

**NORTHWEST HEAD START / EARLY HEAD START
2017-2018 SELF ASSESSMENT
ACTION PLAN**

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
Financial – reports are periodically provided to the Policy Council and Governing Board.				
1. Monthly Financial Reports	Reports will be presented to Policy Council and Governing Board at regularly scheduled meetings.	August-July	Director	
2. Annual Audit No findings reported.	Will be reviewed with the Policy Council and Governing Board in October.	October	Director	
Education – reports are periodically provided to the Policy Council and Governing Board.				
1. CLASS 2015-2016 and 2016-2017 Head Start uses the Classroom Assessment Scoring System to measure teacher child interactions. There was an increase in the Instructional Support area and a decrease in Classroom Organization from the 2015-2016 program year to the 2016-2017 program year.	The education management staff attended a CLASS coaching workshop in May and will provide supports to teachers to improve their teaching strategies in 2017-2018. Plans are also in place to implement Practice Based Coaching. This will enable teachers to have one-on-one coaching to develop specific skills.	August-May	Director HS Education Managers	
2. TSG 2015-2016 and 2016-2017 The results of the assessment data for kindergarten-bound students enrolled in Head Start was reviewed. It was noted that there is consistently little growth in the fine motor area between check points.	To increase growth, training will be provided to the teachers to set up more intentional fine motor activities to create opportunities for observations within the classroom. Emphasis will also be placed on teachers to review individual TSG scores and make adjustments to the classroom environment and activities that reflect those needs.	August-May	Director HS Education Managers	

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
<p>3. Words Work! 2015-2016 and 2016-2017</p> <p>Head Start children showed growth in all areas.</p>	<p>Continue with Words Work assessments and continue to emphasize literacy in classrooms and parent meetings.</p>	<p>September 2017</p> <p>May 2018</p>	<p>Director</p> <p>HS Education Managers</p> <p>Data Specialist</p>	
<p>4. Aggregated MHSA Outcomes Data</p> <p>Our enrollees' developmental growth and kindergarten readiness scores rank #2 when compared with other Head Start programs.</p>	<p>Northwest HS will continue to participate with other Head Start agencies in a MHSA outcomes project done in conjunction with MN Dept of Education using Teaching Strategies Gold for assessments.</p>	<p>November 2017</p> <p>February 2018</p> <p>May 2018</p>	<p>Director</p> <p>HS Education Managers</p> <p>HS Disability Manager</p>	
<p>5. COR 2015-2016 and 2016-2017</p> <p>This EHS assessment tool results were reviewed and growth was shown.</p>	<p>The education manager will continue to meet with home visitors to analyze their COR data and plan for individualization on home visit lesson plans.</p>	<p>November 2017</p> <p>February 2018</p> <p>May 2018</p>	<p>Director</p> <p>EHS Education Manager</p>	
Disabilities/Mental Health- reports are periodically provided to the Policy Council and Governing Board				
<p>1. # of children on IEP/IFSP at enrollment 2015-2016 and 2016-2017</p> <p>The number of Head Start children with IEP's or IFSP's at initial enrollment increased from 14% in 2015-2016 to 16% in 2016-2017. The strong relationships that HS/EHS has with area school districts and special education coops make the minimum requirement of the enrollment of at least 10% of children with diagnosed disabilities attainable.</p>	<p>The plan is to continue to participate in joint Developmental Screenings and solicit and accept referrals for recruitment from ECSE coops and school district programs for HS/EHS.</p>	<p>August-July</p>	<p>Director</p> <p>HS/EHS Disability Managers</p> <p>Family Service Manager</p>	

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
<p>2. # of referrals made 2015-2016 and 2016-2017</p> <p>Nineteen additional Head Start children were referred to special education services in 2015-2016. In 2016-2017 the referrals increased to twenty-three. Seven additional Early Head Start children were referred for special education services in 2015-2016. Six children have been referred in 2016-2017 so far.</p>	<p>Continue to build positive relationships with ECSE programs throughout our service area.</p>	<p>August-July</p>	<p>Director</p> <p>HS/EHS Disability Managers</p>	
<p>3. # of Children on an IEP/IFSP at year end 2015-2016 and 2016-2017</p> <p>18% of Head Start children were on an IEP with five assessments still in process. 12% of EHS children are on an IFSP or IEP with four assessments still in process.</p>	<p>Continue to partner with ECSE to provide services in the classrooms and on home visits. Teachers and home visitors will continue to participate in IEP/IFSP meetings and meet periodically with parents and Disability Managers to ensure progression of IEP/IFSP goals.</p>	<p>May (HS)</p> <p>July (EHS)</p>	<p>Director</p> <p>HS/EHS Disability Managers</p>	
<p>4. Mental Health Referrals</p> <p>Two mental health referrals have been made outside of the services provided by Head Start. An additional mental health consultant was added through Northwest Mental Health via an Early Childhood Collaborative grant serving Marshall and Kittson Counties at no cost to our agency.</p>	<p>Maintain our partnership with Northwest Mental Health. Provide training for parents and staff on good mental health. Continue to promote relationships between family advocates, teachers, home visitors and parents to provide on-going support to families.</p>	<p>August-July</p>	<p>Director</p> <p>HS/EHS Disability/ Mental Health Managers</p> <p>Family Service Manager</p>	

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
ERSEA- reports are periodically provided to the Policy Council and Governing Board				
<p>1. Eligibility Status of Children Enrolled 2015-2016 and 2016-2017</p> <p>The majority of HS and EHS children enrolled in HS/EHS were eligible at 100% of the federal income poverty guideline and/or receive public assistance. Additionally, at the time of enrollment 18% of the children were considered homeless in 2015-2016 and 16% were considered homeless in 2016-2017.</p>	<p>HS/EHS staff will continue to work closely with Northwest CAP family services and county social service agencies to identify and recruit area families that are homeless and below the Federal Income Poverty Guidelines.</p>	<p>August-July</p>	<p>Director Family Services Manager</p>	
<p>2. Monthly Enrollment Reports for 2016-2017.</p> <p>Enrollment has been consistently full throughout the program year.</p>	<p>Monthly Enrollment reports will be shared with Policy Council and Governing Board at regularly scheduled meetings.</p>	<p>August-July</p>	<p>Director</p>	
<p>3. # of children enrolled at the beginning of the year 2016-2017</p> <p>Both Head Start and Early Head Start were fully enrolled at the beginning of the program year at 174 HS and 80 federal EHS and 20 state EHS.</p>	<p>Recruitment for the following year began in March 2017 with preliminary acceptance decided in June 2017.</p>	<p>March 2017 September 2017</p>	<p>Director Family Services Manager</p>	
<p>4. # of children that dropped during the program year 2015-2016 and 2016-2017</p> <p>In 2015-2016 there were a total of 27 children that were dropped from HS/EHS mainly due to families moving out of the area. In 2016-2017 there have been a total of 41 children that have been dropped from the program due to families moving out of the area and EHS parents gaining employment and being unable to participate in weekly home visits.</p>	<p>A waitlist of eligible children will be reviewed and maintained monthly to fill vacant slots. Recruitment continues all year.</p>	<p>August-July</p>	<p>Director Family Services Manager</p>	

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
<p>5. # of children enrolled at the end of the year 2016-2017</p> <p>HS is currently fully enrolled at 174 and EHS is currently enrolled at 100.</p>	<p>Continue to maintain and review the wait list and fill vacant slots.</p>	<p>May (HS) July (EHS)</p>	<p>Director Family Services Manager</p>	
<p>6. Average Monthly Attendance 2015-2016 and 2016-2017</p> <p>Program-wide average monthly attendance was 90% in 2015-2016 and 90% in 2016-2017.</p>	<p>HS attendance reports will be reviewed periodically at Policy Council and Governing Board meetings.</p>	<p>August-July</p>	<p>Director</p>	
<p>7. # of Individual Children whose attendance is below 90% 2016-2017</p> <p>The new HSPS require programs to analyze individual attendance and track those children who are considered chronically absent, which is being absent more than 10% of scheduled centers. 30% of Head Start children met this definition of chronically absent at the end of the 2016-2017 program year.</p>	<p>Increase parent education regarding the importance of routines and attendance beginning with HS orientation and utilizing resources from Attendance Works. Throughout the program year EHS children that will be transitioning to the Head Start classroom will receive parent education on the importance of attendance in Head Start and the importance of developing a schedule and a routine as part of their transition plan.</p>	<p>August-July</p>	<p>Director Family Service Manager Home Visitors Teachers</p>	
PFCE- reports are periodically provided to the Policy Council and Governing Board				
<p>1. Family Outcomes Assessment Results 2016-2017</p> <p>Growth was shown in all seven Parent Family and Community Engagement outcome areas. Leadership/advocacy and volunteering continue to show the lowest areas of growth.</p>	<p>Reports will be periodically provided to the Policy Council and Governing Board.</p> <p>Intentional training in leadership/advocacy and volunteering will be provided at parent meetings, at home visits and at conferences.</p>	<p>August-July</p>	<p>Director Family Service Manager</p>	

STRENGTHS/NEEDS IMPROVEMENTS	ACTION PLAN	TIMELINE	PERSON RESPONSIBLE	PROGRESS / Dates Accomplished
Health and Safety- Reports are periodically provided to the Policy Council and Governing Board.				
<p>1. # of completed physicals/dentals 2016-2017</p> <p>Both HS and EHS had high percentages of children that had completed their required physicals. As of May 2017, 100% of HS and 94% of EHS were completed, with that percentage expected to reach 100% before the end of the program year.</p> <p>100% of all children had had a dental screening with 94% of HS children completing an exam by a dentist.</p> <p>Seventeen Head Start and 2 EHS children had been referred for dental follow-up. As of May 2017, 11 children have completed their follow-up dental work.</p>	<p>Complete group health screenings in August and September of 2017 contracting with public health in all service areas.</p> <p>Maintain the contract for a calibrated dental hygienist.</p>	August-July	Director Health Services Managers	
<p>2. BMI's 2016-2017</p> <p>BMI's were analyzed by the Head Start Health manager and 51% of the Head Start children were considered to be at a Healthy Weight.</p> <p>I Am Moving I Am Learning training was provided to all HS and EHS teachers during the program year. This training provided ideas for music, movement and nutrition education for teachers to use with children and parents.</p>	<p>Continue to implement IMIL in classrooms and home visits and provide IMIL/Nutrition education at parent meetings and Busy Buddy Groups.</p>	August-July	Director HS Health Services Manager	
<p>3. Environmental Health & Safety Checklist</p> <p>Minimal safety needs were identified including replacing smoke detectors, door alarms and outlet covers.</p>	<p>Classrooms and playgrounds will be inspected in an on-going manner.</p> <p>The Environmental Health & Safety Checklist will be completed three times per year to ensure compliance with all safety regulations.</p>	August-July	Director Health Services Managers Teachers Home Visitors	