

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
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302.100 Purpose.

A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.

1302.101 Management system.

(a) *Implementation.* A program must implement a management system that:

- (1) Ensures a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services described in subparts C, D, E, F, G, and H of this part;
- (2) Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement;
- (3) Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development, and allow for provision of the full range of services described in subparts C, D, E, F, G, and H of this part; and,
- (4) Maintains an automated accounting and record keeping system adequate for effective oversight.

(b) *Coordinated approaches.* At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches that ensure:

- (1) The training and professional development system, as described in §1302.92, effectively supports the delivery and continuous improvement of high-quality services;
- (2) The full and effective participation of children who are dual language learners and their families, by
 - (i) Utilizing information from the program’s community assessment about the languages spoken throughout the program service area to anticipate child and family needs;
 - (ii) Identifying community resources and establishing ongoing collaborative relationships and partnerships with community organizations consistent with the requirements in §1302.53(a); and,
 - (iii) Systematically and comprehensively addressing child and family needs by facilitating meaningful access to program services, including, at a minimum, curriculum, instruction, staffing, supervision, and family partnerships with bilingual staff, oral language assistance and interpretation, or translation of essential program materials, as appropriate.
- (3) The full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act; and,

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(4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

1302.102 Achieving program goals.

(a) Establishing program goals. A program, in collaboration with the governing body and policy council, must establish goals and measurable objectives that include:

- (1) Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment as described in subpart A of this part;
- (2) Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children;
- (3) School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth-to-Five, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children will attend, per the requirements of subpart B of part 1304 of this part; and,
- (4) Effective health and safety practices to ensure children are safe at all times, per the requirements in §§1302.47, 1302.90(b) and (c), 1302.92(c)(1), and 1302.94 and 1303 subpart F, of this chapter.

(b) Monitoring program performance.

(1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must:

- (i) Collect and use data to inform this process;
- (ii) Correct quality and compliance issues immediately, or as quickly as possible;
- (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and,
- (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

(2) Ongoing assessment of program goals. A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,

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(iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

(c) Using data for continuous improvement.

(1) A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section.

(2) This process must:

(i) Ensure data is aggregated, analyzed and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas;

(ii) Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating fewer than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,

(iii) For programs operating fewer than 90 days, ensures child assessment data is aggregated and analyzed at least twice during the program operating period, including for subgroups, such as dual language learners and children with disabilities, as appropriate, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services;

(iv) Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement; and,

(v) Use program improvement plans as needed to either, strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of sub-groups.

(d) Reporting.

(1) A program must submit:

(i) Status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually;

(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

(A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;

(B) Incidents that require classrooms or centers to be closed for any reason;

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(C) Legal proceedings by any party that are directly related to program operations; and,

(D) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.

(2) Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program’s most recent community assessment, as described in §1302.11(b), consistent with privacy protections in subpart C of part 1303 of this chapter.

(3) If a program has had a deficiency identified, it must submit, to the responsible HHS official, a quality improvement plan as required in section 641A(e)(2) of the Act

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.11 (a)(1)	1. The Nueces County Community Action Agency (NCCAA) is the designated grantee that serves Nueces County.	Program participants address	ERSEA Coordinator	Family Advocates, Site Base Manager (SBM), ERSEA Specialist, ERSEA Coordinator	Every completed application	Verification of residence in Nueces County	Program Database	Assisting applicants /participants with finding services in there residential area	Staff trainings, Policy Council and Board Meetings

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1302.11 1302.101, et.seq 1302.20 Sec. 641A, et. Seq Sec. 642B	1. NCCAA Birth-to-Five Head Start Program conducts a Comprehensive Community Assessment every three years and updates it annually to identify any socio-economic and demographic changes that may affect prior and/or future planning.	Needs and trends of the community	Planner	Planner, Data Analysis committee	Annual updates, 3 year comprehensive	Data collected is based on Texas DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA framework.	Quantitative and qualitative data is aggregated and analyzed through Excel spreadsheets, Google Sheets, Program Database, and SHAH software	Observation and reporting through annual updates	Report Update, agency website, Social Media and electronic sharing of data to community partners.
1302.11 (b)(1)-(3) 1302.60 1302.102(a)	2. The Strategic Planning team utilizes the Community Needs Assessment to determine if revision is necessary in the following areas: <ul style="list-style-type: none"> ● Program Philosophy, ● Long & Short-term goals, ● Content Area Services, ● Recruitment Area, ● Locations of Centers 	Focus and alignment of community needs and strategic plan, mission, and the promise of community action	Planner	Program staff, Coordinators and Compliance Officers	6 month updates/3 year comprehensive	Data collected is based on NCCAA CNA, TX DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA framework, TDHCA Strategic Plan Guide and ECLKC Program Planning Resource	Spreadsheets, check lists, Program Databases, CNA results	Continuous analysis of data to maintain on course with goals and objectives that align with agency mission, capacity and needs of the community.	Annual Report, CAP Plan, Strategic Planning Report, social media/agency website

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1302.11 1302.101, et.seq 1302.20 Sec. 641A, et. Seq Sec. 642B	3. NCCAA Birth-to-Five Head Start Program Strategic Planning Team submits their recommendations to the Policy Council and Board of Directors for approval.	Inform Progression of agency-wide and programmatic goals and objectives as they align with the agency mission and the promise of Community Action	Planner	Planner	Monthly as needed	Recommendations based on TX DFPS min. standards, OHS performance standards, organizational standards, TDHCA TX Admin. Code, ROMA system	Meeting minutes Organizational standard reporting	N/A	Board & PC Meeting minutes/ Agency website, CSBG Reports

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1302.12 (a)(3)-(2) 1302.60	1. At the time of application, the staff accepting the application will interview the applicant, collect all verification of family status, and create the eligibility determination record for each application. <ul style="list-style-type: none"> The only time that a phone interview would be completed is when the application would be submitted by a person other than the parent or primary caregiver or if additional follow-up with the family is needed. 	Determining Verifying, and Documenting Eligibility	ERSEA Coordinator, ERSEA Specialist Site Based Management, Family Advocates	ERSEA Coordinator, ERSEA Specialist, Family Advocates	September- August	Eligibility Verification	Program Database	Training ERSEA Specialist and Family Advocates	Upper Management Coordinators New Staff Orientation Family Advocates

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	<ul style="list-style-type: none"> A phone interview would be completed only if the parent/caregiver is not available to come in person or is inconvenient for the family. A reason must be documented detailing why the family is unable to come in person. 								
1302.12 (a)(3) (i-iii)(2) 1302.60	1. Once an application is submitted online, staff will contact the applicant via Email/Text through our database to inform the applicant the application was received and request for the applicant to come in for an in person interview and to collect all verification of family status and create the eligibility record for each application.	Determining Verifying, and Documenting Eligibility	ERSEA Coordinator, ERSEA Specialist Site Based Management, Family Advocates	ERSEA Coordinator, ERSEA Specialist, Family Advocates	September-August	Eligibility Verification	Program Database/Email	Training ERSEA Specialist and Family Advocates	Upper Management Coordinators New Staff Orientation Family Advocates

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1302.12 (b)(1)(2)(i)-(ii) 1302.60 1302.80-82	1. NCCAA Birth-to-Five Head Start Infant/Toddler Division serves Expectant Women and children 6 weeks to 3 years old. NCCAA Birth-to-Five Head Start Preschool Division serves children who are	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator,		Birth-to-Five Head Start Director, ERSEA Coordinator,	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist

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	3 years old and less than 5 years old by September 1 st .		ERSEA Specialist		ERSEA Specialist				
1302.12 (b)(2) (i)-(ii) 1302.60	<p>2. NCCAA Birth-to-Five Head Start Program Preschool Division may fill a Mid-Year vacancy with children who are 3 years old after September 1st but before January 1st. NCCAA allows enrollment with younger 3-year olds provided:</p> <ul style="list-style-type: none"> • No age and income eligible children are interested in services • No children with disabilities or transfers are waiting • No Early Head Start transitioning children are waiting <p>A developmentally appropriate classroom is available.</p>	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist		Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist	Determining, Verifying, and Documenting Eligibility	Birth-to-Five Head Start Director, ERSEA Coordinator, ERSEA Specialist

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1302.12 (c)(1) (i)-(iv)(2) 1302.60	<p>1. NCCAA Birth-to-Five Head Start staff verify family income before determining a child's eligibility. NCCAA Birth-to-Five Head Start Program staff signs the Eligibility Statement verifying the family's income.</p> <p>Examples of proof of income may include, but is not limited to the following:</p> <ul style="list-style-type: none"> ● Income Tax forms ● W-2 forms ● 12 consecutive months of pay stubs ● Child Support ● SSI benefits ● TANF benefits ● SNAP benefits ● Notarized Letters. 	Determining, Verifying, and Documenting Eligibility	Family Advocates Site Based Management, ERSEA Coordinator, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates	Ongoing	Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (d)(1)(i) 1302.60	<p>2. NCCAA Birth-to-Five Head Start will only enroll 35% over income families if we have not met full enrollment and will keep documentation of those families.</p>	Determining, verifying, and documenting Eligibility	ERSEA Coordinator, Site Based Management, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates	Ongoing	Application	Tracking – PIR Program Database – Over Income Waitlist Review and Approval Signature from Director	Ongoing Training with ERSEA Specialist Continuous Recruitment	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (d)(2) (i)-(vii) 1302.60	3. NCCAA Birth-to-Five Head Start Program seeks to serve the families that have the highest level of need and has a selection criterion based on the Community Needs Assessment and at the time of application the family will submit the appropriate documents to verify their status as categorically eligible or any other criteria.	Determining, Verifying, and documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist Family Advocates	Ongoing	Eligibility Verification	Family must submit verification of income, Public Assistance TANF, SSI, SNAP, Homeless, and/or Foster Care Information is entered into Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (j)(1)-(4) 1302.60 1302.61(a)	4. NCCAA Birth-to-Five Head Start staff re-verify income documentation for children in the Infant/Toddler Division transitioning into the Preschool Division to determine eligibility.	Determining Verifying, and Documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Application Eligibility Verification Transition Checklist	Program Database	Ongoing Training	Upper Management Coordinator Meeting Family Advocate Meetings New Staff Orientation
1302.12 (j)(1)-(4) 1302.60	5. NCCAA Birth-to-Five Head Start Program, Expectant Women and Infant/Toddler Division families remain income eligible while they are enrolled in the program.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist Family Advocates, SBM	September-August	Application Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (j)(1)-(4) 1302.60 1302.61(a)	6. NCCAA Birth-To-Five Head Start Preschool Division families remain income eligible for 2 consecutive program years.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Application Eligibility Verification	Program Database	Ongoing Training	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (j)(1)-(4) 1302.60 1302.61(a)	7. NCCAA Birth-to-Five Head Start staff re-verify income documentation to determine 3 rd year eligibility beyond for Preschool Division families.	Determining, Verifying, and Documenting Eligibility	ERSEA Coordinator Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	April - June	Review and Approval Family Income	Review and Approval Form Income updated in Program Database	Ongoing Training with Family Advocates	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation
1302.12 (k)(1)-(3) 1302.60 1302.61(a)	8. NCCAA Birth-to-Five Head Start Program starts the eligibility record at the time that the application is submitted. Copies of all verifying documents will be made and attached to the application. When the interview process has been completed the staff will complete an Eligibility Verification Form. The form will reflect the eligibility status of the family. * NCCAA Birth-to-Five Head Start will not accept incomplete applications. The staff will work with the family to collect verification without creating barriers and or hardships to the applying family.	Determining, Verifying, and Documenting Eligibility	Family Advocates, ERSEA Specialist, ERSEA Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Eligibility Verification Application	Program Database Child's Application Packet	Ongoing Training with Family Advocates	Upper Management Coordinator Meetings Family Advocate Meetings New Staff Orientation

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1302.12 (k)(1)-(3) 1302.60 1302.61(a)	9. The child's application will be stored for the appropriate length of time based on the child's services while they are enrolled in the program and the appropriate timeline requirements.	Records	ERSEA Coordinator, Family Advocates, ERSEA Specialist	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	September-August	Applications	Child's Application Packet is in a Locked File Cabinets	Ongoing Training with Family Advocates	Family Advocate Meetings New Staff Orientation
1302.12 (m)(1)(iii)	1. NCCAA Birth-to-Five Head Start Program has clearly defined policies in the Employee Handbook under Work Performance Violations.	Implementation of Policies and Procedures	Director of Birth to Five Head Start,	Human Resource Manager	As Needed to update the policies	Verification of current policies	Annually with training	Staff training on policies, employee growth plans	Staff trainings Policy Council And Board Meetings
1302..12 (m)(1)(iii)	2. NCCAA Birth-to-Five Head Start Program ensures parents or legal guardians are required to initial an Eligibility Verification that certifies all documentation is true and accurate to receive services in the Head Start Program. Falsifying information may result in disqualification from the program.	Fraudulent Acts	ERSEA Coordinator	ERSEA Tech , Family Advocates, SBM	Upon application intake, Ongoing	Hard copies of all necessary forms for enrollment	Data Base, Eligibility verification form	Staff training on policies,	Staff trainings Policy Council And Board Meetings
1302..12 (m)(1)(iii)	3. During Parent Orientation NCCAA staff informs parents about repercussions, if false documentation is provided for qualifying purposes.	Fraudulent Acts	FCP Coordinator	FCP Specialist, Family Advocates	Parent Orientation	Power Point, sign in sheets, parent handbook, parent orientation form in the child's record.	Data Base, parent orientation form, child records,	Staff training on policies,	Staff trainings Policy Council And Board Meetings

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1302.12 (m) (i)-(iii)(2-4) 1302.60	4. NCCAA Birth-to-Five Head Start Program staff will receive annual training on ERSEA procedures during Annual Staff Training. NCCAA Birth-to-Five Head Start Program Policy Council will receive training during Policy Council Orientation and as new PC members are voted in.	Training on Eligibility and Recruitment	ERSEA Coordinator, ERSEA Specialist	ERSEA Coordinator	Ongoing	Sign In Sheets Power Point	Agenda and Certificates/Post Test	Ongoing Trainings	Upper Management Coordinator Meetings New Staff Orientation

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1302.13 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program recruits children and expectant women throughout the year using a variety of methods, which may include social/ media announcements, flyers, word-of-mouth, emails to waitlist applicants, and community events / presentations. Applications are distributed to various community agencies and/or organizations.	Recruitment of Children	ERSEA Coordinator ERSEA Specialist Disability/ Mental Health Coordinator, Family Advocates, Site Based Management	ERSEA Coordinator, ERSEA Specialist, Family Advocates, Disability/ Mental Health Coordinator, Disability/ Mental Health Specialist, Special Needs Assistance	Ongoing	Participating in Recruitment events throughout the community	Recruitment Tracking Form Requesting Recruitment Information Form	Ongoing Training	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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1302.13 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start staff makes every effort to recruit children with qualifying disabilities by collaborating with the Local Education Agencies (LEA) and Early Childhood Intervention (ECI).	Recruitment of Children	ERSEA Coordinator ERSEA Specialist Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, Disability/ Mental Health Coordinator, Disability/ Mental Health Specialist, Special Needs Assistance	Ongoing	Participating in Recruitment Events throughout the community; Transition meetings; ARD Applications issued to the families We collect Community Action Corp of South Texas Transition Meeting Verification Form for Disabilities Services NCCAA Transition Meeting Verification Form Disability Services, Teleconference Transition Meeting Verification Form	Recruitment Tracking Form Requesting Recruitment Information Form Information used for placement of children with disabilities throughout the Birth-Five Head Start Program	Ongoing Training	Attach documentation to child application Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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1302.13 1302.14 (a)(1) 1302.14 (b)(1)(2)(c) 1302.60 1302.61(a) CACFP-US DA	3. Any child who is eligible to participate in the Head Start program, “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability	Recruitment of Children	Content Area Coordinator All Birth-To-Five Head Start Staff	Content Area Coordinator All Birth-to-Five Head Start Staff	Ongoing	Recruitment information contains the civil rights statement	N/A	Staff training on Civil Rights	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14 (a)(1) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Staff select children and families based on the Prioritization and Selection Criteria.	Selection Process	ERSEA Coordinator, ERSEA Specialist, Birth-to-Five Head Start Director	ERSEA Coordinator, ERSEA Specialist	Ongoing	Through the Community Needs Assessment	Prioritization and Selection Criteria Committee selected to analyze Community Needs Assessment	Ongoing Training	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
~~2023-2024~~ 2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.13 1302.14 (a)(1) 1302.14 (b)(1)(2)(C) 1302.60 1302.61(a)	2. NCCAA Birth-To-Five Head Start program will ensure that 10% of total enrollment opportunities will be children with disabilities including children with severe disabilities that meet the Head Start eligibility guidelines. Efforts will be coordinated with Local Education Agencies (LEA), Early Childhood Intervention (ECI), Child Find and other agencies to locate children most in need and hard to reach.	Selection Process Review and Approval Form	ERSEA Coordinator, Disability/Mental Health Coordinator Staff	ERSEA Coordinator, ERSEA Specialist	Ongoing	Disability Applications Review and Approval Form along with supporting documentation from LEA(Local Education Agency) or ECI (Early Childhood Intervention)	Program Database Program Database Disability Enrollment Report 3502, Disability Enrollment Roster (Grid) Report 3503 Manual Disability Tracking Form	Enroll 10% of children with disability Continue to attend Transition Meeting with ECI (Early Childhood Intervention) & Child Find, Admission, Review and Dismissal Meetings and recruitment events	Share information through Program Database Disability Enrollment Report 3502, Disability Enrollment Roster (Grid) Report 3503 Manual Disability Tracking Form, staff meetings, policy council and board meeting, advisory and annual report Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
<p>1302.14 (a)(b)(1) (2) 1302.60 1302.61(a) 1302.70 (b)(1)</p>	<p>3. Children who have a diagnosed disability through the L.E.A. may be enrolled in the Preschool Division of the NCCAA Birth-to-Five Head Start Program upon their 3rd birthday, if they are income eligible and a developmentally appropriate class is available.</p> <p>Once NCCAA meets the 10% enrollment for children who have a disability, all the children with or without a disability compete equally for the available enrollment opportunities. The Birth-To-Five Head Start program enrolls children who meet age and income eligibility criteria, and who would benefit from placement in Head Start regardless of disability or non-disability status. Children with disabilities whose families are considered over income must have their enrollment approved by the appropriate Birth-to-Five Head Start Director.</p>	<p>Selection Process</p>	<p>ERSEA Coordinator Disability/ Mental Health Coordinator LEA</p>	<p>ERSEA Coordinator ERSEA Specialist</p>	<p>Ongoing</p>	<p>Disability Applications, Review and Approval Form ; Along with supporting documentation from LEA (Local Education Agency)</p>	<p>Program Database Information used for placement of children with disabilities throughout the Birth-Five Head Start Program</p>	<p>Ongoing Training</p>	<p>Supporting documentation from LEA (Local Education Agency) is uploaded into the Program Database data system -NCCAA Review and Approval Form is attached to child application</p> <p>Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation</p>

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.14 (b)(2) 1302.60 1302.61(a)	4. When an application for a child with a suspected or qualifying disability is received, it is then forwarded to the appropriate Coordinator for verification.	Selection Process Verification of eligibility criteria, current IEP/IFSP documentation, and Review & Approval Form	ERSEA Coordinator, ERSEA Specialist Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Disability/ Mental Health Coordinator	Ongoing	Review and Approval Form Disability/Mental Health Coordinator verifies the supporting documentation from the LEA or ECI	Signature of Approval required from Disability/Mental Health Coordinator Make copy of child application with supporting documentation and keep on file	Replace any dropped disability applications with an eligible disability application to maintain 10% of enrollment Continue MOU with ECI (Early Childhood Intervention) /LEA (Local Education Agency) Communication via email, face to face or phone with ECI/LEA so the information can be shared as appropriate	Monthly reports, hardcopy of supporting documentation in the child's record, uploaded into Program Database, PIR, Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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1302.14 (b)(2)(c) 1302.60	1. NCCAA Birth-to-Five Head Start staff maintains an active waitlist to assure those families most in need of services fill enrollment vacancies.	Selection Process	ERSEA Coordinator ERSEA Specialist Family Advocates, SBM	ERSEA Coordinator	Ongoing	Program Database Waitlist	Program Database Waitlist	Recruit year round in order to maintain an active waitlist	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.13 1302.14 (a)(1) 1302.14 (b)(1)(2)(C) 1302.60 1302.53 (a)(1) 1302.61(a)	2. Recruitment strategies include radio and media announcements, attending Recruitment Admission Review and Dismissal (ARD) meetings, Recruitment Rally's, Disability Brochures, and attending community events, social media, etc. Our referral network includes, but is not limited to the following: <ul style="list-style-type: none"> ▪ Early Head Start ▪ LEA ▪ TDPRS ▪ ECI ▪ Hospitals (Children) ▪ WIC ▪ Education Service Center (ESC) 	Selection Process	ERSEA Coordinator Disability /Mental Health Coordinator All Birth-To-Five Head Start Staff	ERSEA Coordinator Disability/ Mental Health Coordinator	Ongoing	Applications Program Information Flyers Recruitment Tracking Forms	Program Database Waitlist	Recruit year round in order to maintain an active waitlist	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.15 (a) 1302.60 1302.61(a)	3. When a vacancy occurs, every effort is made to fill the space within 30 calendar days utilizing the active wait list.	Enrollment	ERSEA Coordinator, ERSEA Specialist Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Applications Program Database	Program Database Waitlist Individualized Transition Out of Early Head Start Out of Head Start	Enroll within 30 days Ongoing Training with Family Advocates	Coordinator Meetings Family Advocates New Staff Orientation

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Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.15 (b)(3) 1302.12 (g)(1)-(4) 1302.60 1302.61(a) 1302.71 (a)-(e)	1. NCCAA Birth-to-Five Head Start Program makes every effort to ensure children receive Preschool services until they are eligible for kindergarten.	Enrollment	ERSEA Coordinator Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist, Family Advocates, SBM	Ongoing	Receive 2 years of Head Start Services	Program Database	Income Eligible - Third Year applications will continue to receive Preschool Services until eligible for Kindergarten	Enrollment
1302.15 (c) 1302.60 1302.61(a)	2. No more than three percent of a program's funded enrollment slots will be reserved for homeless children and or foster care. The reserved enrollment slot will be filled within 30 days.	Enrollment	ERSEA Coordinator Disability/ Mental Health Coordinator	ERSEA Coordinator, ERSEA Specialist	Ongoing	Applications	Program Database	Fill the reserved vacant slot within 30 days	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.15 (d) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program does not enroll children using private pay.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1302.15 (f) 1302.50(a)-(b)(4) 1302.60	4. NCCAA Birth-to-Five Head Start Program does not require parent participation in any activity as a condition for enrollment.	Enrollment	ERSEA Coordinator Content Area Coordinators	N/A	Ongoing	N/A	N/A	N/A	N/A

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1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start staff documents attendance on the Daily Meal Count & Attendance Record and our Program Database. The reason for the absence is also documented.	Attendance	Site Base Management, Classroom Staff ERSEA Coordinator, ERSEA Specialist	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator	September-August	Sign In/Out Daily Meal Count and Attendance	Program Database	Tardy/Attendance Letters Tardy/Attendance Contract	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start staff analyze the causes related to absenteeism and create a Program Improvement Plan to address the issues if the average daily attendance is less than 85%.	Attendance	Site Base Management, Family Advocates ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates ERSEA Coordinator	September-August	EOM Percentage Attendance Letter	Program Database Case Notes Program Database Reports	Tardy/Attendance Letters Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start staff encourages regular attendance. When a child is absent without contact, the following steps are initiated within one hour of program start time: 1st and 2nd day – the Family Advocate/Manager contacts the family; 3rd day – the Family Advocates/Manager makes a home visit to assess the family’s situation and provide any necessary referrals.	Attendance	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates ERSEA Coordinator	September-August	Sign In/Out Daily Meal Count and Attendance	Program Database Case Notes Program Database Reports Door Hanger	Attendance Letter Attendance Contract Staffing’s	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	4. If a child has chronic tardiness the following steps are initiated: 1st step- A tardy letter will be issued on the 3rd tardies within a one-month period; 2nd step- If the tardies have not improved in the consecutive month a staffing is held and the Attendance/ Tardy Contract will be implemented after 2 additional tardies for a total of 5 tardies; If the family breaks the Attendance / Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator before further action.	Attendance	Site Base Management, Classroom Staff, Family Advocates ERSEA Coordinator, ERSEA Specialist, Directors	Site Base Management, Family Advocates ERSEA Coordinator	September-August	Sign In/Out Tardy Notice	Program Database Case Notes	Tardy Letter Tardy Contract Staffing’s	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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1302.16 (a)(1)-(2) (i-iii) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60 1302.61(a)	5. NCCAA Birth-to-Five Head Start staff must document all contacts, and efforts made to assist the family in resolving attendance or tardy issues in our Program Database.	Attendance	Site Base Management, Classroom Staff, Family Advocates, ERSEA Coordinator, ERSEA Specialist	Site Base Management, Family Advocates ERSEA Coordinator	September-August	Tardy Notice Medical Excuses	Program Database Case Notes	Referral/Community Resources Tardy/Attendance Letter Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation
1302.16 (2)(iv)(3)(b) - (c)(2) 1302.50 (b)(1) 1302.51 (a)(2) 1302.60	6. NCCAA Birth-to-Five Head Start staff documents all contacts and efforts made to assist the family in resolving attendance or tardy issues in our Program Database. If a child's monthly attendance is below 85% the following steps will be initiated: 1st Month: An Attendance Letter is given to the family 2nd Month: A staffing is held and the Attendance /Tardy contract will be implemented If the family breaks the Attendance / Tardy Contract, staff will review and analyze the documents and make a recommendation to the ERSEA Coordinator before further action.	Attendance	Site Base Management, Classroom Staff, Family Advocates ERSEA Coordinator, ERSEA Specialist, Directors	Site Base Management, Family Advocates ERSEA Coordinator	September-August	Tardy Notice Tardy/Attendance Letter Tardy/Attendance Contract Program Database Case Notes	EOM Program Database Reports Daily Meal Count and Attendance Case Notes	PIP (Program Improvement Plan) Tardy/Attendance Letter Tardy/Attendance Contract Staffing's	Upper Management Coordinator meetings Family Advocate Meetings New Staff Orientation

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Birth-to-Five Head Start Program
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1302.17 (a)(1)-(4) (i-iv) 1302.60 13021.61(a)	1. NCCAA Birth-to-Five Head Start Program prohibits or severely limits the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.	Limited use of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database; SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant/interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant/interns will provide services to the child	Child staffing, Administration meeting, Mental Health Services Referral manual report, trainings
1302.17 (a)(1)-(4) (i-iv) 1302.60 13021.61(a)	2. NCCAA Birth-to-Five Head Start Program uses temporary suspension only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.	Limited use of suspension	HS Director, Disability/Mental Health Coordinator	Disability/Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Phone Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database, SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant/interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant/interns will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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1302.17 (a)(1)-(4) (i-iv) 1302.60 13021.61(a)	3. NCCAA Birth-to-Five Head Start Program determines whether a temporary suspension is necessary, after engaging a mental health consultant, collaborating with the parents, and utilizing appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.	Limited used of suspension	HS Director, Disability/ Mental Health Coordinator	Disability/ Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant/ interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant interns will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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1302.17 (a)(1)-(4) (i-iv) 1302.50 (b)(1) 1302.53(a) 1302.60 13021.61(a)	4. If NCCAA Birth-to-Five Head Start Program deems a temporary suspension is necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by: (i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources; (ii) Developing a written plan to document the action and supports needed; (iii) Providing services that include home visits; (iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate	Limited used of suspension	HS Director, Disability/ Mental Health Coordinator	Disability/ Mental Health Coordinator Child staffing, Administration meeting	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior. DMHS will track behavior concerns on log, mental health consultant /interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant /interns will provide services to the child	Child staffing, Mental Health Services Referral manual report, Administration meeting, coordinator meeting, trainings

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.17(b) (1)-(3) 1302.60 13021.61(a)	1. NCCAA Birth-to-Five Head Start Program does not expel or unenroll a child from Head Start because of a child's behavior.	Prohibition of expulsion	HS Director, Disability/ Mental Health Coordinator	Disability/ Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident	DMHS department will analyze incidents in the database. SBM will contact the DMHS Coordinator in reference to the child's behavior.	Provide training, apply the ABC/Positive Behavior Support Plan, analyze child incidents, provide mental health	Child staffing, Mental Health Services Referral manual report, Administration meeting, trainings

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						reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS will track behavior concerns on log, mental health consultant/ interns will provide services to child, parent/guardian and center staff as needed.	consultant/ interns will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program	

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<p>1302.17(b)(1)-(3) 1302.50(b)(1) 1302.53(a) 1302.60 13021.61(a)</p>	<p>2. NCCAA Birth-to-Five Head Start Program explores all possible steps and documents all steps taken to address such problems, and to facilitate the child's safe participation in the program when a child exhibits persistent and serious challenging behavior. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing services and support under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:</p> <p>(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,</p> <p>(ii) If the child does not have an IFSP or IEP, the program will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.</p>	<p>Prohibition of expulsion</p>	<p>HS Director, Disability/Mental Health Coordinator, ERSEA Coordinator</p>	<p>Disability/Mental Health Coordinator</p>	<p>As needed</p>	<p>Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report</p>	<p>DMHS department will analyze incidents in database. SBM will contact DMHS Coordinator in reference to child's behavior. DMHS will track behavior concerns on log, mental health consultant /interns will provide services to child, parent/guardian and center staff as needed.</p>	<p>Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant /interns will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program</p>	<p>Child staffing, Mental Health Services Referral manual report, Administration meeting, coordinator meeting, trainings</p>

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1302.17(b)(1)-(3) 1302.50(b)(1) 1302.53(a) 1302.60 13021.61(a)	3. If, after the program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, the program, in consultation with the parents, the child’s teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child’s continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.	Prohibition of expulsion	HS Director, Disability/ Mental Health Coordinator, ERSEA Coordinator	Disability/ Mental Health Coordinator	As needed	Through Mental Health Services manual tracking system and Mental Health Services Behavior Concern Log, child incident reports, Mental Health Consultant progress reports and Behavior Improvement Plans Mental Health Consultant Head Start Observation Report	DMHS department will analyze incidents in the database. SBM will contact DMHS Coordinator in reference to child’s behavior. DMHS will track behavior concerns on log, mental health consultant/interns will provide services to child, parent/guardian and center staff as needed.	Provide training, apply the ABC Behavior Plan, analyze child incidents, mental health consultant/interns will provide services to the child. Provide parent/guardian assistance with placement at a childcare facility or program	Child staffing, Mental Health Services Referral manual report, Administration meeting, coordinator meeting, trainings

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1302.18 1302.60 13021.61(a)	1. NCCAA Birth-to-Five Head Start Program does not charge a fee for the child/family to participate in the program.	Fees	Director of Birth to Five Head Start Content Area Coordinators	N/A	September-August	N/A	N/A	N/A	N/A
1302.20 (a)(1)(2)	2. NCCAA Birth-to-Five Head Start has completed the Community Needs Assessment and determined that the center-based option is a full day option.	Community Needs Assessment Data, Parent Survey results	Head Start Director, ERSEA Coordinator	Planner	Every three years for comprehensive and annually for update	NCCAA is able to determine the needs of the community and other child development resources in the area.	We look at the number of working parents, available resources to the parents, additional programs that provide services to the population.	N/A	Staff trainings, PC Meetings, and Board Meetings, and Social Media
1302.20 (b) 1302.61(a)	3. NCCAA Birth-to-Five Head Start will deliver a full range of services to all enrolled children.	Component Services, databases, child records,	Content Coordinators	Content Coordinators and Specialists	ongoing	We are able to determine compliance and outcomes	Program Database, records, manual tracking.	PIP. Additional training, professional development	Staff trainings, PC Meetings, and Board Meetings, Child Outcomes Committee, Advisory
1302.20 (d)	4. NCCAA Birth-to-Five Head Start receives funds from the Office of Head Start and will offer 1380 hours for Early Head Start and 1020 hours for Head Start.	The Birth to Five Head Start Calendar	Head Start Director	Admin Secretary	Annually	Calculations of the days of service	N/A	N/A	Staff Meetings PC Meetings Board Meetings

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.21 (a) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start will provide comprehensive services according to Performance Standard 1302.20 (b)	Comprehensive Services	All Content Coordinators, (SBM), Family Advocates Teachers Ongoing Monitoring Coordinator	All Content Coordinators, Compliance Officers, (SBM), Family Advocates Teachers Ongoing Monitoring Coordinator, Planner	As needed according to the Monitoring Plan	The agency is able to monitor for compliance, establish action plans, and implement quality improvement	Agency databases, Child records, Manual tracking, Self-Assessment	Train, initiate action plans, and monitor for improvement	Staff training, Policy Councils, Board, Advisory Committee, Collaboration with Community Partners
1302.21(a) (b)(1)(i)(ii) (2)(3)(4); 1302.101(a) (3); §746.1501; 1503; 1505; 1507; 1601; 2401	2. NCCAA Birth-to-Five Head Start stresses the importance of building secure bonds between very young children and their primary caregiver. Continuity of care provides the time and intimacy all children need to learn about them and form meaningful relationships.	Continuity of Care Form, and Center and Classroom Notification form.	(SBM),	C&I, ERSEA, Education Specialist	Ongoing	Agency Database	Staffing Patterns, EHS Classroom Notification Form	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, PC Board; School Readiness Advisory

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1302.21 (c) (6) 1302.61(a)	1. NCCAA Birth-to-Five Head Start has added in extra service days to ensure that in the event of closures the agency would still provide the minimum annual hours of planned class operations for all enrolled children.	The Birth to Five Head Start Calendar	Head Start Director	Admin Secretary	Annually	Calculations of the days of service	N/A	Ensure that the agency meets the required hours of service	Staff Meetings PC Meetings Board Meetings
1302.30 1302.101(b) (e) 1302.60 1302.32	2. NCCAA Birth-to-Five Head Start Classroom staff plans for quality teacher/child interactions and child-initiated activities. Activities are implemented in small and/or large group settings, which include fine and gross motor movement to promote physical development for at least 60 minutes per day.	Curricula	Teaching Staff	SBM Curriculum and Instruction Coordinator and COACH Coordinator	Monthly	Monthly observation	Child Outcomes Strengths, Needs, Concerns, Patterns	Staff Development; Intentional Training, Policy and Procedures Mentoring Coaching	Coordinators Meeting
1302.31(a) (b)(1)(i-iv) (c)(1-2)(d) (e)(1-4) 1302.92 (a-d) 1302.60 1302.61(a) 1302.47(b) (6)(i) §746.2205; §746.2417 §746.2423; §746.2607 §746.2901; §746.2903§	3. NCCAA provides a responsive care, effective teaching, and an organized learning environment that aligns with the Head Start Early Learning Outcomes Framework that is inclusive for children with disabilities. The program integrates regular and ongoing supervision, and a system of individualized and ongoing professional development for program staff.	Environmental Checklist, CLASS observations, Lesson Plans, SBM Lesson Plan Checklist, Lesson Plan Monitoring Report, GOLD, DRDP, Counting Children, Perfect Number, Magic Number, Safety Transition Checklists,	C&I/Coach/Disability Mental Health Coordinators, Education, Disability/Mental Health Specialist, SBM, Mentors/Coaches, Program Staff, T&TA Staff	C&I/Coach/Disability Mental Health Coordinators, Education, Disability/Mental Health Specialist, SBM, Mentors/Coaches, Program Staff, T&TA Staff	Ongoing	Healthy and Organized Learning Environment aligned with the HSELOF/ Professional development has been provided	Manual Tracking/Program Databases	Professional Development/Individualized Training	Staff Trainings/Policy Council/Board/Data Outcomes Meeting/School Readiness Advisory

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746.1309 (c)(6)		Practice Base Coaching, T/TA Plan Schedules/ Daily Activity Reports							
1302.32(a) (1)(i-iii) (2)(b) 1302.60; 1302.34 (b)(4); 1302.50 (b)(1);	4. NCCAA Birth-to-Five Head Start Program uses age appropriate Frog Street Curriculums, which reflects a scope and sequence, adapted to thematic units. INFANTS do not follow a scope and sequence. Weekly lesson plans are implemented and include Individualization for all children (including children with special needs).	Lesson Plans	Teaching Staff	(SBM), Education Specialist, DMHS Specialist for (IEP/IFSP)	Weekly	Database Report	Strengths, Needs, Concerns,	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, Child Outcomes Committee, PC Board; School Readiness Advisory, Parent Handbook

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.33(a) (1) 1302.41(a) (b)(1) 1302.45(a) (3) 1302.50(a)	1. Parental written consent will be obtained before any services are initiated.	Child Record for permission forms	Health Staff, Teaching Staff, (SBM), Family Advocates, Content Area Coordinators and Specialists	Family Advocates,	Ongoing as needed	We are able to verify Parental written consent is on file.	Manual Tracking Children's Record, Program Database	Gain appropriate consents	N/A

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1302.60 1302.61(a)									
1302.33(a) (1) 1302.41(a) (b)(1) 1302.45(a) (3) 1302.60 1302.61(a)	2. All NCCAA Head Start children receive vision, hearing, speech, social-emotional, and developmental screenings within 45 days of the child's entry into the program.	45 Day Screening results	Health Staff, Contents Coordinators, Teaching staff	Health Staff, Teaching Staff, Health Specialist, Education Specialist Teach.	Ongoing as needed	We are able to verify that screening have been completed	Ages and Stages Questionnaire (ASQ 3, and ASQ SE2), Vision and Hearing Screening, Height and Weight Activities and Physical Exam results, manual tracking, Program Database	Ensure screening are completed, staff training, Reinforces Education Deadline Date Calendar, and Education Calendar, Disability, and Mental Health Calendar, rescreen and referrals	Home Visits, Health Advisory, Policy Council, Staff Development, Coordinator's Meetings, Community Services Block Grant (CSBG)
1302.33(a) (1)(2)	3. A program must complete or obtain a current developmental and behavioral screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program.	Developmental Screenings	Teaching Staff	Education Specialist, Curriculum and Instruction, and	Ongoing	Screening and Program Data Base; Manual Tracking	Screening Results	Complete Screenings and Staff Development	Coordinators meeting, PC Board; School Readiness Advisory , CSBG Report
1302.33(a) (3)	4. If a child's initial screening shows concern the teaching staff will rescreen the child in the same areas giving the child time to show progress.	Rescreens	Teaching Staff	Education Specialist, Curriculum and Instruction,	Ongoing	Screening and Program Data Base; Manual Tracking	Rescreening Results Referral Process	Complete rescreen Staff Development, Referrals	Coordinators meeting, PC, Board; School Readiness Advisory

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1302.33(a)(3)(i) 1302.34(b)(3) 1302.41(a)(b)(1) 1302.45(a)(3) 1302.50(b)(1) 1302.60 1302.61(a)	5. Children will be referred based on screening results, teacher observation, or parent/primary caregiver request.	Referral Process	Teaching staff	Education Specialist, DMHS Coordinator DMHS Specialist	As needed or requested	Mental Health Referral Process	Mental Health Services Referral process, referral completed in the Program Database and hardcopy filed in Mental Health Services files, shared with LEA, ECI, Mental Health Consultant as needed	SBM will conduct initial child staffing with parent/guardian, DMHS Coordinator/Specialist will conduct second staffing	Child Staffing, Mental Health Services referral completed in the Program Database and hardcopy filed in Mental Health Services files, LEA/ECI, Mental Health Consultant

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1302.33(a)(5)(i) (ii) 1302.33(a)(3)(i)(ii) 1302.50(b)(3) 1302.52(a) 1302.53(a)(1) 1302.60	1. NCCAA Birth-to-Five Head Start Program staff initiate the referral process if a concern is noted regarding a child's mental health.	Mental Health Services referral	DMHS Coordinator,	DMHS Coordinator and DMHS Specialist	As per referral submission	Lesson plan Mental Health Section, ABC Data Log, Supervisor classroom observation forms, DMHS observation, ABC Behavior Plan	Contract Mental Health Consultant to evaluate child as needed	SBM will conduct initial child staffing with parent/guardian, DMHS Coordinator/Specialist will conduct second staffing Contract Mental Health Consultant as needed	Referral Packet to Mental Health Consultant, child staffing, ABC Behavior Plan, communication via email, interface, phone calls
1302.33(b)(1)	2. NCCAA conducts standardized and structured assessments which are	Ongoing Assessments, Lesson Plans,	Teaching Staff (SBM),		Ongoing	Verification that the assessments were complete and	Child goals and measurable outcomes,	Assessment to be completed, Staff Development;	Coordinators meeting,

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1302.34(b) (2)(3) (5)(6) 1302.50(b) (1)(2) 1302.51(a) (1)-(3) 1302.60 1302.61 (b)(c)(1)	utilized for individualization of all children.	Lesson Plan Checklist, Progress Reports		(SBM), Education Specialist, Disability and Mental Health Specialist, and C&I Coordinator		individualization is on the lesson plan. DRDP progress reports shared with parents	Determine Strengths, needs, and concerns, of the children and teaching staff.	Policy and Procedures	Data Outcomes Meeting, PC Board; School Readiness Advisory, CSBG Report, Staff Development Meetings
1302.33(a)(b)(3) 1302.34(b)(3) 1302.41(a)(b)(1) 1302.45(3) 1302.50(b)(1) 1302.60 1302.61(a)	3. The Disability/Mental Health Coordinator refers children to the Local Education Agency (LEA) and to Early Childhood Intervention for formal evaluation.	Disability Services Referral Process,	DMHS Coordinator,	DMHS Coordinator, DMHS Specialist	As per referral submission	Disability Services Referral Process	track disability services referrals	Continue to strengthen collaborations with LEA, attend ECI transitional meetings and ARDs	Referral Packet to LEA/ECI, , ARD, ECI transitional parent meetings

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HS Act Section 640(b) 45 CFR § 75.306	1. NCCAA staff meets with parents and staff at Parent Meetings, Cluster Meetings, Coordinators Meetings , and on a regular basis, to: a. Share In-kind Goals Status b. Discuss strategies to meet Center, Classroom, and Component Goals c. Identify barriers d. Plan activities e. Etc.	In-kind Goals	SBM FCP Coordinator Family Advocates	FCP Coordinator FCP Specialist Family Advocates	Ongoing	In-kind sheets are collected in a weekly basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Parent training	Coordinators meeting, PC and Board; School Readiness Advisory, CSBG Monthly Reporting
1302.34(b)(1) 1302.50(b)(4) 1302.51(a)(1)(2)	2. Parent/Primary Caregivers are encouraged to volunteer or visit their child's classroom and participate in classroom activities, share ideas, comments, or concerns about their child with program staff throughout the year.	Family Engagement In Kind	Content Area Coordinators, SBM,	FCP Specialist Family Advocates SBM	Ongoing	In-kind sheets are collected on an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development	Coordinators meeting, PC and Board; School Readiness Advisory, CSBG Monthly Reporting

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1302.34 (b)(7) 1302.46 (b)(1)(ii) 1302.50(b)(1)(6) 1302.51(a)(1)(2) 1302.60 HS Act Section 640(b) 45 CFR § 75.306	3. Home activities are provided to parents to encourage interaction in the home while working on the child’s skills.	Family Engagement In Kind	Content Area Coordinators FCP Coord FCP Specialist	Teaching Staff, Family Advocates, FCP Coordinator and FCP Specialist	Ongoing	In-kind sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development;	Coordinators meeting, PC, and Board Meetings

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1302.34(b)(3) 1302.46(b)(1)(ii) 1302.50(b)(6) 1302.51(a)(1)-(3) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start Program Staff and parents review individualized goals for their child including children with disabilities. Parents are also given the opportunity to share ideas, comments, or concerns with program staff.	Home Visits and Parent Conferences, DRDP Progress Report	Teaching Staff; SBM, Curriculum and Instruction Coordinator Education Specialist, Disability and Mental Health Coordinator, Mental Health and Disability Specialist	Teaching staff	Ongoing	Ensure that the DRDP Progress Reports were shared during the Home Visits and Parent Conferences	Assessment database, Program Database, Child Record	Staff Development;	Coordinators meeting, School Readiness Advisory
1302.34(b)(4) 1302.50(b)(1) 1302.53(a) 1302.60	2. NCCAA Birth-to-Five Head Start Program has a School Readiness & Family Engagement Advisory Committee consisting of parents, staff and community partners. Through this Committee, the Program assures shared communication with parents in implementing a researched based curriculum that supports each child's individualization, developmental age, age appropriate learning materials and experiences.	Family Engagement	FCP , Disability/ Mental Health and Curriculum and Instruction Coordinator Education Specialist	Coordinators	Biannually	Agendas, Sign In, and Minutes	Program Database System Manual Tracking Sign in forms	Staff Development	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development Coordinator's Meetings

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1302.34(b)(4) 1302.50-53 §746.1305	3. Parents are invited to attend meetings/training at their local centers during F.A.C.E., Family Nights, and other community training opportunities. Information regarding parent participation will be made available in the classroom, monthly newsletters, parent meetings, and flyers, Agency Website, Social Media, etc.	Family Engagement Activities	Content Area Coordinators	Family Advocates and Coordinators	Ongoing	In-kid sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	Staff Development
1302.34(b)(5) 1302.50(a)(b)(1)(2), (4) 1302.60	4. NCCAA Birth-To-Five Head Start Program staff encourages parents to visit and actively participate in their children's education by attending Program activities and/or volunteering in the center/classroom at any time during operational hours.	Family Engagement In Kind	SBM Coordinators	Family Advocates and FCP Coordinator and FCP Specialist	Ongoing	In-kid sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	Staff Development

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1302.41(a) 1302.46 (a) 1302.50(a) 1302.52(c) 1302.53(a) (1) 1302.60	1. Families whose children are not up-to-date on a schedule of well child care will receive reminders, phone calls and referrals from the Birth-to-Five Head Start Program with arrangements to bring the child up-to-date.	Health Records Database Referrals	Health Coordinator FCP Coordinator Content Area Coordinators	Classroom Staff, Family Advocates, SBM Health Staff	On Going	Receive updated documents Current physicals, dental exams, immunizations We are able to verify referrals made	Program Database, and Child Record	Continue to complete and distribute Reminders Staff Development, Community resources outreach	Staff Development IMIL for Families Meeting
1302.41(a) 1302.46 (a) 12.50(b)(1) 1302.60	2. NCCAA Birth-to-Five Head Start Program staff involves parents in all health, developmental and behavioral screenings, on-going assessments and health status related to the EPSDT and immunizations schedule as recommended by the CDC and the Texas Minimum State Vaccine Schedule. To ensure appropriate health care services and follow-up are being provided.	Current Health Records Database	Health Coordinator, Content Area Coordinators	Classroom Staff, Family Advocates, Health staff and Health Specialist	On Going	Receive updated documents Current health screenings Increase in the number of current immunizations, physicals, and dentals	Entered in Program Database Child Record	Continue to communicate with parents	End of Month Reports Health Services Advisory Meeting CSBG Report
1302.41(b) (1) 1302.33(a) (1) 1302.34(b) (6) 1302.50(b) (1) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program staff obtains consent for Lead Screening and a Consent for Anemia Screening form from parents before the screening is conducted. Staff provides parents with a 48-hour notice as to when children will be screened at their center.	Authorization for Consent Form, Consent for Lead, and Consent for Anemia Database	Health Coordinator, C&I Coordinator, FCP Coordinator	Family Advocates, Health staff, Classroom Staff	On Going	Children screened only if consent is in child's binder	Program Database	Communicate with families on need to conduct screenings	Parents as applicable

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1302.41(b)(1) 1302.33(a)(1) 1302.50(b)(1) 1302.60 1302.61(a)	4. NCCAA Birth-to-Five Head Start Program staff document in the child's file and in our Program Database when parents refuse to give authorization for health services.	Authorization for Consent Form, Consent for Lead, and Consent for Anemia	Family Advocates, Health Staff	Health Staff, Family Advocates, Site Based Management	On Going	Documentation is in Database We verify consent	Information is in Program Database	Communicate with families on importance of health screenings, and parent provision of screening results from a Pediatrician or WIC Staff Development, Community resources outreach	End of Month Report

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1304.42(a)(1) 1302.46(a) 1302.50(b)(1) 1302.60	1. NCCAA Birth-to-Five Head Start Program staff works with parents to obtain height, weight, hct/hgb results. Parent/primary caregivers are notified of any nutritional risks identified through assessments.	Data Base Report	Nutrition Coordinator, Health Coordinator	Family Advocates CMA's	Ongoing	Obtain from Physical for all children and two Ht/Wt Activities conducted per year (September Activity for all children) (February/March activity for the children with weight concerns)	Data Base Centers and Class Healthy Weight Overweight Obese Underweight Improvement	Staff Training on IMIL Parent Training on IMIL Implementation in classrooms IMIL Providing educational Material to parents	One on one meeting Phone Calls Letters/Educational Material on calorie intake

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1302.42(b) (4) 1302.44(a) (1)(2) (iv)-(v) 1302.46 (a)(b)(1)(ii) 1302.50(b) (1) 1302.60 1302.61(a)	2. Family Advocates gather a dietary history to use as a basis for discussion with the family about their child's nutritional requirements. For infants, current feeding schedules with amounts and types of food are provided by the parent/primary caregivers.	Diets, Child's Nutritional Needs, Feeding Schedule	Nutrition Coordinator Quality Assurance Monitor	Family Advocates Teachers, SBM,	Ongoing	Able to determine the child's special dietary needs	Child Records, Manual Tracking Program Database	Staff Development e-mails Educational Material on calorie intake for parents	Site-Base-Manager Meetings One on One with parent Meeting E-Mails Monitoring Reports Staffings

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1302.47(7) (iv) 1302.47(b) (4)(D) § 746.1309(c) (5)	1. NCCAA Birth-to-Five Head Start Program provides training on recognizing and responding to Asthma and Allergies, as well as the use of a nebulizer.	Staff trained on recognizing and responding to health issues	Health Coordinator Health Staff Site Based Managers	T/TA Staff	Ongoing	Staff will show evidence of ability to recognize and respond to health issues	Data base reports and staff observation	Appropriate IHCP's	Staffings, Trainings

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1302.42(c) (3)	2. NCCAA Birth-to-Five Head Start staff will utilize a variety of monitoring tools to track health services which include manual tracking and Program Database.	Health Screening status	Health Staff Health Specialist	Health Staff	Ongoing	Screenings current	Program Database	Check manual tracking to Program Database	At Health Staff Meetings
1302.42(c) (3) 1302.43 1302.53(a) (1)	3. NCCAA Birth-to-Five Head Start Program provides fluoride toothpaste to meet the fluoride needs of the children.	Fluoride toothpaste provided	Nutrition Coordinator Health Coordinator	N/A	N/A	N/A	N/A	Program provides ONLY fluoride toothpaste	N/A
1302.42(d) (1) 1302.33(a) 1302.34(b) (2) 1302.50(b) (1) 1302.53(a) 1302.61(a)	4. NCCAA Birth-to-Five Head Start staff refers children with a known or suspected health or developmental concern for additional testing from a licensed or certified professional.	Current with EPSDT schedule and Immunization Schedule, Referrals	Health Staff, Health, and Education Specialist, Content Coordinators	Health Staff, and Specialist, Family Advocates, Disability / Mental Health Department, Content Coordinators	Ongoing	Referral will be completed for the children's concerns	Agency Program Database and Manual Tracking	Reminders to parents Calls to parents efforts made are documented in Case notes Service referrals	IMIL For Families, Staff Meetings CSBG, School Readiness and Family Engagement Advisory

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Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
1302.44(a)(1)(2) (iv)-(v) 1302.42(b)(4) 1302.46(a)(b)(1)(ii) 1302.50(b)(1)(2) 1302.60 1302.61(a)	1. Parent/primary caregivers are encouraged to share nutritional and feeding patterns for their child with the staff and consultants throughout the year. Special dietary requirements based on family's cultural or religious reasons are accommodated with appropriate documentation.	IHCPs Nutrition Assessment	Nutrition Coordinator Quality Assurance Monitor	Family Advocate	On-Going	Special accommodations are provided and Nutrition Assessment are complete	Individual Infant Feeding Assessment and Follow-up Individualized Health Care Plan for Special Diets form Program Database, And Manual Tracking	Obtain the information from the parent. Site-Base-Manager and Staff Meeting Staff Development	Coordinator Meetings Site-Base-Manager Meetings One on One with parent Meeting EMails
1302.44(2)(i) 1302.61(a)(1)	2. Breakfast, lunch, and snacks that are nutritionally balanced supply a minimum of 2/3's of the recommended dietary allowance (RDA) for children ages 0-5 based on the Child and Adult Care Food Program meal pattern guidelines.	Menus USDA Requirement	Nutrition Coordinator Quality Assurance Monitor	Quality Assurance Monitor Food Production Supervisor	Daily	Menus are compared to the USDA Meal Patterns	CACFP Monitoring Review (H1606) & On-Going Monitoring of Classroom Evaluation of Family Style/Cafeteria Style Services & Oral Health Care Form	Meal Substitutions Training	Staff Trainings (SBM), Meeting
1302.44(a)(iii) 1302.61(a) CACFP-USDA	3. In the preschool rooms, child-sized and finger foods are served often. When adults serve any food component; the entire portion must be served to the child, according to CACFP requirements. When children serve the food item, they may serve portions according to their individual preference.	Meal Services	Nutrition Coordinator (SBM), Quality Assurance Monitor	Teaching Staff Quality Assurance Monitor	Daily Quarterly	Report 1606	N/A	On site correction Staff Training Training	Staff Meeting Cluster Meetings

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1302.44(2)(iii) 1302.61(a) CACFP-US DA	4. As recommended by USDA American Dietary Guidelines and My Plate, menus are planned that are limited in fat, sugar and salt. Toddler / preschool menus are planned to reduce fat to no more than a weekly average of 30% from total calorie intake. Additionally, snack foods high in refined carbohydrates (sugar / white flour) are limited to no more than three times per week.	Menus	Nutrition Coordinator Quality Assurance Monitor	Food Production Supervisor Food Production Specialist	As Needed	Menu Staff Surveys for Feedback	N/A	Training CACFP Conference	Staff Trainings
1302.44(a)(2)(iv) 1302.44(a)(1)(2) (iv)-(v) 1302.34(b)(2) 1302.42(b)(4) 1302.46(a)(b)(1)(ii) 1302.50(b)(1) 1302.61(a)	5. For infants, voiding patterns, eating patterns and observations related to developmental changes in feeding and nutrition are documented on the Daily Activity Report and shared with the parent/caregiver daily. Schedules are flexible and babies are fed on demand to ensure their needs are met	Daily Activity Form, Infant Daily Schedules, and Menu	Nutrition, Education, and Health Coordinators	(SBM), Teaching Staff Food Production Supervisor Food Production Specialist	Daily	1530-A Infant Meal Production Record	Manual Tracking	On Site Corrections Annual Trainings One on One Training	Coordinator Meetings Site-Base-Manager Meetings One on One with parent Meeting

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1302.44(a)(2)(v) 1302.31(e)(2) 1302.60 1302.61(a)	<p>6. All children are offered a nutritious breakfast regardless of their arrival time. Children are not rushed during mealtimes.</p> <ul style="list-style-type: none"> ▪ Breakfast for EHS/HS is served from 8:00 am to 9:30 am ▪ Lunch for EHS/HS is served from 1:00 am to 12:30 pm ▪ Snack for EHS/HS is served from 1:45 pm to 2:30 pm ▪ NCCAA Birth-to-Five Staff ensures bottle-fed infants are never laid down to sleep with a bottle. 	Classroom Schedules Classroom Observation	Content Area Coordinators	Teaching Staff (SBM), Quality Assurance Monitor	Daily Ongoing	Observation of the infants lying down	N/A	Training	One on One Training Meetings Monitoring Report
1302.44(a)(vii)	7. NCCAA Birth-to-Five Head Start Program does not operate a home-based option. Therefore, this is not applicable	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1302.44(a)(viii) 1302.61(a)	<p>8. Nursery/distilled water is used in preparing formula for infants up to three months; premature age is adjusted. After all infants in the same room turn three months, plain tap water is used.</p> <p>All prepared bottles of breast milk and formula are labeled with the child's first, last name, time, and date the bottle was prepared. Breast milk must be kept refrigerated until serving time. Bottles are prepared at each feeding and discarded one hour after preparation.</p>	Classroom Observation	Nutrition Coordinator	Teaching Staff Quality Assurance Monitor	Daily Ongoing	Observation of the bottle preparations	N/A	On site corrections Training	One on One Training Meetings Monitoring Report
1302.44(a)(ix)	9. NCCAA Birth-to-Five Program provides safe drinking water to children	Meal Services	Nutrition Coordinator	Teaching Staff (SBM),	On Going			Address on Site	Trainings

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1302.61(a)	during program day. Water is available with meals and snacks.			Quality Assurance Monitor	Quarterly	Observation H1606 Monitoring Form	N/A		One on One
1302.44(b)	10. NCCAA is a contractor of the USDA's Child and Adult Care Food Program, receiving reimbursement for program children's meals. Birth-to-Five Head Start funds are used to cover those allowable costs not covered by USDA.	CACFP Application H1535 (Point of Service) Meal & Snack Service	Nutrition Coordinator Content Area Coordinators	Teaching Staff (SBM), Quality Assurance Monitor	Ongoing	USDA Database H1535	CACFP Requirements Forms Reimbursement Submission	Trainings CACFP Trainings CACFP Conferences One on One	Trainings Meetings e-mails

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1302.45(a) (1) 1302.46(b) (1)(iv) 1302.31(b) (1)(i)-(iv) 1302.50(b) (1) 1302.60 1302.61(a)	1. NCCAA Birth-to-Five Head Start management staff secures services with Mental Health professionals by establishing service contracts to support children, families and staff.	Mental Health Services referral	DMHS Coordinator,	DMHS Coordinator	As per referral submission	Contractor/Mental Health Consultant invoice	Contract Mental Health Consultant to evaluate child	Contract Mental Health Consultant	Referral Packet to Mental Health Consultant, child staffing, communication via email, interface, phone calls, School Advisory & Family Engagement Advisory, parent meetings

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1302.45(a)(1) 1302.31(b)(1)(i)-(iv) 1302.50(b)(2) 1302.60 1302.61(a)	2. NCCAA Birth-to-Five Head Start Program enhances emotional security for each child by providing environments that accept each child as an individual and shows respect and feelings for others.	Fostering connections program wide, Standards of Conduct and Discipline and Guidance Policy Individualization	All Content Area Coordinators Teaching staff Site Base Manger Disability and Mental Health Coordinator	All Content Areas	Ongoing	Sign in/out logs for ECLKC 15 Minute In-service Suites, training agendas, Standards of Conduct and Discipline and Guidance Policy training, Non-Discrimination training	To promote and foster connections program wide.	training opportunities, ECLKC 15 Minute In-Service Suites, plan for training	child staffing, communication via email, daily interface, phone calls;
1302.45(a)(1) 1302.31(b)(1)(i)-(iv) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program implements the use of positive methods of child guidance and Conscious Discipline strategies.	Lesson Plans	Teaching staff, SBM,	SBM and Education Department DMHS Department,	Ongoing, and as needed	Lesson plans, training agendas, and sign in/out logs	Lesson plans reviewed at the center level. Classroom observations conducted by the SBM as needed and the Education and DMHS Department as per request	training opportunities, plan for training,	Child staffing
1302.45(a)(1) 1302.46(b)(1)(iv) 1302.50(b)(1) 1302.53(a)(2)(i) 1302.60 1302.61(a)	5. NCCAA Birth-to-Five Head Start Program provides opportunities for families to identify and discuss issues related to child mental health.	Training Opportunities parent meetings	FSA, SBM, DMHS Coordinator, DMHS Specialist, FCP	Content Coordinators	As training opportunities arise	Social Emotional Awareness Team sign in/out logs	sign in/out logs	Provide training opportunities	child staffing, communication via email, daily interface, phone calls

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1302.45 (a)(2) 1302.60 1302.61(a)	6. Mental Health services will be provided based on individual needs. Individualized services will be scheduled by the frequency agreed to during the staffing process.	Referral Process, Mental Health Consultant	Mental Health Consultant, DMHS Coordinator	DMHS Coordinator, DMHS Specialist	As per agreed	Mental Health Consultant Activity Progress Note Form, MH Consultant BIP Mental Health Consultant Head Start Observation Report	Teaching staff work collaboratively with Mental Health Services Department and Consultant as per ABC Behavior Plan and BIP (Behavior Improvement Plan) Mental Health Consultant Head Start Observation Report	SBM will keep open communication with MH Consultant and DMHS Coordinator	Lesson plans, child staffing, PIR Report, Program Database
1302.45 (a)(3) 1302.41(b) (1) 1302.50(a) (b)(1) 1302.60	6. NCCAA Birth-to-Five Head Start obtains parental consent for mental health services as needed.	Consent for Mental Health Services	Family Service Advocate, SBM, DMHS Coordinator	DMHS Coordinator, DMHS Specialist	At enrollment or as needed	Mental Health Consent Form	Mental Health Referral process, completed in the Program Database and hardcopy filed in Mental Health Services files	Conduct Child Staffing with parent/guardian	Program Database, Mental Health consultant, LEA
1302.45(b) (5) 1302.45(a) (4) 1302.46(b) (1)(iv) 1302.50(b) (1)-(3) 1302.60 1302.53(a) (2)(i)	7. NCCAA Birth-To-Five Head Start staff collaborates with Mental Health professionals to discuss mental health related issues and services available to the children and families and consultation with staff.	Mental Health Referral Process	DMHS Coordinator, DMHS Specialist	DMHS Coordinator, DMHS Specialist	As warranted for Mental Health Referral Process	Follow the Mental Health Referral Process	Used to individualize on lesson plan, ABC Behavior Plan	Classroom observation	Parent conference, child staffing, teacher conference, ECI or LEA

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1302.45(b) (6) 1302.17	8. The agency has a policy that severely limits and prohibits expulsion.	Enrollment / Attendance of children	Disability and Mental Health Coordinator	Teaching Staff, (SBM), Family Advocates, and Specialists	As needed based on referral	We are able to determine the completion of the referral process and the resources required to meet the individual needs of the child and/or teacher	Program Database and manual tracking	Ongoing training, professional development, parent involvement, utilizing community resources, utilization of consultant	Child staffings, coordinator meetings,

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1302.46 (b)(1)(iii) 1302.60 1302.81(a)	1. NCCAA Birth-to-Five Head Start Program provides training/ information for pregnant women and families on the following: <ul style="list-style-type: none"> • Prenatal education on fetal development; • Risks from smoking and alcohol; • Labor & delivery; • Postpartum recovery (including maternal depression) • Breastfeeding benefits 	Services for Expectant Women	FCP Coordinator	Expectant Women Program Staff	Ongoing	EWP Records	Program Database Reports	Staff Development, Community resources outreach	Staff Development, Coordinator's Meetings

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1302.47(a)	1. NCCAA Birth-to-Five Head Start has a system for health and safety practices to ensure child safety. The agency has procedure manuals and the staff are trained regularly to ensure compliance. Program staff use a checklist to ensure compliance. Safety protocols are in place regarding pesticide services, electrical equipment and outlets, windows and glass, and lighting. NCCAA Birth-to-Five Head Start facilities are designed to provide a safe, clean environment, free of all toxins.	Training agendas, sign ins, manuals, checklist	Maintenance Supervisor, L-C Facilities Coordinator, Content Coordinators	Program staff based on written policies and procedures	Ongoing	Implementation and compliance with policies and procedures	Manual tracking Program Database	Staff development, work orders are submitted as needed, program improvement plans are initiated if necessary	Site Base Manager meetings, Coordinator meetings, Staff trainings, Communication with Admin, Policy Council, Board
1302.47(b) (1) (vi)	2. First-aid kits are located in each classroom but out of the reach of children. Staff will bring a fanny pack on all field trips; during outdoor play, first-aid fanny packs are taken outside. They are kept in an accessible area for staff, but out of the reach of children. A monthly First Aid / Fanny Pack Monitoring form is completed to ensure compliance. The First Aid Kits and Fanny Packs are restocked based on supplies requested.	Health & Safety checklist	Classroom staff, & SBM	SBM, Education, SBM, Maintenance Coordinators, and Associate Director	SBM Weekly/Monthly	Health & Safety checklist	Program Database report	N/A	Shared in trainings
1302.47(b) (1) (vi)	3. All fire extinguishers within the Head Start facilities are 5 lb. units rated for A.B.C. fires. The number of extinguishers installed according to licensing and easily accessible to the staff.	Fire extinguishers are inspected for the number of extinguishers	Maintenance Supervisor & SBM	Maintenance Supervisor	Annually	Fire inspectors documentation, Maintenance Supervisor & SBM/Facilities	Manual Tracking	Extinguishers are requested as needed	Communication between Maintenance Supervisor & SBM

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		installed in the building							
1302.47(b) (1) (vi)	4. NCCAA Birth-to-Five Head Start facilities are equipped with the proper smoke detectors hard wired to the fire alarm system with backup batteries and mounted in accordance with the manufacturer instructions. Carbon Monoxide Detectors are also installed per licensing requirements. The smoke alarms and carbon monoxide detectors are inspected monthly. All emergency exits and evacuation routes are clearly marked.	Carbon Monoxide & Smoke detectors.	Maintenance Supervisor & SBM	SBM	Annually	Documentation of inspection report	Manual Tracking	Notify Maintenance Supervisor & SBM/Facilities Coordinator	Communication through emails.
1302.47(b) (2)(ii)	5. NCCAA Birth-to-Five Head Start facilities have child-size toilets and sinks available. All toileting and sinks are clean, appropriate and in good working order.	Health & Safety Checklist	Classroom staff & SBM	SBM, Education, SBM, Maintenance Coordinators, and Associate Director	Weekly/ Monthly	Through Documents	Program Database report	SBM will monitor the facility that it is sanitized.	Results are shared in staff's cluster meetings
1302.47(b) (2) (i)-(v)	6. Equipment is installed in strict accordance with the manufacturer instructions over shock-absorbing materials, such as wood/ rubber mulch, gravel, or rubber surfaces. The equipment is securely anchored to the ground. All playground equipment is properly spaced and surfaced for fall zones when installed.	Safety requirements on Playground equipment	SBM & Maintenance Supervisor SBM/Facilities Coordinator	SBM	Weekly	Through Documents	Program Database report	SBM will monitor the facility that it is sanitized.	Results are shared in staff's cluster meetings

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1302.47(b) (4)(I) (c) 1302.61(a)	1. NCCAA Birth-to-Five Head Start Classroom staff is trained in the proper administration of medications, and all information on the medications and its administration is documented and entered into the database Scheduled Medications are, under lock & key; and, emergency medications are kept in an unlocked box; out of reach of children. Medication is prescribed by a health care professional, and the medication must always be available. Any changes in behavior, refusals to take medicine, and reactions to medication will be documented on the Authorization for Medication Administration and reported to the child's parent/primary caregiver, Health Staff, and Site Based Management. Parents are encouraged to speak to their physician.	Ensure Program trains classroom staff on medication administration per Standards	Health Coordinator SBM Family Advocate Classroom Staff Health Staff	TTA SBM	On going	Absence of Medication Errors / Incident Reports	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings
1302.47(b) (4) § 746.1315	2. NCCAA Birth-to-Five Head Start Program provides training on CPR and First Aid for staff.	Ensure Program provides CPR/First Aid training	Health Coordinator Health Staff SBM Coordinator SBM Classroom Staff	TTA	On-going	Compliance to Standard Staff trained as required	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings

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1302.47 (b)(4)(i)(B) 746.1309	3. NCCAA Birth-to-Five Head Start Program provides training on Shaken Baby Syndrome (SBS)/Abusive Head Trauma, Sudden Infant Death Syndrome (SIDS) /Safe Sleep Practices, and Early Childhood Brain Development (ECBD).	Ensure Program provides required training per Standards Shaken Baby Syndrome/ Abusive Head Trauma, Sudden Infant Death Syndrome/ Safe Sleep Practices and Early Brain Development	Health Coordinator SBMs	TTA	On going	We are able to verify that all staff have received the appropriate training.	Program Database	Additional training	Center Meetings Safety Meetings Coordinators Meetings

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1302.47(b) (7) (vi) 1302.42.(b) (4) 1302.44(a) (2)(i) 1302.46(b) (1)(ii) 1302.60 1302.61(a)	4. Accommodations are made for children with disabilities and/or food allergies through adaptive equipment, modified foods and food substitutions utilizing IFSP, IEP, and IHCP instructions. Accommodating special diets or dietary requirements ensures that a child's health will not be jeopardized and that individual needs are met regardless of religious reasons, food allergies, or any IHCP's for dietary needs. In the event of an emergency all staff are to follow policy and procedures for emergencies due to food and allergic reactions	IHCPs for Nutrition Allergy and Anaphylaxis	Nutrition Coordinator Quality Assurance Monitor Family Advocates Site Base Managers Classroom staff	Family Advocates Quality Assurance Monitor	Ongoing	Documents in place	Program Database and Manual tracking	Training on forms	Training Phone calls Emails
1302.47(b) (4) (G)	5. NCCAA Birth-to-Five Head Start staff schedules bi-annual safety inspections for each of the sites with the following: <ul style="list-style-type: none"> • Fire Department; • Health Department; • Fire extinguisher company; • Plumbing company (Gas Inspections); and • Alarm System company 	Monitoring inspection reports	SBM, & Maintenance Supervisor	Maintenance Supervisor	Annually	Inspections are submitted to Maintenance Supervisor	Program Database report	Maintenance Supervisor makes corrections to meet compliance	SBM/Facilities Coordinator shares results in the coordinator meetings
1302.47(b) (4) (G)	6. NCCAA Birth-to-Five Head Start staff conducts a Bi-Annual Non-Structural Safety Checklist to ensure the safety and well-being of the children and staff at each of the sites.	Bi-Annual Non-Structural Safety Checklist	Facilities and Site Base Management Coordinator & SBM	SBM Planning and Development Manager Compliance Officer	Twice a Year	Documents are collected	Program Database report	SBM will place a work order to Maintenance Supervisor	SBM/Facilities Coordinator shares results in the coordinator meetings

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1302.47(b)(4)(i)(G) 1302.47(b)(4)(i)(J)	7. NCCAA Birth –to-Five Head Start Staff post Policies and Plan of Actions for emergencies that are required and practiced regularly.	Emergency Preparedness plan of action	SBM	SBM/ Maintenance Supervisor Planning and Development Manager Compliance Officer	Annually	SBM/Maintenance Supervisor	Program Database report	SBM will make corrections	Coordinators meeting
1302.47(b)(4)(H) 1302.61(a)	8. NCCAA Birth-to-Five Head Start program keeps all chemicals and hazardous materials (including cleaning materials) in a locked cabinet, inaccessible to children. All medications are kept locked and separate from chemicals.	Safety checklist	SBM & Maintenance Supervisor	SBM Planning and Development Manager Compliance Officer	Weekly	SBM collects documentation	Program Database report	SBM will make corrections immediately	All is shared at coordinator meetings & SBM meetings

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1302.47(b) (4)(i)(K) 1302.47(b) (5)(i)	<p>9. NCCAA Birth-to-Five Head Start Program provides training on: Operational Procedures, Prevention, Recognition, and Reporting Child Maltreatment Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures</p> <p>A) Factors indicating a child is at risk of abuse or neglect, B) Warning signs indication, a child may be a victim of abuse or neglect C) Procedures for reporting child abuse or neglect and D) Community organizations that have training programs available to employees, children, and parents</p> <ul style="list-style-type: none"> Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents 	<p>Discipline & Guidance Policy Standards of Conduct and Discipline and Guidance Policy Training, On-going based on New Staff Orientation & Annual training, NCCAA Child Maltreatment Policy and Procedures Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures</p>	DMHS Coordinator, DMHS Specialist, SBM	T/TA	Upon hire of new staff and annual training	Training agenda, sign in/out log, NSO log, Staff Development and Training Log, T/TA Plan	Information is verified through Program Database and sign in sheets are kept on file by the Training and Technical Specialist	Staff who have not received the training will either attend the New Staff Orientation or a training will be scheduled	Program Database, trainings, meetings, staff compliance binder
1302.47(b) (5) (iii) 746.1203 746.1205	10. Adequate supervision is constantly provided and safety transition checklists are implemented daily.	Safety Transition Checklist	Teaching staff, SBM, Curriculum and Instructions Coordinator	SBM/ Curriculum and Instruction Coordinator	Daily/ Weekly/ Monthly	Teaching Staff will complete Safety Transition Checklist at the point of service.	Manual Forms	SBM/ Curriculum and Instruction Coordinator will monitor transition checklist is completed	SBM's cluster meetings

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1302.47(b) (6)(ii)	11. Standards of Operating Procedures, food service sanitation policies and procedures based on Hazard Analysis and Critical Control Point guidelines (HACCP), are in place that comply with all local, state and federal sanitation laws for food service operations, as well as the Child and Adult Care Food Program regulations, Texas Department of Family Protective Services and Head Start Standards in the area of food safety and sanitation.	Licensing Regulations and Reports and Postings Health Department Reports Staff Folders	Content Area Coordinators	Site Base Managers Food Production Supervisor Food Production Specialists Quality Assurance Monitor	Ongoing	Monitoring Reports	We are able to verify compliance through reports of Governing Programs	On Site Correction Program Improvement Plan Staff Training	Staff Meetings Staff Trainings Policy Council and Board Meetings
1302.47(b) (6)(ii)	12. Sanitation and cleaning schedules are maintained to ensure cleanliness and maintenance of food preparation areas, equipment, storage areas, and delivery areas.	H1606 Health and Safety Checklist Kitchen Monitoring	Nutrition Coordinator Food Production Supervisor	Site Base Managers Food Production Supervisor Food Production Specialists Quality Assurance Monitor	Daily Ongoing	Schedules	We are able to verify compliance	On Site Correction Program Improvement Plan Staff Training	Staff Meetings Staff Trainings Policy Council and Board Meetings
1302.47(b) (6)(ii)	13. The Hazard Analysis & Critical Control Points (HACCP) – Based Standard of Operation Procedures (SOP's) Food Safety Checklist is used for on-going monitoring and evaluation of the kitchen facilities and is kept on file at Kids of the Neighborhood Central Kitchen and is completed once a month .	Kitchen facility	Nutrition Coordinator Food Production Supervisor Food	Food Production Supervisor Food Production Specialist	Monthly	Follow the HACCP Checklist	Manual Tracking	Additional training Onsite corrections	Nutrition Department Meetings

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
~~2023-2024~~ 2024-2025 Ongoing Monitoring Plan**

Regulatory Reference	Action Steps	What are you monitoring?	Who is responsible?	Who collects (enters) the data?	How often will you collect the data?	How do you know you are collecting the data that you need?	How is the OGM data aggregated and analyzed?	What is the plan for responding to issues and making course corrections?	How are the results shared?
			Production Specialist						
1302.47(b) (6)(ii)	14. All Nutrition Services staff and Site Base Managers are required to attend the Food Manager's Certification Class paid for through Head Start funds or if available through a free course.	Compliance with Food Manager's Certification	Nutrition Coordinator	TTA HR employee folder	Ongoing	Staff compliance Food Managers' Certificates are on file and posted	Program Database	Additional training Schedule staff for certification	Nutrition Department Meetings
1302.47(b) (6)(ii)	15. Health Permits, issued by the City / County Health District, are displayed in all centers and at both central kitchen facilities.	Compliance to Health Permits	Maintenance Supervisor	N/A	N/A	N/A	N/A	N/A	N/A
1302.47(b) (6)(ii)	16. The City/ County Health District Environmental Health Department conducts food service establishment inspections at the central kitchen facilities and classrooms to ensure compliance with local, state and federal sanitation laws and to provide on-going monitoring and evaluation of Child Nutrition Services. If six months lapse between inspections at the Central Kitchen facilities, the Food Production Specialist will call and request a visit and the call will be documented on the prior Food Establishment Inspection Report.	Compliance to Health Permits	Maintenance Supervisor	N/A	N/A	N/A	N/A	N/A	N/A
1302.47(b) (7) (iv) 1302.47(b) (4) (C) 1302.61(a)	17. Medication for children, staff and volunteers will be kept at the recommended temperature as instructed on the label, in a locked box, and inaccessible to children. Emergency medications are stored in an UNLOCK box and inaccessible to children. Medications will not be administered beyond the date of expiration on the	Ensure Program administers medications per Standards	Health Coordinator SBM Coordinator Classroom Staff	Classroom Staff SBM	On going	Number of Medication Errors	Program Database	Refresher Course on Medication Administration and on the Health Policy and Procedures Manual	Center Meetings Safety Meetings Coordinators Meetings

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	container or beyond the expiration of the instructions provided by the physician or other person legally permitted to prescribe medication.								
1302.47(b) (7) (vi) 1302.42.(b) (4) 1302.44(a) (2)(i) 1302.46(b) (1)(ii) 1302.60 1302.61(a)	18. Accommodations are made for children with disabilities and/or food allergies through adaptive equipment, modified foods and food substitutions utilizing IFSP, IEP, and IHCP instructions. Accommodating special diets or dietary requirements ensures that a child's health will not be jeopardized and that individual needs are met regardless of religious reasons, food allergies, or any IHCP's for dietary needs.	IHCPs for Nutrition Allergy and Anaphylaxis	Nutrition Coordinator Quality Assurance Monitor Family Advocates Site Base Managers Classroom staff	Family Advocates Quality Assurance Monitor	Ongoing	Documents in place	Program Database and Manual tracking	Training on forms	Training Phone calls Emails

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1302.50 (a) 1302.60 1302.61(a)	1. NCCAA Birth-To-Five Head Start Program conducts Parent Orientation before each child's date of entry. Parents are informed about the benefits of Family Engagement and all the opportunities available for them to actively participate in the Program. NCCAA Operation Policies for Parents and Staff Handbook, can be found at: www.nccaatx.org. A copy is available to each parent upon request.	Parent Orientation attendance	FCP Coordinator ERSEA Coordinator	Family Advocates, Site Base Manager	Ongoing	Parent Orientation Sign ins. Parent / Primary Caregiver Orientation Form allows verification of parent attendance	Child's Record Program Database	Staff Development	N/A
1302.50 (b)(2) 1302.34 (b)(1)(5) 1302.60	2. NCCAA Birth To Five Head Start Program staff develop relationships with parents to encourage trust and respectful, ongoing two-way communication to create welcoming program environments for the families we serve.	Communication with parents	FCP Coordinator ERSEA Coordinator	Family Advocates	Ongoing	Case Notes allows verification of ongoing communication with parents attendance	Program Database Reports	Staff Development, Community resources outreach	Staff Development, Coordinator's Meetings
1302.50(b) (3) 1302.52 (a)(b) 1302.60	3. NCCAA Birth-To-Five Head Start Staff collaborate with families in a family partnership process. The process encourages parents to establish trust and build-up rapport with staff. This process initiates as early in the program year as possible, and continues for as long as the family participates in the program, based on parent interest and need. The process includes: a. A Family Partnership Agreement b. Family Strength and Needs Assessment c. Family Advocate Home Visit	Family Partnership Process	FCP Coordinator FCP Specialist	Family Advocates	Ongoing	Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Home Visit, Referrals and Follow Ups are documented in	Program Database Report Child's Record	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Staff Development, Coordinator's Meetings CSBG Report

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	d. Goal Setting Meeting e. Referral and Follow Up Process					an ongoing basis			
1302.52 (a)(b) 1302.50 (b)(3) 1302.60	4. As part of the Family Partnership Process, NCCAA Birth-To-Five Head Start staff completes a Family Strengths & Needs Assessment (Matrix). The assessment helps the Family Advocate and the families identify family strengths, needs, and make necessary referrals.	Family Strengths & Needs Assessment	FCP Coordinator FCP Specialist	Family Advocates	On going	Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Home Visit, Referrals and Follow Ups are documented in an ongoing basis	Program Database Reports	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Coordinator's Meetings
1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90(a)(b) (1)-(6) 1302.92 (a) 1302.94 (a)(b)	5. NCCAA Birth-To-Five Head Start staff offers parents the opportunity to attend and/or volunteer at events such Parent Conferences, Policy Council activities, Strategic Planning, Advisories, etc. Families are welcomed in the classroom during operating hours and have opportunities to volunteer, visit, and observe their child(ren).	Family Engagement in the program	Content Area Coordinators	FCP Specialist Family Advocates	Ongoing	In-kind sheets and sig ins are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting

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1302.51 (a)(1) 1302.34(b) (1)-(7) 1302.60 1301.3 1301.4	6. Parents are involved in the planning of program and/or classroom activities by serving on various Committees, Advisories and Policy Council Meetings. In addition, parents are able to participate in the review and approval of all Program Plans for the Birth-To-Five Head Start Program.	Family Engagement in the program	Birth-to-Five Head Start Director Content Area Coordinators	FCP Specialist Family Advocates	Ongoing	In-kind sheets are collected in an ongoing basis	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting
1302.51 (b) 1302.60	7. NCCAA Birth-To-Five Head Start Program offers opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.	Parenting classes	FCP Coordinator, FCP Specialist	Family Advocates	Ongoing	In-kind sheets and sign ins are collected	Volunteer hours are entered and tracked in database system	Staff Development, Community resources outreach	Staff Development School Readiness & Family Engagement Advisory Meeting
1302.52 (a)-(c) 1302.34 (b)(3)(7) 1302.60	8. NCCAA Birth-To-Five Head Start Family Services staff conducts a minimum of one Family Advocate Home Visit per year. It is the opportunity for staff to build rapport with families, identify needs, assist families to establish a family goal, provide them with resources and referrals, discuss the importance of attendance, etc. Home visits are completed at a mutually convenient time for parents/primary caregiver and staff, and every effort is made to complete the home visit(s) together if a family is shared between more than one staff member.	Family Advocate Home Visit	FCP Coordinator FCP Specialist	Family Advocates	Ongoing	Family Advocate Home Visit, Goal Setting Meeting, Referrals and Follow Ups are documented in an ongoing basis	Program Database Reports Child's Record	Staff Development, Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings CSBG Report
1302.52 (a)-(c)	9. NCCAA Birth-To-Five Head Start Family Services staff conducts a minimum of one Goal Setting Meeting per year to establish a	Goal Setting	FCP Coordinator	Family Advocates	Ongoing	Goal Setting Meeting, Referrals and	Program Database Reports Child's Record	Staff Development, Community	School Readiness & Family Engagement

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1302.34 (b)(3)(7) 1302.60	family goal, and provide resources and referrals.. Every effort is made to complete the meeting(s) together if a family is shared between more than one staff member.		FCP Specialist			Follow Ups are documented in an ongoing basis		resources outreach	Advisory Meeting, Policy Council, Coordinator’s Meetings CSBG Report

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1302.53 (a)(1) 1302.50 (a) 1302.60	1. NCCAA Birth-To-Five Head Start staff develops and maintains Memorandum of Understanding (MOU) with community partners and health care providers to provide a variety of services to NCCAA Birth-To-Five Head Start families.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator’s Meetings
1302.53 (a)(2)(viii)	2. NCCAA Birth-to-Five Head Start Program maintains a MOU with the Texas Department of Family & Protective Services.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting,

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									Policy Council, Coordinator's Meetings
1302.53(a)(2)(iv) 1302.34(b)(5) 1302.50(b)(1) 1302.51(a)(1)-(3) 1302.60 1302.61(a)	3. NCCAA Birth-to-Five Head Start Program develops and maintains MOUs with Corpus Christi Libraries and community colleges to assist parents in accessing literacy programs, G.E.D. services, ESL (English as a Second Language), reading tips and career counseling, etc.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings
1302.53(a)(2)(i)-(viii) 1302.52(b) 1302.60	4. NCCAA Birth-To-Five Head Start staff develops and maintains Memorandum of Understanding (MOU) with community partners that provide professional services, education and support for families encountering a crisis. Emergency assistance include services such as; but not limited to the following: food, housing, clothing, counseling programs, and support groups that provide information on substance abuse, child abuse and neglect, and domestic violence, transportation, etc.	Memorandum of Understanding (MOU)	Birth-to-Five Head Start Director	Content Area Coordinators	Ongoing	We are able to verify Community Partnerships	Manual Tracking	Community resources outreach	School Readiness & Family Engagement Advisory Meeting, Policy Council, Coordinator's Meetings

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1302.71(c) 1302.60 1302.61(c) (2) (ii) 1302.63(c) (1) (2) 1302.63(d) 1302.50 (b)(1)(3)	1. Disability Services in collaboration with the Local Education Agencies (LEA), parent/primary caregiver, and when possible staff attend annual Admission, Review, and Dismissal (ARD) meetings to transition children with disabilities from Head Start to the child's home school.	ARD packet	DMHS Coordinator, DMHS Specialist	DMHS Coordinat or and DMHS Specialist	Ongoing	Updated IEPs and ARD meeting minutes on file and current	Assist families with transitional services information during ARD	Continue to strengthen collaborations with LEA and continue to communication with parents/guardians	School Readiness and Family Engagement Advisory, ARD meetings, parent meetings, communication via email, interface, phone calls
1302.70(b) (2)(c) 1302.71 (a)(b)(1)(2) (i)-(iv) 1302.60 1302.61(c) (2)(i) (ii) 1302.62(a) (b) 1302.50 (b)(1)	2. NCCAA Birth-To-Five Head Start staff conducts transition meetings to help parents advocate for and promote successful transitions, from EHS to HS and from HS to Kindergarten. During the Transition meetings, the topics of discussion are: <ul style="list-style-type: none"> becoming their child's advocate the family's progress the child's progress and development, health status transition process for children with disabilities continued involvement of parents in their child's education 	Family Engagement in Transitions	FCP Coordinator, FCP Specialist	Family Advocates	Ongoing	In-kid sheets and sign ins are collected Transition Plans and Transition Meeting Letters are documented in Database	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development Coordinator's Meetings
1302.62(b) (4) 1302.34(b) (6)	3. Parent/Primary Caregiver is provided the child's progress of Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) through progress reports during Fall, Winter and Spring.	Individualization and progress	Teaching staff	Teaching Staff, Education Specialist, DMHS Specialist	Fall, Winter and Spring	Progress Reports Procedures	Individualized planning and progress tracking	Progress Reports Procedures	Shared with parent/primary caregiver during Fall, Winter and Spring, outcome meetings

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1302.50(b)(1)(3) 1302.53(a)(1)(2)(viii) 1302.60									
1302.63(d) 1302.31(b)(1)(ii) 1302.61(a) 1302.50(b)(1)(3)	4. The IEP and IFSP are uploaded into the Program Database.	IEP/IFSP	DMHS Department	DMHS Department	Ongoing	Updated IEPs and IFSPs are uploaded into the Program Database, and filed in the department office.	Program database	Request updated IEP or IFSP from the LEA or ECI	Program Database and communication with program staff.
1302.70 (a) 1302.60 1302.61(c)(2)(i) 1302.62(a)(b) 1302.63 (a) 1302.50(b)(1)	5. NCCAA Birth-To-Five Head Start staff conducts transition meetings with EHS families, at least six months prior to the child's 3 rd birthday. Transition to Kindergarten meetings are conducted starting in April. The topics of discussion are: the transition process, family's progress, child's progress, development, health status, children with disabilities and parent's roles and responsibilities.	Transition Plans Transition Checklists Family Engagement in Transitions	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kid sheets and sign ins are collected Transition Plans and Transition Meeting Letters are documented in Database	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Coordinator's Meetings
1302.70(a)(b) 1302.60	6. Times designated for children to transition from Early Head Start to Head Start are based on the child's birthday and are as follows:	Transitions	ERSEA Coordinator ERSEA Specialist	Family Advocates	Ongoing	Eligibility Verification Application Supporting Documents	Eligibility Verification Program Database	Family Advocate Training	Coordinators Meeting Family Advocate Training NSO

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1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	<ul style="list-style-type: none"> • Children whose birthdays fall between September – December will transition after winter break. • Children whose birthdays fall between January – Spring break will transition after Spring break • Children whose birthdays fall after Spring break – August will transition at the end of the year. • Age and income eligible children may transition three times during the year into the Preschool Program upon their third birthday if an enrollment slot is available 								
1302.70 (b)(2) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	7. Additional enrollment time can be granted for an EHS child if an enrollment slot is not available in the Preschool Program or for extenuating circumstances.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Director	Family Advocates	Ongoing	Parent Work Schedules/School Schedules	Manual Tracking	Receiving approval from Director	Coordinators Meeting Family Advocate Meeting
1302.70 (b)(1)(2)(c)-(e) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	8. If a family is considered over-income for the Preschool Division or the child has a qualifying disability, the ERSEA Coordinator will forward the documentation for approval immediately after receiving the Transition packet.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Disability /Mental Health Coordinator Disability /Mental	Family Advocates	Ongoing (6 months prior to the child's 3 rd . birthday Transition)	Parents Income ARD/IEP	Parents Income ARD/IEP Program Database Review & Approval Form	Review & Approval signed by Director for Over Income Review & Approval signed by Disability/Mental Health Coordinator for disability	Family Advocate Training

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			Health Specialist Director						
1302.70 (b)(2)(c) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	9. A child whose family is considered over-income may remain in the Infant/Toddler Division until the next transition period	EHS Transition	ERSEA Coordinator ERSEA Specialist Disability/Mental Health Coordinator Disability/Mental Health Specialist Director	Family Advocates ERSEA Specialist ERSEA Coordinator or	Ongoing (6 months prior to the child's 3 rd . birthday Transition	Eligibility Verification Application Supporting Documents	Over Income Eligibility Duration Parent Notification Form Waitlist	<u>Re-enrollment</u> : If child is over income at the time of transition a new application of income eligible status and higher need will be selected from the waitlist	Coordinators Meeting Family Advocate Training
1302.70 (b)(2) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	10. Additional enrollment time can be granted for an EHS child if an enrollment slot is not available in the Preschool Program or for extenuating circumstances.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Director	Family Advocates	Ongoing (6 months prior to the child's 3 rd . birthday)	Parent Work Schedules/School Schedules	Manual Tracking	Receiving approval from Director	Coordinators Meeting Family Advocate Meeting

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1302.70 (b)(1)(2)(c)-(e) 1302.60 1302.61 (c)(2)(i) 1302.62 (a)(b) 1302.63 (a)	11. If a family is considered over-income for the Preschool Division or the child has a qualifying disability, the ERSEA Coordinator will forward the documentation for approval immediately after receiving the Transition packet.	EHS Transitions	ERSEA Coordinator ERSEA Specialist Disability/Mental Health Coordinator Disability/Mental Health Specialist Director	Family Advocates	Ongoing (6 months prior to the child's 3 rd . birthday Transition)	Parents Income ARD/IEP	Parents Income ARD/IEP Program Database Review & Approval Form	Review & Approval signed by Director for Over Income Review & Approval signed by Disability/Mental Health Coordinator for disability	Family Advocate Training
1302.70(b)(2)(e) 1302.60 1302.61(e)(2)(i)(ii) 1302.62(a)(b) 1302.50(b)(1)	12. NCCAA Birth-to-Five Head Start Program provides training on how to prepare parents to become their child's advocate through transition periods. During Transition meetings, the topics of discussion are family's progress, child's progress, development, health status, children with disabilities and parent's roles and responsibilities.	Transition Meetings Transition Plans	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kid sheets and sign ins are collected	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development Coordinator's Meetings

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1302.70(a)(e) 1302.61(2)(i)(ii) 1302.70(b)(1)(2) 1302.50(b)(1)(3)	13. Prior to their third birthday, children with disabilities receiving services from the Early Childhood Intervention (ECI) program are scheduled to have a Transition Conference and an assessment by the school district. The Disability / Mental Health Coordinator or Disability / Mental Health Specialist attends the conferences on a weekly basis or as needed in collaboration with Early Childhood Intervention (ECI) and the Local Education Agencies (LEA). If a family has completed the application process and their child has a qualifying disability, they may transition into the Birth To Five Head Start Preschool Division after his/her third birthday if there is an "open slot" available.	EHS Transition Meetings	Parent/ Primary Caregiver, ECI, LEA	Family Advocates	Ongoing 6 months prior to the child's 3 rd birthday	We are able to identify Family Engagement in Transitions	Program Database Child's Record Sign's	Manual Tracking Site Visits	Staff Development Identify resources needed
1302.71(a)(b)(1)(2)(i)-(iv) 1302.60 1302.61(e)(2)(ii) 1302.62(a)(b) 1302.63(a) 1302.50(b)(1)	14. NCCAA Birth-To-Five Head Start staff conducts transition meetings to help parents advocate for and promote successful transitions to kindergarten. The topics of discussion are child's progress, development, health status, parent's roles and responsibilities, etc.	Transition Meetings	FCP Coordinator/ Specialist	Family Advocates	Ongoing	In-kind sheets and sign-ins are collected	Volunteer hours are entered and tracked in database system Monthly In-Kind Reports Monthly Manual Tracking Monthly Validation Reports	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Coordinator's Meetings

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1302.80 (a) 1302.60 1302.52 (b)	1. Each expectant woman will complete a Risk Assessment at enrollment to assist in determining the needs of the family.	Health Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Risk Assessment	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development
1302.80 (a) 1302.60 1302.52 (b)	2. Each expectant woman will complete a Nutrition Screening at enrollment to identify potential needs for nutrition counseling or food assistance.	Health Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Nutrition Assessment	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development
1302.80 (b) 1302.60 1302.53(a) (1)(2)	3. NCCAA Birth-To-Five Head Start staff assists expectant women in accessing comprehensive prenatal and postpartum care, immediately after enrollment.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Referrals are documented to verify expectant mothers have access to prenatal and postnatal care	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.80 (c) 1302.52 (a)(c)(1)(4) 1302.53(a) (2) (i)-(viii) 1302.60	4. NCCAA Birth-To-Five Head Start staff initiates the referral process for the appropriate content area based on parent and/or staff concerns.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Referrals are documented to verify expectant mothers have access to prenatal and postnatal care	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report

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1302.80 (d) 1302.52 (a)(b) 1302.60	5. For women enrolled in the Expectant Women’s Program, NCCAA Birth-To-Five Head Start staff conducts a Home Visit within 2 weeks of the baby’s birth to offer support and identify family needs.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.81 (a) 1302.52 (a)(c)(1)(4) 1302.53(a)(2)(i)-(viii) 1302.60	6. NCCAA Birth-To-Five Head Start Curriculum for EWP addresses prenatal and postpartum information, education on fetal development, the importance of nutrition, the risks of alcohol, drugs, and smoking, labor and delivery, postpartum recovery, parental depression, infant care and safe sleep practices, and the benefits of breastfeeding.	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.81 (a)(b) 1302.52 (a)(c)(1)(4) 1302.53(a)(2)(i)-(viii) 1302.60	7. NCCAA Birth-To-Five Head Start Curriculum for EWP addresses that include, but are not limited to: <ul style="list-style-type: none"> • Maternal depression, • Father Engagement • Sudden Infant Death Syndrome (SIDS) • Shaken Baby Syndrome (SBS) • Parenting skills • Nutrition • Safety in the home • Breastfeeding • Prenatal and postnatal health 	Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	EWP Home Visits verify expectant mothers have support and to identify family needs	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting CSBG Report Staff Development

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1302. 82 (a) 1302.52 (a)(c)(1)(4) 1302.53(a) (2)(i)-(viii) 1302.60 1302.81 (a)(b)	8. NCCAA Birth-To-Five Head Start Staff collaborate with families in a family partnership process. The process identifies needs, interests, strengths, goals, and services and resources that the expectant women may need, including, but not limited to: <ul style="list-style-type: none"> • prenatal/ postpartum care • nutrition services • medical • oral health • substance abuse prevention and treatment • mental health interventions • transportation • housing, etc. 	Family Services for Expectant Women	FCP Coordinator	EWP Staff FCP Specialist	Ongoing	Family Partnership Agreement, Family Strength and Needs Assessment, Goal Setting Meeting, Referrals and Follow Ups are documented and monitored	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Staff Development CSBG Report
1302.82 (b) 1302.60 1302.61 (c)(2)(ii) 1302.62 (a)(b) 1302.63 (a) 1302.71 (c)(1) 1302.50 (b)(1)	9. NCCAA Birth-To-Five Head Start staff conducts a transition meeting with the enrolled pregnant women and other relevant family members, including fathers. The topic of discussion will be the family's progress, program options, plans for the infant's transition to program enrollment, children with disabilities and parent's roles and responsibilities, and any support the family might need during the transition process.	Transition Services for Expectant Women	EWP Staff FCP Specialist	FCP Coord.	Ongoing	Transition Plans are filled out	Program Database EWP Record	Staff Development Identify resources needed	School Readiness & Family Engagement Advisory Meeting Policy Council Staff Development

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1302.90 (b) (1-4)	1. Prior to employment, NCCAA will conduct an interview, verify references, and complete all background checks	Program Database Report 1125	Human Resource Clerk	Human Resource Clerk	As needed with new applicants	The report reflects date completed and date due	By center By staff	Ensure that reports are run frequently enough to ensure compliance	Staff phone calls and emails
1302.90 (b) (5)	2. NCCAA will complete the background checks every five years.	Program Database Report 1125	Human Resource Clerk	Human Resource Clerk	As needed to ensure compliance	The report reflects date completed and date due	By center By staff	Ensure that reports are run frequently enough to ensure compliances	Staff phone calls and emails

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1302.31(e) (2) 1302.90(c) (1) (ii)-(v)	1. NCCAA Birth-to-Five Head Start Program ensures all staff, consultants, contractors, and volunteers abide by the Agency's Standards of Conduct and Discipline and Guidance Policy	Discipline and guidance policy and standards of conduct, Standards of Conduct and Discipline and Guidance Policy, Preventing, Recognizing, and Reporting Child Maltreatment	All agency staff	TTA, Disability and Mental Health Coordinators , Human Resources	New staff orientation, annual, ongoing, as needed	Staff sign in sheets to ensure staff received training,	Employee records, Program Database, training certificate and agendas, sign in sheets,	Professional development and safety training,	Policy Council and Board

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		Policy and Procedures							
1302.90(c)(1)(iv)	2. NCCAA Birth-to-Five Head Start staff ensures confidentiality regarding any information parents/primary caregivers choose to share, as defined in NCCAA's Personnel Policies, Personally Identifiable Information (PII) policies, Confidentiality & Advocacy Statement, and NCCAA Birth-to-Five Head Start Parent Handbook.	Children's records, Program Database, sign in sheets, safety procedures on environments	All agency staff	All agency staff	New staff orientation, Ongoing	Staff sign in sheets to ensure staff received training,	Employee records, Program Database, training certificate and agendas, sign in sheets,	Professional development and safety training,	Policy Council and Board

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1302.90(c)(1) 1302.50(b)(5) 1302.60 1302.61(a)	1. When the majority of children speak the same language, at least one staff member will speak the child's language.	Dual Language	SBM's Family Advocates	SBM's Family Advocates	At enrollment ongoing yearly	Enrollment Questions in Database	Child Outcomes Data; Strengths, Needs, Concerns, Staffing Patterns	Staff Development; Intentional Training, Policy and Procedures	Coordinators meeting, Child Outcomes Committee, PC Board; School Readiness Advisory

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1302.91(e) (3) Head Start Act 648A(a)(2) (B) (ii)	1. NCCAA Birth-to-Five Head Start staff meet the required credentials or will be enrolled in the CDA Class offered by the program.	Official transcripts, agency Program Database	T/TA Staff	Human Resources and T/TA Staff, Site Base Managers, Content Coordinators	Upon hire	We are able to verify the required credentials	N/A Pre-Screening Tool, Verification of Teacher Qualification, Commitment Letter, Professional Development Plan, EHS Teacher Qualifications, Qualification Notifications Letter	Prior to scheduling the interview, the interviewer is responsible for collecting transcripts/credentials, completing the pre-screening tool and EHS Teacher Qualifications. Interviewer will then submit documents to TTA to ensure individuals are hireable. Those that need their CDA will complete a professional development plan upon hire and will be enrolled in the first available CDA class.	Interview Committee, Personnel Committee Policy Council Board
1302.925(c) (1)	2. NCCAA Birth-to-Five Head Start Program provides training on Practice Based Coaching, which is a professional development strategy that uses a cyclical process that supports teacher's use of effective teaching practices that lead to positive outcomes for children.	Quality child teacher interactions that boost children's learning	Practice Base Coaches and Coach Coordinator Education Coaches/ Education Mentors/	Practice Base Coaches and Coach Coordinator Education Coaches/ Education Mentors/	Ongoing, as needed	Improvement noted on child outcomes data through screenings and assessments,	Program Database, teaching needs assessment form,	Revisiting the practice base coaching implementation plan and policy and procedures	Staff development, child outcomes committee, coordinator meeting, policy council and board

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			Curriculum and Instruction Coordinator	Curriculum and Instruction Coordinator					

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1302.94 (a) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)	1. For the safety of the children, NCCAA Birth-To-Head Start requires frequent and regular volunteers, who help at the Center for more than two times in a 30-day period who visit the operation three or more times in a 30-day period, with each visit being a period of time of less than 24 hours, and with multiple or periodic visits to an operation within the same day counting as one visit, and ARE NOT COUNTED in the staff/child ratio; to obtain and review the following: <ul style="list-style-type: none"> ● Clear background check ● TB screening ● Affidavit ● Overview of Minimum Standards ● NCCAA’s Operational Policies ● Preventing, Recognizing, and Reporting Child Maltreatment, ● Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents ● Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD) ● The procedures to follow in handling emergencies ● The use and location of fire extinguishers and first aid equipment 	Ensure that volunteers <i>not</i> counted on staff/child ratio must have been screened and comply with state laws.	SBM FCP Coordinator Content Area Coordinators	SBM FCP Coordinator	When volunteers request to assist in the classroom they are trained to work with young children	Obtain Volunteer’s Training documentation to be placed on file.	Volunteer’s personal compliance record must be current and comply	Ensure compliance record is current with all documents required	SBM & FCP Coordinator will share information on parent volunteers.

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<p>1302.94 (a) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)</p>	<p>2. For the safety of the children, NCCAA Birth-To-Head Start requires frequent and regular volunteers, who help at the Center for more than two times in a 30-day period who visit the operation three or more times in a 30-day period, with each visit being a period of time of less than 24 hours, and with multiple or periodic visits to an operation within the same day counting as one visit, and and ARE COUNTED in the staff/child ratio, to meet, obtain and review the following:</p> <ul style="list-style-type: none"> ● Clear background check ● TB screening ● Affidavit ● Food Handler’s training ● Overview of Minimum Standards ● NCCAA’s Operational Policies ● Preventing, Recognizing, and Reporting Child Maltreatment , ● Reporting child health and safety incidents; to whom programs send reports, reporting timeframe, consequence for failure to report incidents and types of reportable incidents ● Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Early Brain Development (EBD) ● The procedures to follow in handling emergencies; ● The use and location of fire extinguishers and first aid equipment ● High School Diploma ● 8 hours of pre-service ● 18 years old or older ● Volunteer Training will be provided during New Staff Orientation or as needed. 	<p>Ensure that volunteers <i>counted</i> on staff/child ratio must have been screened and comply with state laws</p>	<p>SBM FCP Coordinator Content Area Coordinators</p>	<p>SBM FCP Coordinator</p>	<p>When volunteers request to assist in the classroom they are trained to work with young children.</p>	<p>SBM will collect volunteers' documentation of training to be able to volunteer in the classroom.</p>	<p>Program Database report</p>	<p>To update volunteer’s personal compliance record and keep in compliance</p>	<p>SBM & FCP Coordinator will share information on parent volunteers.</p>

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1302.101(b)(2)(ii) 1302.53 (a) 1302.60 1302.94 (a)(b)	3. NCCAA Birth-To-Five Head Start staff collaborates with community partners to increase participation of volunteers for staff and parent training and development.	Memorandums of understanding,	All agency staff	Ongoing Monitoring Coordinator	Annually, ongoing	Able to verify current MOU	Manual tracking	Communication on need to update	Policy Council and Board, and community services block grant report
1302.94 (b) 1302.50 (b)(4) 1302.34 (b)(1)(5) 1302.60 1302.90 (a)(b)(1)-(6) 1302.92 (a)	4. NCCAA Birth-To-Head Start staff ensures children are never left alone with volunteers.	Monitor classroom staff on safety supervision of children and requirements for volunteering in classrooms.	Classroom staff & SBM	SBM & FCP coordinator	Monthly	Monitor volunteer's training compliance record.	Program Database report.	Additional training is provided for classroom staff & SBM.	Coordinators Meeting SBM/Facilities Coordinator Meeting with SBM cluster

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1302.102(a)	1. The goals are reviewed and updated annually to assure that the needs are addressed and involved in the integration of services with help from all of the NCCAA Coordinators, staff, community partners, and parents/primary caregivers.	Goals/objectives	Planner, content area coordinators	Planner, content area coordinators	Ongoing	The agency is able to track progress made, make course corrections as needed and plan for the future; Data collected is based on Texas TX DFPS min. standards, OHS performance standards, CSBG organizational standards, TX Admin. Code, ROMA	Agency Program Databases	Creating action plans for training and implementation	Staff training, Advisory Meetings, PC Meetings, Board Meetings, Community Partners meeting

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1302.102 (b-d)	1. NCCAA Birth-to-Five Head Start Program has a separate Ongoing Monitoring Plan to ensure that data is monitored and reported to ensure improvement.	Services provided by the program	Content Area Coordinators	Coordinator, Compliance Officers, SBM	Ongoing	The agency is able to verify compliance with standards, make course corrections as needed and plan for the future	Agency Program Databases	Creating action plans for training and implementation	Staff raining, Advisory Meetings, PC Meetings, Board Meetings, Community Partners meeting