

UPPER CUMERLAND HUMAN RESOURCE AGENCY  
HEAD START  
T/TA PLAN

2010-2011

## UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Grant # 04CH0437

Funding Year: 2010

T/TA Plan Narrative

### *Preparation*

The management team met to review the previous TA plan and analyze the progress made toward the goals and objectives prior to developing the 2010 plan. TA Specialist Phara Fondren met with the management in early February to review and prioritize goals identified during the management meeting. The documents used for the purpose of identifying needs were the PIR, Self Assessment, Community Assessment, Service Area Plans, findings from the most current OHS monitoring review, Strategic Plan and other program information to formulate goals.

### *Comprehensive Self Analysis*

Through the Self Assessment and the process of developing our Strategic Plan we were able to conduct a comprehensive self analysis of our program. Once the processes were completed we were able to incorporate the findings into our T/TA Plan.

### *System-Focused Goal Development*

Staff were trained in the most current OHS monitoring tool used in the process of program self assessment. Policy Council, Parents and Board members received this training as well. Through the processes used to monitor services and systems provided by the program and analyzing the information brought to light during these processes staff were able to set and maintain realistic goals. During our processes many sources of monitoring tools are used to give staff the necessary knowledge needed in order to approach the development of goals in a manner that includes all spectrums of requirements in order to provide quality services. The instruments included in the process of goal development included STARS state evaluation, NAEYC self study, Self assessment, Community assessment, Staff self evaluations, Outcome analysis and most recent LOU findings related to Fiscal. During the analysis goals were set based on the information compiled from these sources. Goals to be addressed are as follows:

1. To build the capacity of staff and parents to support children's social and emotional development and to prevent and address challenging behavior.

2. To strengthen the professional development process so that all staff will have plans that document meaningful goals, list realist outcomes, and tracks both professional and personal growth.
3. To ensure a strong emergency response and crisis management system.
4. Program will have an efficient communications system.
5. Ensure an effective system of fiscal management to support the implementation of quality services to children and families.

### *T/TA Plan Strategic Plan*

With the combined efforts of staff we prioritized our goals in the following areas:

- Mental Health- Staff and parents will learn to implement developmentally appropriate behavior techniques; work together to design realistic intervention strategies and children will learn how to monitor their own behavior.
- Human Resources- The program will devise a method to collect information and track the progress of all staff through a professional development system. The plans will express a commitment buy staff for improvement and high quality performance. Enhance skill and knowledge derived from attaining goals will be reflected inn overall work performance and program outcomes.
- Health and Safety- The program will have an efficient system, plans and policies to effectively respond to emergency and crisis situations. All parties will be prepared to effective deal with emergencies in crisis situations. The program service delivery will not be negatively impacted.
- Program Design and Management- The communication system will ensure access by all stakeholders of all Head Start related information. The program will maintain a paperless system of communication that promotes efficiently, timely delivery of information, and environmentally friendly dissemination. Through this process, less man hours will be utilized to prepare and maintain program documents and information.
- Fiscal Management- The program will maintain an effective system outlined in the fiscal check list, federal regulations are met, expenditures are monitored and

analyzed, and funds are used appropriately in order to ensure fiscal health of the program and the agency.

*Participants*

TA Specialist

Head Start Director

Fiscal Manager

Health Specialist

Family/Community Specialist

Education Staff

Phara Fondren

Karla Cochran

Eulanda Goolsby

Laura Carlile

Debra Rowlands

Rita Mayfield

UPPER CUMERLAND HUMAN RESOURCE AGENCY  
HEAD START  
T/TA PLAN

PART 1 IDENTIFIED GOALS

2010-2011

**Region IV Head Start T/TA Plan**  
*Grantee: Upper Cumberland Human Resource Agency*  
*YEAR:2009-2010*

**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): To build the capacity of staff and parents to support children’s social and emotional development and to prevent and address challenging behavior.**

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p>1. Staff and parents will learn how to implement developmentally appropriate behavior management techniques.</p> <p>2. Staff and parents will work together to design realistic intervention strategies that can be implemented in both the school and home environments.</p> <p>3. Children will learn how to self-evaluate and self-monitor their own behavior.</p>	<p>1. Participation in CSEFEL trainings and implementation of both individual and group trainings provided for parents.</p> <p>2. Parent/Teacher conferences, mental health intervention meetings and home visits reflect discussions, Behavior Support Plan</p> <p>3.. Children will demonstrate in classroom and home settings</p>	<p>1. Attendance at CSEFEL trainings/ documentation of discussions during Parent/Teacher conferences conducted... Parent Meeting minutes conducted...</p> <p>2. Parent/Teacher Conference Form, Home Visit Form, Behavior Support Plan</p> <p>3. Anecdotal notes, classroom observations of children’s behavior and Child Staffing Minutes, parent reports,</p>

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**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): To build the capacity of staff and parents to support children’s social and emotional development and to prevent and address challenging behavior. Cont.**

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> <li><b>1. Revise methods for the development and tracking of individual social-emotional plans for children.</b></li> <li><b>2. Provide both individualized and group sessions for parents to provide information and trainings regarding social-emotional development, intervention and strategies.</b></li> <li><b>3. Implement strategies through CEFEL and CLASS.</b></li> <li><b>4. Implement HSBS strategies related to self esteem.</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Local, State and National trainings.</b></li> <li><b>2. Head Start Staff</b></li> <li><b>3. CEFEL and CLASS curriculum</b></li> <li><b>4. HSBS consultant and web trainings</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Staff</b></li> <li><b>2. Staff and Head Start Families</b></li> <li><b>3. Staff and Head Start Families</b></li> <li><b>4. Staff and Head Start Families</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Health Services Staff and Lead Teacher</b></li> <li><b>2. Health Services Staff and Family Comm. Part. Staff</b></li> <li><b>3. Education Staff</b></li> <li><b>4. Education Staff</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. August 2010</b></li> <li><b>2. October 2010, as needed</b></li> <li><b>3. August 2010</b></li> <li><b>4. August 2010</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Staff time</b></li> <li><b>2. Staff time, program funds</b></li> <li><b>3. Staff time</b></li> <li><b>4. Staff time</b></li> </ol>

**Region IV Head Start T/TA Plan**  
**Grantee: Upper Cumberland Human Resource Agency**  
**YEAR:2009-2010**

**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): To strengthen the professional development process, so that all staff will have plans that document meaningful goals, list realistic outcomes and tracks both professional and personal growth.**

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p><b>1. The program will have a professional development plan document, system and process to collect information and track the progress of staff person’s occupying all positions.</b></p> <p><b>2. Each staff person will construct a professional development plan that expresses a commitment to improvement and high quality performance.</b></p> <p><b>3. Enhanced skill and knowledge derived from attaining goals on PDP will be reflected in overall work performance and program outcomes.</b></p>	<p><b>1. PDP document and process that accurately reflects the performance standards required for each position.</b></p> <p><b>2. PDPs are reflective of high performance goals and outcomes.</b></p> <p><b>3. Goals attained and enhanced performance reflected in program outcomes.</b></p>	<p><b>1. Professional Development plan and tracking reports. 3 times yearly</b></p> <p><b>2. Professional Development Plan Yearly.</b></p> <p><b>3. Performance evaluations yearly</b></p>

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <p><b>1. Make final revisions to current document and process to track the performance standards and indicators for each position.</b></p> <p><b>2. Meet with each staff person to discuss the new PDP document and process.</b></p> <p><b>3. Conduct staff training sessions on the development of meaningful goals and strategies for reaching them.</b></p>	<p><b>1. T/TA Network, National, State and Local Training</b></p> <p><b>2. Professional Dev. Coordinator</b></p> <p><b>3. Professional Dev. Coordinator</b></p>	<p><b>1 Local Program Staff</b></p> <p><b>2. Local Program Staff</b></p> <p><b>3. Local Program Staff</b></p>	<p><b>1 Head Start Director, Prof. Dev. Coord.</b></p> <p><b>2 Prof. Dev. Coord.</b></p> <p><b>3. Prof. Dev. Coord.</b></p>	<p><b>1. August 2010</b></p> <p><b>2. April 2010</b></p> <p><b>3. April 2010</b></p>	<p><b>1. Staff Time</b></p> <p><b>2. Staff Time</b></p> <p><b>3. Staff Time</b></p>

**Region IV Head Start T/TA Plan**  
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**YEAR:2009-2010**

**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): To ensure a strong emergency response and crisis management system.**

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> <li>1. Staff and parents will be prepared to effectively deal with emergency/crisis situations.</li> <li>2. The program will have efficient systems, plans and policies to effectively respond to emergency/crisis situations.</li> <li>3. In the event of emergency/crisis situations, the program's service delivery will not be negatively impacted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff responds methodically to emergency/crisis situations.</li> <li>2. When emergencies and crisis occur, plans are followed as documented.</li> <li>3. Staff executes documented plans and alternative service delivery plans and services continue with out interruption.</li> </ol>	<ol style="list-style-type: none"> <li>1. Documentation of response on forms developed.</li> <li>2. Staff document what methods were used in the event of emergency/crisis management situations at the time of the conclusion of the occurrence.</li> <li>3. The program has a documented plan for alternative means of service delivery if necessary. Plan is followed, when required.</li> </ol>

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> <li>1. Enhance existing plans and procedures.</li> <li>2. Use OHS Preparedness Manual to enhance current system. Request parent input with design and planning.</li> <li>3. Promote a thoughtful planning system.</li> <li>4. Train staff and parents on revised manual and plan.</li> <li>5. Conduct center drills to practice center evacuations and procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. State Local and National Conferences,</li> <li>2. Office of Head Start</li> <li>3. Local Staff</li> <li>4. Local Staff</li> <li>5. Local Staff</li> </ol>	<ol style="list-style-type: none"> <li>1. All Staff, Families and Community</li> <li>2. Staff and Parents</li> <li>3. Staff</li> <li>4. Staff</li> <li>5. Staff, Children and Parents</li> </ol>	<ol style="list-style-type: none"> <li>1. H.S.Dir. Local Staff</li> <li>2. H.S.Dir. Local Staff</li> <li>3. H.S.Dir. Local Staff</li> <li>4. H.S.Dir. Local Staff</li> <li>5. H.S.Dir. Local Staff</li> </ol>	<ol style="list-style-type: none"> <li>1. July 2010</li> <li>2. July 2010</li> <li>3. July 2010</li> <li>4. July 2010</li> <li>5. Monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff Time</li> <li>2. Staff Time</li> <li>3. Staff Time</li> <li>4. Staff Time</li> <li>5. Staff Time</li> </ol>

**Region IV Head Start T/TA Plan**  
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**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): Program will have an efficient communications system.**

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> <li><b>1. The current communication system will be revised to ensure access to by all stake holders of all Head Start related information.</b></li> <li><b>2. Program will move towards a virtually paperless system of communication that promotes efficiency, timely delivery of information and environmentally friendly dissemination.</b></li> <li><b>3. Use less man hours and materials to create and maintain documents. due to the size and structure of the program, less man hours will be utilized to manually prepare and maintain program documents and information.</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Full development and use of Head Start Website, and internet technology</b></li> <li><b>2. Increased use of technology and less use of paper. 75% of documentation conducted via technology.</b></li> <li><b>3. At least 50-75% of staff time to document services is completed via computer technology.</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Head Start website, Yearly and ongoing</b></li> <li><b>2. Controlled data technology</b></li> <li><b>3. Controlled data technology, monthly budget report</b></li> </ol>

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**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): Program will have an efficient communications system. Cont.**

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> <li>1. Program completes transition to web based information management.</li> <li>2. Continue data and system enhancement</li> <li>3. Systems, policies and procedures are revised to reflect transition to web based tracking and enhanced use of computer technology.</li> <li>4. Improved communication with stake holders.</li> </ol>	<ol style="list-style-type: none"> <li>1. Local Staff, Grantee</li> <li>2. Local Staff, Grantee</li> <li>3. Local Staff</li> <li>4. Local Staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Local Staff, Grantee Staff</li> <li>2. Local Staff, Grantee Staff</li> <li>3. Local Staff</li> <li>4. Stake holders</li> </ol>	<ol style="list-style-type: none"> <li>1. Director, Area Specialist</li> <li>2. Director, Area Specialist</li> <li>3. Director, Area Specialist</li> </ol>	<ol style="list-style-type: none"> <li>1. August 2010</li> <li>2. Monthly</li> <li>3. Monthly</li> <li>4. August 2010 and Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff Time, Program Funds</li> <li>2 Staff Time,</li> <li>3. Staff Time</li> <li>4. Staff Time</li> </ol>

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**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): Ensure an effective system of fiscal management to support the implementation of quality services to children and families.**

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> <li>1. The requirements as outlined in the fiscal checklist will be satisfied.</li> <li>2. Federal regulations regarding fiscal management are met.</li> <li>3. Program goals and objectives are supported through budget development and approval.</li> <li>4. Expenditures are monitored and analyzed and the budget is reflective of fiscal and program accountability.</li> <li>5. Funds are used appropriately to support quality services.</li> <li>6. Fiscal staff and governing bodies remain abreast of fiscal initiatives and changes in fiscal management systems.</li> <li>7. Fiscal handbook will reflect performance standards requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use Fiscal Checklist to ensure accountability.</li> <li>2. Use Fiscal Checklist to ensure accountability.</li> <li>3. Gov. Bodies fulfill roles in ensuring agency's fiscal health</li> <li>4. Gov. Bodies fulfill roles in ensuring agency's fiscal health</li> <li>5. Gov. Bodies fulfill roles in ensuring agency's fiscal health</li> <li>6. Gov. Bodies fulfill roles in ensuring agency's fiscal health</li> <li>7. Gov. Bodies fulfill roles in ensuring agency's fiscal health</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily reference and adherence to daily checklist.</li> <li>2. Daily reference and adherence to daily checklist.</li> <li>3. Financial statements from audit reports</li> <li>4. Monthly financial reports provided to the governing bodies.</li> <li>5. Revised/Updated policies and procedures covering fiscal operations.</li> <li>6. Agenda and Minutes documenting training of governing bodies.</li> <li>7. Fiscal Handbook</li> </ol>

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**Part 1: Identified T/TA Goals**

**T/TA Goal: (From IPP and AI process): Ensure an effective system of fiscal management to support the implementation of quality services to children and families. Cont.**

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> <li>1. Designate an agency accounting department staff person to act as a liaison and Head Start Fiscal Specialist.</li> <li>2. Include Head Start Fiscal Specialist in fiscal training opportunities.</li> <li>3. Continue to incorporate fiscal checklist into fiscal policies and procedures.</li> <li>4. Train governing bodies on their roles and responsibilities in ensuring the program's fiscal health.</li> <li>5. Train governing bodies on fiscal policies and procedures.</li> <li>6. Enhance systems through a strong fiscal Policy/Procedure Manual.</li> </ol>	<ol style="list-style-type: none"> <li>1. Grantee</li> <li>2. State, Regional and National trainings,</li> <li>3. Fiscal Checklist</li> <li>4. Director</li> <li>5. Director</li> <li>6. Local Fiscal Staff, Director, Fiscal Checklist</li> </ol>	<ol style="list-style-type: none"> <li>1. Grantee Fiscal Management Staff</li> <li>2. Grantee Fiscal Management Staff</li> <li>3. Fiscal Management System.</li> <li>4. Head Start Governing Bodies</li> <li>5. Head Start Governing Bodies</li> <li>6. Fiscal Management System.</li> </ol>	<ol style="list-style-type: none"> <li>1. Agency Fiscal Officer</li> <li>2. Head Start Director</li> <li>3. Agency Fiscal Officer, Head Start Director</li> <li>4. Head Start Director</li> <li>5. Head Start Director</li> <li>6. Agency Fiscal Officer, Head Start Director</li> </ol>	<ol style="list-style-type: none"> <li>1. July 2010</li> <li>2. As they occur</li> <li>3. Daily</li> <li>4. Sept. 2010 ongoing</li> <li>5. Sept. 2010 ongoing</li> <li>6. Monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. -0-</li> <li>2. \$1,000.00</li> <li>3. -0-</li> <li>4. \$100.00</li> <li>5. \$100.00</li> <li>6. Staff Time</li> </ol>

UPPER CUMBERLAND HUMAN RESOURCE AGENCY  
HEAD START  
REQUIRED TRAININGS

2010-2011

**Region IV Head Start T/TA Plan**  
**Grantee: Upper Cumberland Human Resource Agency**  
**Year: 2009-2010**

**Part 2 Required Head Start Training**

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><b>Head Start Act Section 640(a)(3)(B)(ii)</b>            Developing skills in working with children with non-English language background and children with disabilities, as appropriate            1. Working with Parents of Special Needs Children <b>(1304.20; 1304.21(a)(2)(i)-(iii); 1308.21</b>            Training to Include Communication Techniques and special activities for special needs children            2. Focus on Redirection of Behavior            3. Developmental and Behavioral Issues Involving Young Children</p>	<p>Local LEA             Disability Cluster             State and Area Consultants</p>	<p>Parents and All Staff</p>	<p>Teaching Staff Will Provide Appropriate Experiences For Children With Non-English Language Backgrounds and Children With Disabilities.</p>	<p>Health/Disability Specialist</p>	<p>Fall In-Service Training             Fall             In-Service &amp; Mid Year</p>	<p>No cost             \$400.00             \$650.00</p>
<p><b>N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i)</b>            Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers</p>	<p>Department of Children Services</p>	<p>Parents and Staff</p>	<p>Cases of Child Abuse and/or Neglect Will be Identified and Reported.</p>	<p>Family and Community Partnership Specialist</p>	<p>Fall In-service Training             Phase-In, One Parent Meeting and Parent Handbook</p>	<p>No cost</p>

<p><b>45 CFR 1304.41(c)(1)(iv)</b>  <b>45 CFR 1304.52(k)(3)(ii)</b>  Transition training for Early Head Start or Head Start staff and school or other child development staff</p>	<p>Transition Specialist  Local School Systems</p>	<p>Parents, All Staff, Volunteers and Consultants</p>	<p>Children and Families Will Successfully Transition Into and Out of the Head Start Program. All New Staff, Consultants, Parents and Volunteers Will Receive an Orientation that Includes the Goals and Underlying Philosophy of Head Start and the Ways in Which They are Implemented by the Program.</p>	<p>Transition Specialist and Family/Community Specialist</p>	<p>Fall In-Service, Phase-In, and One Parent Training at Minimum.</p>	<p>No cost</p>
<p><b>45 CF1304.52(k)(1)</b>  Orientation for new staff, consultants and volunteers</p>	<p>Locally Produced Guides for Orientation</p>	<p>New Staff, Consultants and Volunteers</p>	<p>Program Staff and Volunteers Will Acquire or Increase the Knowledge and Skills They Need to Fulfill Their Job Responsibilities. This Training Will be Directed Toward Improving the Ability of Staff and Volunteers to Deliver Services Required by Head Start Regulations and Policies.</p>	<p>Grantee HR Director, Head Start Director and Content Area Experts.</p>	<p>Fall and Winter for Staff, Fall for Volunteers and Consultants, Upon Hire For New Staff.</p>	<p>No cost</p>
<p><b>45 CFR 1306.23(a)</b>  Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies</p>	<p>All Staff and Area Consultants</p>	<p>All Staff and Volunteers</p>	<p>Program Staff and Volunteers Will Acquire or Increase the Knowledge and Skills They Need to Fulfill Their Job Responsibilities. This Training Will be Directed Toward Improving the Ability of Staff and Volunteers to Deliver Services Required by Head Start Regulations and Policies.</p>	<p>Head Start Director and Other Responsible Staff</p>	<p>Pre-Service, In-Service Trainings and Other Desired/Needed Trainings as Requested</p>	<p>No cost</p>

<p><b>45 CFR 1306.23(b)</b> Training about the underlying goals of Head Start and the program options being implemented</p>	<p>HS Director</p>	<p>All Staff, Policy Council and Governing Board</p>	<p>Staff Will Increase Knowledge About the Underlying Goals of Head Start and the Programs Options Being Implemented.</p>	<p>Head Start Director and Program Staff</p>	<p>At a Minimum 3 Times Per Year.</p>	<p>No cost</p>
<p><b>45 CFR 1310.17(b)(1)</b> Operate the vehicle in a safe and efficient manner</p>	<p>State of Tennessee Dept. of Transportation</p>	<p>All Staff Involved in Trans.</p>	<p>Transportation Services Provided to Children Will Be Completed Safely and Efficiently, Without Incidents of Injury to Persons or Damage to Property.</p>	<p>HS Director/Trans. Manager and Agency Trans. Safety Manager.</p>	<p>Fall and Mid-Year</p>	<p>No cost</p>
	<p>Area Consultants</p>				<p>In-service and Mid-Year</p>	<p>\$150.00</p>
	<p>Head Start Program Procedures and Monitoring System</p>				<p>3 Times Yearly at a Minimum</p>	<p>No cost</p>
	<p>Grantee Procedures and Monitoring System</p>				<p>Agency Safety Roadeo and State Roadeo</p>	<p>700.00</p>
					<p>Upon Request</p>	<p>No cost and \$75.00 for Each DOT Renewal and \$40.00 for Each Random Drug Test Upon Request.</p>

<p><b>45 CFR 1310.17 (b)(2)</b> Safely run a fixed route and perform specialized driving maneuvers</p>	<p>State of Tennessee Dept. of Transportation</p> <p>Area Consultants</p> <p>Head Start Program Procedures and Monitoring System</p> <p>Grantee Procedures and Monitoring System</p>	<p>All Staff Involved in Trans.</p>	<p>All Safety Sensitive Staff, Drivers and Monitors Will Complete Assigned Routes and Driving Maneuvers Safely, Without Incidents of Injury to Persons or Damage to Property</p>	<p>HS Director/Trans. Manager and Agency Trans. Safety Manager.</p>	<p>Fall and Mid-Year</p> <p>In-service and Mid-Year</p> <p>3 Times Yearly at a Minimum</p> <p>Agency Safety Roadeo and State Roadeo</p> <p>Upon Request</p>	<p>Related Costs Included from Above</p>
<p><b>45 CFR 1310.17(b)(3)</b> Administer basic first aid</p>	<p>Consultant Certified in CPR/First Aid</p>	<p>All Staff, Volunteers and Parents</p>	<p>Staff, Parents and Volunteers Will Obtain Knowledge and Skills in Administering First Aid and CPR to Injured Persons.</p>	<p>Health/Disability Specialist</p>	<p>Mid-Year</p>	<p>\$250.00 and No cost</p>
<p><b>45 CFR 1310.17(b)(4)</b> Handle emergency situations</p>	<p>Staff and Area Consultants</p>	<p>All Staff, Volunteers and Parents</p>	<p>Staff, Parents and Volunteers Will Obtain Knowledge and Skills in Following Appropriate Procedures to Handle Emergency Situations.</p>	<p>Health/Disability Specialist and Family/Community Specialist</p>	<p>In-Service, Phase-In, Multiple Parent Trainings and Multiple Staff Meetings</p>	<p>No cost</p>

<p><b>45 CFR 1310.17(b)(5)</b> Operate special equipment</p>	<p>Staff and Area Consultants</p>	<p>All Staff, Volunteers</p>	<p>Staff and Volunteers Will Obtain Knowledge and Skill in Operating Special Equipment</p>	<p>Health/Disability Specialist and Family/Community Specialist</p>	<p>Upon Notification of Need and Upon Request.</p>	<p>No cost Operating Budget</p>
<p><b>45 CFR 1310.17(b)(6)</b> Conduct maintenance and safety checks</p>	<p>Staff and Area Consultants</p>	<p>All Staff, Volunteers</p>	<p>Staff and Volunteers Will Obtain Knowledge and Skills in Conducting, Maintenance and Safety Checks to Ensure a Safe Environment.</p>	<p>Health/Disability Specialist and Family/Community Specialist</p>	<p>In-Service and Upon Need and Request</p>	<p>No cost</p>
<p><b>45 CFR 1310.17(d)</b> Meet applicable driver training requirements of the state in which they operate</p>	<p>State of Tennessee Dept. of Transportation</p>	<p>All Staff Involved in Trans.</p>	<p>Drivers Will Obtain Knowledge and Skills Related to Requirements for State Licensure in Which They Operate.</p>	<p>HS Director/Trans. Manager and Agency Trans. Safety Manager.</p>	<p>Fall and Mid-Year</p>	<p>Related Costs Included from Above 45 CFR 1310.17 (b)(1) and 45 CFR 1310.17 (b)(2)</p>
	<p>Area Consultants</p>				<p>In-service and Mid-Year</p>	
	<p>Head Start Program Procedures and Monitoring System</p>				<p>3 Times Yearly at a Minimum</p>	
	<p>Grantee Procedures and Monitoring System</p>				<p>Agency Safety Roadeo and State Roadeo</p>	
					<p>Upon Request</p>	

<p><b>45 CFR 1304.21</b> (Parent) How to be the primary teacher for their children and full partners in the education of their children</p>	<p>Staff and Area Consultants</p>	<p>Parents, All Staff</p>	<p>Parents Will Obtain Knowledge and Skills in Guiding Their Child's Education.</p>	<p>Education Staff and Family/Community Partnership Specialist</p>	<p>During the Application Process, Phase-In, Home Visits, Parent/Teacher Conference, One Parent Training at a Minimum</p>	<p>\$50</p>
<p><b>45 CFR 1304.22(a)(5)</b> (Parent) Orientation on the need to prevent abuse and neglect</p>	<p>Department of Children Services and Staff</p>	<p>Parents</p>	<p>Parents Will Obtain Knowledge and Skills Needed to Prevent Abuse and Neglect</p>	<p>Family/Community Partnership Specialist</p>	<p>Phase-In, Parent Handbook and One Parent Meeting</p>	<p>\$10</p>
<p><b>45 CFR 1304.52(k)(3)(ii)</b> Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting</p>	<p>Staff and Area Consultants</p>	<p>Parents</p>	<p>Parents Will Obtain Knowledge of Their Rights and Responsibility Concerning the Education of Their Children in the School Setting. Parents will Develop Skills in Exercising Their Rights as Parents in a School Setting.</p>	<p>HS Director, Content Area Experts</p>	<p>Policy Council, Parent Committee, Phase-In, Transition, Parent Training</p>	<p>\$25</p>
<p><b>45 CFR 1310.21(a)</b> If the agency provides transportation, training that includes vehicle and pedestrian safety</p>	<p>Staff and Local School System and Area Consultants</p>	<p>Staff, Children, Parents and Volunteers</p>	<p>Parents, Volunteers, Staff and Children Will Demonstrate Knowledge and Skills in Vehicular and Pedestrian Safety Methods</p>	<p>Health/Disability Specialist and All Content Area Experts</p>	<p>In Service, Phase-In, Monthly In Classroom and Upon Request</p>	<p>\$50</p>
	<p>Staff, School System</p>	<p>Parents</p>	<p>Families Will Receive Information on Resources to</p>	<p>Health/Disability Specialist and</p>	<p>Phase-In, Monthly</p>	<p>\$40, Operating</p>

<p><b>45 CFR 1304.23</b> Family assistance with nutrition</p> <p><b>45 CFR 1304.40(e)(3)</b> Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children</p> <p><b>45 CFR 1304.24(a)</b> Parent education of mental health issues</p>	<p>Dietician and UT Agriculture Agent</p> <p>Program Staff, Area Consultants</p> <p>Program Staff, Area Consultants</p>	<p>Parents</p> <p>Parents</p>	<p>Assist With Nutritional Needs. Families Will Receive Instruction on Proper Nutrition and Meal Planning.</p> <p>Parents Will Obtain Knowledge in Proper Methods of Parenting; Develop an Understanding of their Child’s Educational and Developmental Needs; and Develop Skills in Selecting Appropriate Educational and Developmental Activities for Their Children.</p> <p>Parents Will Obtain Knowledge of Mental Health Issues in Children, including Characteristics and Support Services.</p>	<p>Family/Community Specialist</p> <p>Health/Disability Specialist and Family/Community Specialist</p> <p>Health/Disability Specialist and Family/Community Specialist</p>	<p>Newsletter and Parent Training</p> <p>Phase-In, Monthly Newsletter, Parent Teacher Conference, Home Visits, Monthly Home Activities, Upon Request and 1 Parent Training at a Minimum</p> <p>Phase-In, Monthly Newsletter, Parent Teacher Conference, Home Visits, Upon Request and 2 Parent Trainings at a Minimum</p>	<p>Budget</p> <p>No cost, Operating Budget</p> <p>\$250 x (2), Operating Budget</p>
<p>1304.22 (c) (6) Ensure staff members can demonstrate proper technique for administering , handling and storing medication,</p>	<p>Public Health Department Service area specialist</p>	<p>All Staff</p>	<p>Ensure staff members can demonstrate proper technique for administering , handling and storing medication, including the</p>	<p>Health/Dis. Service Specialist</p>	<p>Fall In Service Training</p>	<p>\$20.00</p>

<p>including the use of any necessary equipment to administer medication</p> <p>648A(a)(5) Teachers will attend at least 15 hours of classroom focused professional development each year</p>	<p>State, national and local consultants Service area specialist</p>	<p>Teaching Staff</p>	<p>use of any necessary equipment to administer medication</p> <p>Ensure positive and lasting impact on classroom instruction and teacher performance</p>	<p>Education Specialist</p>	<p>Yearly</p>	<p>\$1000</p>
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