with state and federal regulations? • What backup systems are in place to ensure all children are accounted for after each trip? • What are the budget implications of our maintenance and repair efforts? <p><i>• Does our transportation system move children safely and efficiently from one point to another?</i></p>
 <p>Technology & Information Systems</p>	<ul style="list-style-type: none"> • How does our technology (hardware or software) align with our program operations and planning activities? • How are technological issues addressed in fiscal management? <p><i>• Do we have the right technology in place to support our Head Start program?</i></p>

 <p>Training & Professional Development</p>	<ul style="list-style-type: none"> • How do our training and professional development plans address the knowledge and skills needed to meet our program's goals and objectives? • In addition to training and technical assistance resources (both regional T/TA and the national centers), how are our training and technical assistance funds being used to access additional professional development resources? <p><i>• Do our training and professional development activities enable our staff and volunteers to meet our Head Start programs from compliance to continuous?</i></p>
 <p>Communication</p>	<ul style="list-style-type: none"> • How does our communication system address both internal and external communication among and between program leadership, staff, families, and the community? • How do our communications policies and procedures address key issues such as social media management and confidentiality? • What communication approaches are used to meet the needs of culturally and linguistically specific populations? <p><i>• Does our program communicate effectively with internal and external stakeholders?</i></p>

 <p>Recordkeeping & Reporting</p>	<ul style="list-style-type: none"> • How does our recordkeeping and reporting system use technology to manage information? • How do our recordkeeping and reporting policies and procedures address key issues such as confidentiality? • How does our reporting system provide program leadership (governing body/Tribal Council, Policy Council) with key information to make decisions in a timely and thorough manner? • How does our recordkeeping and reporting system generate real-time reports that improve program services? <p><i>• Does our recordkeeping and reporting system help our program build and maintain its institutional memory?</i></p>
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 <p>Ongoing Monitoring & Continuous Improvement</p>	<ul style="list-style-type: none"> • How does ongoing monitoring inform our program operations, planning process, and continuous quality improvement? • What is the timeline for ongoing monitoring activities? • How are staff trained and engaged in ongoing monitoring efforts? • How are the results of our ongoing monitoring shared with staff and program leadership? <p><i>• Does our ongoing monitoring system support our planning efforts?</i></p>
 <p>Human Resources</p>	<ul style="list-style-type: none"> • How does our organizational structure support our staff to provide high quality services to children and families? • What is our process for hiring and onboarding staff? • Does our process for hiring and onboarding include culturally responsive practices? • How do we ensure that staff members have the appropriate credentials and have acquired the needed competencies to fulfill their job responsibilities? • How does our program promote retention? • How do our human resource activities inform our budgeting efforts? <p><i>• Does our program effectively meet the professional development needs of our staff?</i></p>

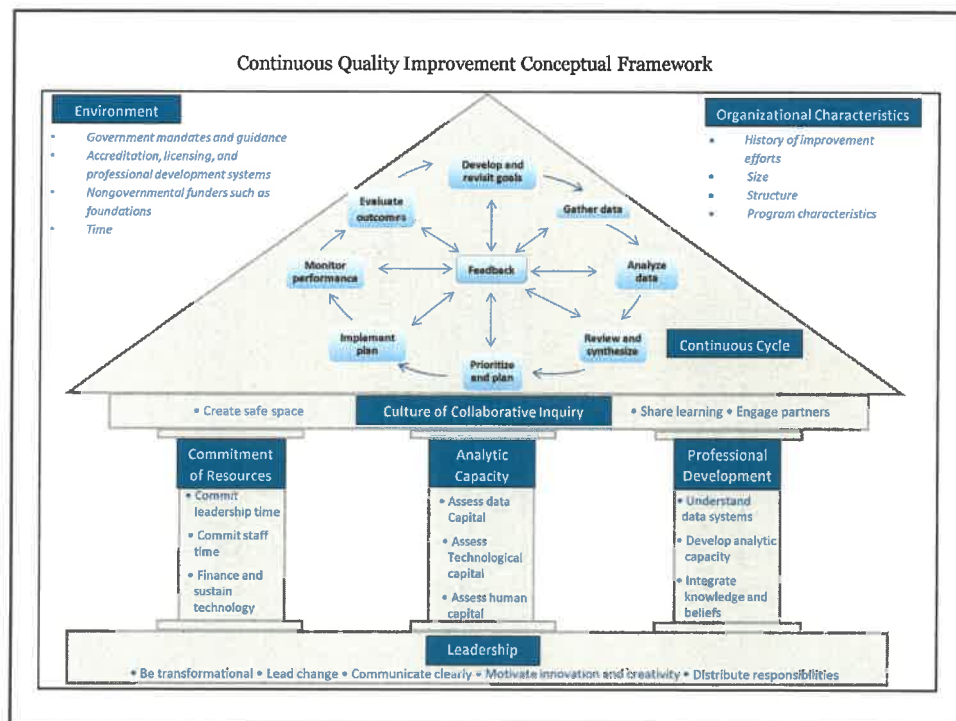
An Overview of: *“A Resource Guide For
Head Start Programs: Moving Beyond a
Culture of Compliance to a Culture of
Continuous Improvement”*



Head Start Leadership,
Excellence, and Data Systems
(LEADS)

Impetus and Overview of LEADS

- Goal of the Project
 - Understand the factors in organizational and management systems that promote effective early childhood practice through continuous quality improvement
- Products
 - A literature review and conceptual model
 - A study of practices in local Head Start programs
 - A brief combining findings across the LEADS study and the School Readiness study
 - A resource guide for practitioners



A Resource Guide for Head Start: Moving Beyond a Culture of Compliance to a Culture of Continuous Improvement

Approach

- Draw from research
- Complement and draw in existing technical assistance materials
- Help Head Start and Early Head Start programs:
 - Understand how data can help them
 - Foster a culture of learning
 - Increase ability to continuously improve quality

Five Sections

- Part I: Background – Compliance only versus Performance in Head Start Context
- Part II: Shifting the Culture to Continuous Improvement
- Part III: Using Data for Internal Program Improvement
- Part IV: Preparing Your Data for Use
- Part V: Strategies for Engaging Staff and Stakeholders

Part I: Compliance-Only vs. Learning



Part II: Culture Shift



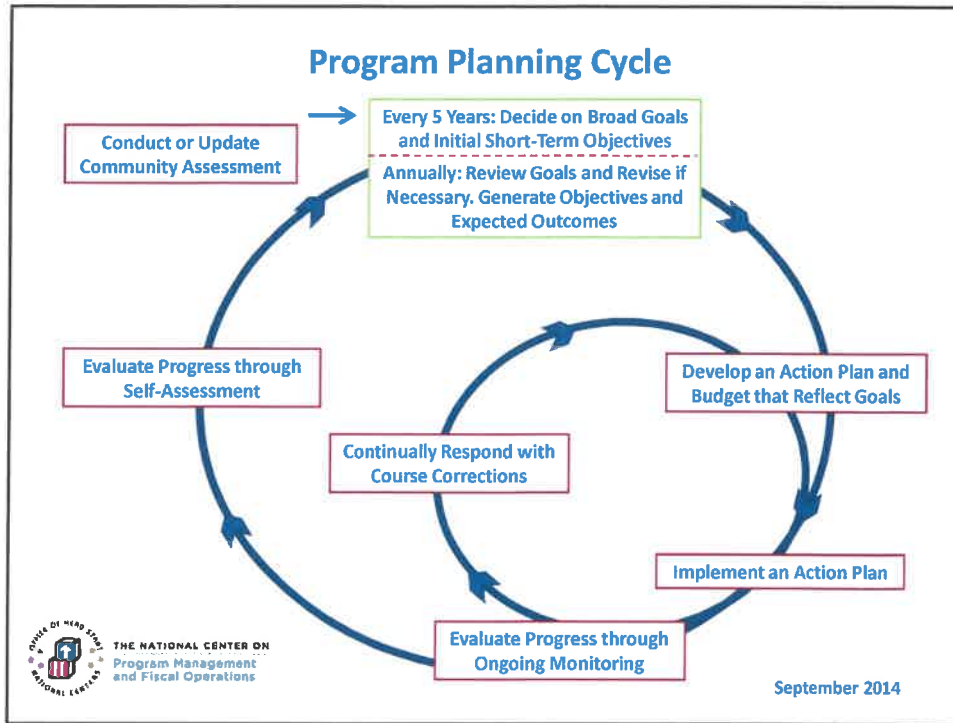
Indicators of a "culture of continuous improvement"

- Curiosity - described as asking the "how" and "why" questions about children and families in your program.
- Reflection - a continuous review of program policies and predisposition to seek feedback, applying when necessary to avoid "inertia".
- Tolerance of failure and vulnerability - recognizing when things aren't working and making appropriate course corrections.
- Use of feedback - related to reflection, this indicator is about the use of data to assess whether or not strategies or programs are making a difference for children and families.
- Systems thinking - which involves stepping back and considering the broader context in which Head Start programs operate and understanding that change is incremental.

Adapted from, "School Readiness for All Children: Using Data to Support Child Outcomes." National Center on Quality Teaching and Learning at the University of Washington, 2011.

Part III: Using Data

- **Teachable moments:** When we think about opportunities for children to learn, we see every moment as holding the potential for learning. We can use their daily activities and routines to help them understand new things about the world around them and to change their behaviors.
- **Continuous Quality Improvement** applies the same logic to organizational learning. If you are observing and recording, you will find **learnable moments** every day that you can take action on to improve your organization.

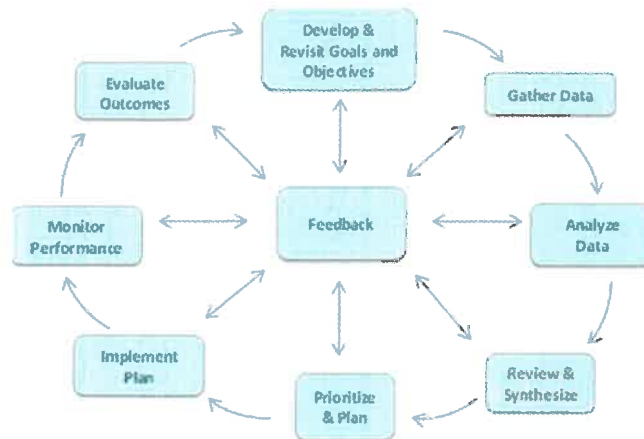


Part IV: Preparing Data for Use

Table B. Possible Client and Service Characteristics to Use in Disaggregating Data



<p>Child Characteristics</p> <ul style="list-style-type: none"> Gender Age Race/Ethnicity Disability Status Health Insurance Status 	<p>Staff Characteristics</p> <ul style="list-style-type: none"> Type/Role Qualifications Participation in Professional Development Race/Ethnicity Direct or Contracted
<p>Family Characteristics</p> <ul style="list-style-type: none"> Income Highest Level of Education Language Spoken at Home Head Start Volunteer Status 	<p>Classroom Characteristics</p> <ul style="list-style-type: none"> Age Composition Child: Staff Ratio Facilities Presence of Volunteers/Aides
<p>Site Characteristics</p> <ul style="list-style-type: none"> Direct or Contracted Partner or Delegate Neighborhood Served Total Enrollment/Staff Size 	

Continuous Data Use Cycle



Part V: Engaging Stakeholders

- Strategies for Engaging Stakeholder Groups:
 - **Staff:** Data Orientation, Reflective Supervision, Data Review Meetings, Data as Part of Regular Staff Meetings
 - **Policy Council and Board:** Routine Data Updates, the Four A's of Reporting Data
 - **Families:** Routine Sharing of Child Data

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 U.S. Department of Health & Human Services
 
 Administration for Children & Families


OFFICE OF HEAD START

Three Federal Register notices are included here. The first is a comment request related to the National Survey of Children's Health. The second solicits comments for Title V Maternal and Child Health Services Block Grant to States Program guidance and forms. The third notice issues a final rule to streamline the Medicaid and Children's Health Insurance Program (CHIP).

Title: Agency Information Collection Activities; Submission to the Office of Management and Budget (OMB) for Review and Approval; Comment Request; National Survey of Children's Health

Category: Notices

Issuing Agency: U.S. Department of Commerce, Census Bureau

Action: Notice of Information Collection; Request for Comment

Issue Date Month/Year: 11/2020

Citation: Federal Register Volume 85, Number 218 (Tuesday, November 10, 2020) Pages 71603-71605

URL: <https://www.govinfo.gov/content/pkg/FR-2020-11-10/html/2020-24920.htm>

Summary: The Department of Commerce, in accordance with the Paperwork Reduction Act (PRA) of 1995, invites the general public and other Federal agencies to comment on proposed, and continuing information collections, which helps us assess the impact of our information collection requirements and minimize the public's reporting burden. The purpose of this notice is to allow for 60 days of public comment on the proposed revision of the National Survey of Children's Health, prior to the submission of the information collection request (ICR) to OMB for approval.

Action Date: To ensure consideration, comments regarding this proposed information collection must be received on or before January 11, 2021.

Contact: Sheleen Dumas, Department PRA Clearance Officer, Office of the Chief Information Officer, Commerce Department, SDumas@doc.gov.

Full Text: <https://www.govinfo.gov/content/pkg/FR-2020-11-10/html/2020-24920.htm>

Title: Agency Information Collection Activities: Submission to OMB for Review and Approval: Public Comment Request; Information Collection Request Title: Title V Maternal and Child Health Services Block Grant to States Program: Guidance and Forms for the Title V Application/Annual Report OMB No. 0915-0172-Revision

Category: Notices

Issuing Agency: U.S. Department of Health and Human Services, Health Resources and Services Administration

Action: Notice

Issue Date Month/Year: 11/2020

Citation: Federal Register Volume 85, Number 219 (Thursday, November 12, 2020) Pages 71925-71927

URL: <https://www.govinfo.gov/content/pkg/FR-2020-11-12/html/2020-25031.htm>

Summary: In compliance with of the Paperwork Reduction Act of 1995, HRSA has submitted an Information Collection Request (ICR) to the Office of Management and Budget (OMB) for review and approval. Comments submitted during the first public review of this ICR will be provided to OMB. OMB will accept further comments

from the public during the review and approval period. OMB may act on HRSA's ICR only after the 30-day comment period for this notice has closed.

Action Date: Comments on this ICR must be received no later than December 14, 2020.

Contact: To request a copy of the clearance requests submitted to OMB for review, email Lisa Wright-Solomon, the HRSA Information Collection Clearance Officer, at paperwork@hrsa.gov or call (301) 443-1984.

Full Text: <https://www.govinfo.gov/content/pkg/FR-2020-11-12/html/2020-25031.htm>

Title: Medicaid Program; Medicaid and Children's Health Insurance Program (CHIP) Managed Care; Final Rule

Category: Rules and Regulations

Issuing Agency: U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services

Action: Final Rule

Issue Date Month/Year: 11/2020

Citation: Federal Register Volume 85, Number 220 (Friday, November 13, 2020) Pages 72754-72844

URL: <https://www.govinfo.gov/content/pkg/FR-2020-11-13/html/2020-24758.htm>

Summary: This final rule advances CMS' efforts to streamline the Medicaid and Children's Health Insurance Program (CHIP) managed care regulatory framework and reflects a broader strategy to relieve regulatory burdens; support state flexibility and local leadership; and promote transparency, flexibility, and innovation in the delivery of care. These revisions of the Medicaid and CHIP managed care regulations are intended to ensure that the regulatory framework is efficient and feasible for states to implement in a cost-effective manner and ensure that states can implement and operate Medicaid and CHIP managed care programs without undue administrative burdens.

Effective Date: These regulations are effective on December 14, 2020, except for the additions of Sec. Sec. 438.4(c) (instruction 4) and 438.6(d)(6) (instruction 7), which are effective July 1, 2021.

Contact: John Giles, (410) 786-5545, for Medicaid Managed Care provisions; Carman Lashley, (410) 786-6623, for the Medicaid Managed Care Quality provisions; Melissa Williams, (410) 786-4435, for the CHIP provisions.

Full Text: <https://www.govinfo.gov/content/pkg/FR-2020-11-13/html/2020-24758.htm>

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe here. You also may modify your ECLKC email subscriptions. Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. Contact customer service for additional support.



City of La Habra

Service Area Plans, Policies & Procedures

Self-Assessment 2020-2021



Activity	Person Responsible	Completion Date	Evidence of Completion	Status
Review SA procedures and update, as needed.	CD Manager	9/27/2020	Draft procedures/timeline	
PC review and approve SA procedure and timeline	EHS Coordinator	10/30/2020	Meeting agenda, minutes	
Commissioners' approval of the SA procedures timeline	CD Manager	10/30/2020	Meeting agenda Approval forms	
Submit Plan to OCHS	CD Manager	11/01/2020	E-mail submission	
Self-Assessment Planning	CD Manager, EHS Coordinator, Consultants	11/15/2020	Meeting agenda and sign-in sheet.	
SA Documentation Preparation	CD Manager, EHS Coordinator, Staff	12/01/20 – 1/08/21	Instructions / Review Boxes	
Select and notify team members	CD Manager, EHS Coordinator, Consultants	01/11/2021	Team Schedule / Meeting Notice	
Evaluate Progress towards Goals and Objectives and child outcomes	CD Manager, EHS Coordinator	01/22/2021	Summary Notes	
Self-Assessment Team Training	CD Manager, EHS Coordinator	1/25/2021	Training agenda, packets, sign-in sheet	
Conduct Self-Assessment	SA Team	1/25/2020- 2/05/2021	Completed Tools	
Analyze SA Results & Compile draft SA Report	CD Manager, EHS Coordinator, Consultants	2/12/2021	SA Analysis Draft SA Report	
Staff Meeting to discuss SA Report and draft CAPs	CD Manager, EHS Coordinator	2/19/2021	Agenda, Presentation /Sign-in sheet / Draft CAPs	
Finalize SA Report & CAPs	CD Manager, EHS Coordinator	2/26/2021	Final SA Report & CAPs	

Approved By: _____
 Commission Approval Date: _____
 PC Approval Date: _____

Reporting SA and CAPs to stakeholders for review or approval	CD Manager, EHS Coordinator	3/26/2021	Meeting agenda / Letter	
Submit SA and CAPS to OCHS, Inc.	CD Manager	4/02/2021		
Implement CAPs and submit evidence of correction prior to due date	CD Manager, EHS Coordinator	3/26/2021-6/30/2021	Evidence of correction as identified in PIPs	
Review Progress of CAP	CD Manager, EHS Coordinator	Monthly	Evidence Binder/Meeting Agenda	
Use results for program planning & continuous improvement	Staff	Ongoing	Meeting Minutes / Refunding Narrative	

Approved By: _____
 Commission Approval Date: _____
 PC Approval Date: _____

- Orderliness:** Keeps materials, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance to the classroom or any other area being used.
- Responsibility:** Assumes personal responsibility for small problems in the environment which others have neglected or have not been aware of (i.e., trash, lack of water, animals, and so forth).

Facilities



City of La Habra Child Development Division administers services to the children and families in four (4) Sites for the State Funded Programs and a Home-Based program for the Early Head Start Program.

The Administrative Office and other support services are housed in the Main office at 215 N. Euclid Street, La Habra, CA 90631.

The site locations are as follows:

MAIN OFFICE

215 N. Euclid Street
La Habra, CA 90631
(562) 905-9630

Whittier Preschool

1440 Whittier Blvd.
La Habra, CA 90631
(562) 697-1471

EARLY HEAD START

215 N. Euclid Street
La Habra, CA 90631
(562) 905-9744

SCHOOL-AGE YEAR-ROUND PROGRAM

Claire Brown Site (CBC)

305 S. Euclid Street
La Habra, CA 90631
(562) 905-9632

STATE PRESCHOOL

Part-Day Program

Child Development Center

401 S. Euclid Street
La Habra, CA 90631
(562) 905-9612

Child Development Center

401 S. Euclid Street
La Habra, CA 90631
(562) 905-9612

Full-Day Program

Euclid Main

215 N. Euclid Street
La Habra, CA 90631
(562) 905-9630

Girls Activity Building (GAB)

500 Granada Street
La Habra, CA 90631
(562) 501-5844

- g. Requests for time off need to be completed at least a week ahead of time. Supervisors should have a response within three (3) days regarding requests for time off. Do not make reservations prior to approval.
- h. Payroll is due every other week, and you will need to project the remainder of the week you are in, when necessary.
 - a. Time Cards must be completed by each staff.
 - b. All time cards need to be signed by the staff prior to processing.
 - c. Time cards need to be initialed by the Program Specialist prior to submitting to the Senior Clerk.
 - d. Child Development Manager or designee needs to sign off on all time cards and supporting documentation prior to submission to the Payroll Technician.

Leadership Leave Policy (Preschool)

In the event a leader in the Preschool Program needs to take either sick or personal leave, the following procedures should occur:

Manager

Notify Director of Community Services, Community Services Manager, All Office Staff, Early Head Start Supervisor, DCH Monitor, and Program Specialists.
Preschool Program Specialist will notify Site Leads.

Preschool Program Specialist

Notify Manager of Child Development Program and other Program Specialists
Child Development Manager will notify Site Leads.

Site Leads

Notify Preschool Program Specialist and Teachers at Site
Preschool Program Specialist will notify Child Development Manager and
Preschool Program Specialist will personally check-in with site.

Should the Preschool Program Specialist and Site Lead be absent on the same day, Child Development Manager will personally check-in on site.

Additionally, should the Preschool Program Specialist, Site Lead, and Child Development Manager be absent on the same day, the Program Specialist for the School Age Program will personally check in on site.

The Preschool Program Specialist will cover duties and responsibilities should a Site Lead be absent for more than a week.

Work Hours

1. **Break** - Each employee shall receive a rest break of fifteen (15) minutes at approximately the middle of every four (4) hours of work. You must work at least two

ATTACHMENT 10



Orange County Head Start, Inc.
Empowering Children & Families

GRANTEE ONGOING MONITORING CORRECTIVE ACTION PLAN (CAP)

Period 1 CAP due on April 10, 2020
Corrections due on June 9, 2020

Period 2 Follow-Up due on November 13, 2020

Due to the COVID-19 pandemic and center closures, for the Period 2 monitoring period delegate agencies will be required to follow-up on Period 1 non-compliances.

Program Name: City of La Habra Date of Report: March 11, 2020

ONGOING MONITORING RESULTS - Completed by Grantee Only				CORRECTIVE ACTION PLAN - To be Completed by Delegate			GRANTEE ONLY	To be Completed by Delegate	
Regulation/ SAPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections.
45 CFR \$1302.15(a) Delegate Agreement Section 12	ERSEA	Non-Compliance	Delegate has not ensured full enrollment based on the City of La Habra's EHS funded enrollment level.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from	La Habra EHS Program was not fully enrolled in the month of February when the children who turned 3 were transitioned out of the program. At that time, children on the program are over-income or aged-out. The program is unable to enroll due to the maximum allowed number of children to be enrolled within the over-income category.	CD Manager EHS Coordinator	6/9/2020	A crucial component of this corrective action should be that the program will maintain a waitlist throughout the program year which includes children who are eligible based on an income below the poverty line, receipt of public assistance, homelessness or in	As of November 1st, we have 45 enrolled. We are continually going out to recruit, making calls to ex-parents in the program to pass on info regarding EHS. Also, at this time, we are waiting on a parent to bring enrollment paperwork.

ONGOING MONITORING RESULTS - Completed by Grantee Only				CORRECTIVE ACTION PLAN - To be Completed by Delegate		GRANTEE ONLY	To be Completed by Delegate		
Regulation/ SAPP	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	Grantee Response to Corrective Action Plan	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections.
45 CFR \$1302.70(b) Delegate Agreement Section 12	ERSEA	Non-Compliance	Delegate did not obtain prior approval from the grantee to continue providing EHS services for children that have turned three years old.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due	<p>been able to begin the enrollment process for 3 new children even with the COVID-19 pandemic. We are continuously recruiting through social media and through parent referrals at this time.</p> <p>When the concern with the COVID-19 in over, program staff will be recruiting in the WIC offices, regional center, clinics, other places around La Habra.</p> <p>On a monthly basis, CD Manager will send an enrollment updates to OCHS Director.</p>	CD Manager EHS Coordinator	6/9/2020	<p>foster care (1302.14(c)). This waitlist is essential for enabling the program to fill slots in a timely manner, within a maximum of 30 days, when children transition or drop from the program (1302.15(a)).</p> <p>The program's July 2020 enrollment report continues to indicate that the program is under enrolled, with an end of month enrollment of 41 of the 50 funded enrollment.</p>	<p>She is currently quarantined.</p> <p>We have been dropping the children the day before they turned 3. Except, EHS Coordinator dropped one of the children the day of their birthday, therefore it shows on the reports one child</p>

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			As per the Agreement for Delegation of Early Head Start Program Operations, the Grantee will not fund the Subrecipient for a child that is thirty-six (36) months or older and still enrolled in EHS if the Subrecipient has failed to obtain and receive Grantee approval.	6/9/20, 90 calendar days from issued date	Beginning in April, 2020, children who turn 3 will be dropped on the day of their 3 rd birthday instead of the end of the month to ensure no child is provided services after their 3 rd birthday. Transition will begin at age 2.5yrs to ensure the parents are well prepared to leave the program on their child's 3 rd birthday.			into account the individual circumstances of the transitioning child. Performance Standard 1302.70 (b) requires programs to take into account the child's developmental level, health and disability status, family circumstances and the availability of Head Start or other preschool programs that meet the needs of the child and family. This regulation also allows for a child to remain in EHS after the child's third birthday for a limited number of additional months if necessary for an appropriate transition. In addition, the Delegate Agreement allows for transitioning children	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections. age 3; she is no longer in the program.

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45 CFR §1302.12(c)(2) Delegate Agreement Section 12	ERSEA	Non-Compliance	Delegate did not ensure enrollment of a maximum of ten percent (10%) children whose family income exceeds one hundred and thirty percent (130%) of the Federal Poverty Guidelines. As per the Agreement for	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	Program is aware of the over-income guidelines to be able to enroll families in the program. Unfortunately, due to under-enrollment, the number of enrolled children who are over-income is over 10%. (report pulled on 3/23 shows enrolled children 45 and over-income is 5 children which made it 11%. If we are fully-enrolled at 50, the 5 children will be at the 10% allowed over-income bracket).	CD Manager EHS Coordinator	6/9/2020	A crucial component of this corrective action should be that the program will maintain a waitlist throughout the program year that includes children who are eligible based on an income below the poverty line, receipt of public assistance, homelessness or in foster care (1302.14(c)). This waitlist is essential	We have maintained our enrollment for over income families under the 10%.

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45 CFR \$1302.101(b)(4)	ERSEA Record keeping	Non-Compliance	Delegate did not implement recordkeeping system to effectively ensure the accuracy, completeness, and consistency of ERSEA documentation, primarily due to	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from	over-income category will be transitioning out of the program. No child in the over-income category will be enrolled for the remainder of the school year. EHS coordinator will track family income and ensure each are determined eligible based on categories. CD Manager will be responsible for the second check of family information to determine eligibility. ChildPlus reports will be collected at the end of each month to determine eligibility is within the guidelines.	CD Manager EHS Coordinator	6/9/2020	for enabling the program to fill slots in a timely manner, within a maximum of 30 days, when children transition or drop from the program (1302.15(a), and ensuring that there are eligible children awaiting selection who are not over income to avoid exceeding the 10% over income requirement (1302.12(c)(2).	We are currently serving 1 pregnant mommy once mommy has baby we will have all paperwork completed with baby's name. We continue to follow homelessness
Delegate Agreement Sections 12, 14 and 15 OCHS SAPP ER-03 Determining, Verifying and									

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Documenting Eligibility			transitional pregnant mother paperwork to newborn; and misinterpretation of new procedures regarding homelessness, and documentation of enrollment date.	issued date	questions will be directed to the Division Director instead of following the instructions given by the TA team. Documenting Enrollment Date: Enrollment date in ChildPlus and File will be noted as the first completed home visit. In the past, enrollment date was noted as when service was first provided (orientation) to the family. Agency will request a copy of the ERSEA Policies and Procedures of the Grantee for 2020-21 to ensure the agency follows the guidelines for enrollment and TA will be requested. TA will be requested from the grantee regarding the enrollment for (1) transitioning pregnant mother to newborn, (2) homelessness category, and (3) all ERSEA forms to be completed. The request will specifically ask for a staff who completes paperwork to provide the TA. Training regarding the ERSEA plan will be provided to staff.			additional ERSEA staff training is needed, please submit a training request. The City of La Habra EHS staff will also be invited to the grantee's ERSEA trainings prior to the beginning of the new program year.	guidelines provided by the Grantee.

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45 CFR §1302.22(c)(1)(i) Delegate Agreement Section 14	Educa-tion	Non-Compliance	Delegate does not have a system in place to ensure that one home visit per week per family is scheduled and completed during periods when the program is understaffed due to staff leaves, absences and open positions.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-compliance due 6/9/20, 90 calendar days from issued date	In the month of December, 1 home-educator went on maternity leave and caseload was divided among the other home-educators (now with a temporary case load of 12) and 2 was given to the EHS Coordinator to ensure the maximum caseload given to each home-educator was with the allowed number. The agency was still in compliance. With the emergency departure of a home-educator in February program became over the allowed caseload. And, the cancelled visits in January was not completed, therefore weekly home-visits was not completed because of the number of make-up visits needed from the cancelled January visits.	CD Manager EHS Coordinator	6/9/2020	Plan Approved 4/10/20	Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections. As of October 12, program is fully staffed with 5 home-educators. Since visits are being completed virtually, Home-Educators are ensuring visits are conducted weekly and parents have been changing their schedules but the Home-Educators have been flexible to ensure there is a visit conducted within the week.
					Program will determine a staff member from the child development division who can assist in the event a home-educator leaves and to take over the caseload. The staff member identified will be informed that she/he will be a substitute home-educator, in emergency situations.				With the COVID-19 concern of conducting home-visits in the homes; home-educators are connecting with

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45 CFR \$1302.22(b) Delegate Agreement Section 14	Education	Non-Compliance	Delegate did not ensure a maximum caseload of twelve (12) families per home visitor.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	In the month of December, 1 home-educator went on maternity leave and caseload was divided among the other home-educators (now with a temporary case load of 12) and 2 was given to the EHS Coordinator to ensure the maximum caseload given to each home-educator was with the allowed number. The agency was still in compliance. With the emergency departure of a home-educator in February program became over the allowed caseload. Program will determine a staff member from the child development division who can assist in the event a home-educator leaves and to take over the caseload. The staff member identified will be informed that she/he	CD Manager EHS Coordinator	6/9/2020	Plan Approved 4/10/20	We are fully staffed as of October 12, 2020. Caseloads are 10 per home-educator
					families more than once a week to make-up the cancelled visits from the months of January and February. EHS Coordinator is tracking visits to ensure make-up visits are completed before the end of the school-year. SAPPs will be updated to reflect procedure.				

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45 CFR §1302.102(c)(1)(2) Delegate Agreement Section 15	Education Data and Evaluation	Non-Compliance	Delegate did not use aggregated child-level assessment data to analyze children's progress in alignment with the Head Start Early Learning	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90	Program will use the data from CCR instead of Learning Genie. Program will align completion dates with the grantee to ensure reports are provided in adequate time. Program will use the grantee school readiness goals format to complete the School Readiness goals/ Child Outcome Report instead of the format	CD Manager	6/9/20	Plan Approved 4/10/20	As of Thursday October 29, 2020, home educators were able to have their Learning Genie accounts reinstated and data entry for the 1 st assessment is currently being completed.
					will be a substitute home-educator, in an emergency situation. At this time, teachers from the other Child Development programs have been assisting the home-educators with connecting with the families. Each home-educator has a case load of 12. EHS Coordinator is assisting the staff members to ensure the home-visits and paperwork are completed accurately. Program is actively recruiting to fill the home-educator vacancy. Interviews have been rescheduled until further notice. SAPPS will be updated to reflect procedure.				

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45 CFR 51302.32(a) (2) 51302.101(b)(4)	Education Recordkeeping	Non-Compliance	Delegate did not implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of education documentation, primarily due to all sections of the lesson plan not being completed.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	A meeting will be conducted with the all the Home-Educators to inform them about completing the planning section for the following home-visit. EHS Coordinator will review all completed home-visit lesson plan forms weekly. Follow-up review will be conducted by the CD Manager, bi-weekly. CD Manager will speak to the home-educator whose lesson plan forms are not completed accurately to review and complete forms. SAPPS will be updated to reflect procedure.	CD Manager EHS Coordinator	6/9/2020	Plan Approved 4/10/20	EHS Coordinator is reviewing Lesson plans.
45 CFR 51302.42(b)-(d) Delegate Agreement Section 15	Health Follow-Up	Non-Compliance	Delegate did not ensure timely follow-up and intentionality of health services	CAP due 4/10/20, 30 calendar days from issued	Dental Screenings completed from Healthy Smiles did not have an expiration date on ChildPlus. When dental screening information is transferred to ChildPlus, the default	CD Manager EHS Coordinator	6/9/2020	Regarding the default expiration of six months for dental screenings, dental expirations need to be based on the	FSA has been working closely with dental offices to collect Dental exams for the children who are one and above.

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45 CFR \$1302.42(b)-(d)	Nutrition	Non-	Delegate did not implement	CAP due 4/10/20, 30	When physicals are received from the parent, the Nurse Consultant or FSA will review the form for completeness.	CD Manager	6/9/2020	This non-compliance was in reference to missing heights and	Nurse consultant began her hours on November 2, 2020.
			to children and families, primarily due to insufficient follow-up on dental screenings/exams and vision referrals.	date; Correction of Non-compliance due 6/9/20, 90 calendar days from issued date	expiration for screenings will be 6 months from the date completed. A meeting will be conducted with EHS staff to inform them of the new procedure. FSA will print a monthly dental screening expiration and due dates information. On the month prior to the due date, FSA will inform the parent of the screening that needs to be completed for their child. Follow-up will be conducted until screening is completed. Nurse Consultant will run reports on a monthly basis to ensure no screenings is part the due date. All referrals are listed on a referral log, follow-up will be conducted monthly to ensure all follow-up and concerns are completed. SAPPS will be updated to reflect procedure.	FSA		EPSDT periodicity schedule. If additional staff training on Child Plus health documentation is needed, please submit a training request. The City of La Habra EHS staff will also be invited to the grantee's Health trainings prior to the beginning of the new program year.	Nurse consultant began reviewing health forms as of November 2, 2020.

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\$1302.101(b)(4) Delegate Agreement Sections 14 and 15	Recordkeeping	Compliance	recordkeeping system to effectively ensure the accuracy, completeness, and consistency of nutrition documentation, primarily due to incomplete data input of growth assessments.	calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	If there are information missing, the FSA will contact the doctor's office to request the information. FSA will also inform the parent regarding the missing information and request assistance for obtaining the information. In the compliance measure description mentioned, it was regarding the head circumference information of the child. Because this BMI information was missing, the child's BMI information could not be obtained. If the FSA is unable to receive the information from the doctor's office regarding the head circumference measurement, the nurse consultant will complete the head circumference measurement to be able to complete the BMI. SAPPS will be updated to reflect procedure.	EHS Coordinator FSA		weights. For children two years of age and older, BMI is automatically calculated by Child Plus using the child's height and weight. For children under age two, the child's weight for length is automatically calculated by Child Plus. The head circumference is not used for either of these calculations.	Period 2 Follow-Up: Steps taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections.

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45 CFR \$1302.52(a) Delegate Agreement Section 15 OCHS SAPPP FC-04 Family Success Plan	PFCE	Non-Compliance	Delegate did not ensure Family Success Plans were completed within the required timeline.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	Delegate follows the PFCE process of the grantee. Delegate will request the timeline information from the grantee to ensure program follows the required timelines. EHS Coordinator will review progress of Family Success Plans and follow-up dates and meet with the FSA to ensure follow-up is within the timelines. TA will be requested from the Grantee regarding the use of the Task List on ChildPlus to ensure we are able to note due dates. SAPPS will be updated to reflect procedure.	CD Manager EHS Coordinator	6/9/2020	The timeline for the Family Success Plan (FSP) is in the grantee FC-04 Family Success Plan SAPPP which states that the first FSP meeting will be conducted and completed within and no later than 90 days from the child's enrolled date. For the 2019-2020 program year, however, the timeline for the City of La Habra EHS staff completing the first FSP was extended to 10/31/20.	Steps Taken to correct each non-compliance. Current status of each non-compliance. Additional steps/plan which will be taken to achieve and/or maintain the corrections. Period 2 Follow-Up: We received the Map of My Dreams in Spanish just recently, paperwork was distributed last week. FSA will be contacting parents to schedule appointments to begin the process. FSA contacted parents and inform them to start completing the packet and FSA will follow up.

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45 CFR \$1302.52(c) 45 CFR \$1302.101(d)(4)	PFCE Recordkeeping	Non-Compliance	Delegate did not implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of PFCE documentation, primarily due to insufficient documentation to support the assigned indicator on the Family Success Plans.	CAP due 4/10/20, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/20, 90 calendar days from issued date	PFCE will be completed between the parent and FSA. Once the Family Service Plan is completed and scored, FSA will give the plan to the EHS Coordinator to review prior to inputting information on ChildPlus. CD Manager will review plans and scoring. SAPPS will be updated to reflect procedure.	CD Manager EHS Coordinator FSA	6/9/2020		
*Non-compliances issued due to not meeting regulation and/or Agency SAPPP requirements.									
Signature of Board Chairperson				Signature of Policy Committee Chairperson					
Approval of Period 2 Follow-Up of Corrective Action Plan				Approval of Period 2 Follow-Up of Corrective Action Plan					
Signature: _____				Signature: _____					
Date: _____				Date: _____					