

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN

2009-2010

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Grant # 04CH0437

Funding Year : 2009

T/TA Plan Narrative

In accordance with the expressed expectations of the Region IV Office of the Administration for Children and Families, we certify that by submitting the attached T/TA Plan, both a systems thinking and systems approach to the design and delivery of T/TA services, and will enhance services to children and families as we move our program progressively forward.

Preparation

The management team met prior to developing our plan. The documents used for the purpose of identifying T/TA needs were the Community Assessment, Self Assessment, PIR, Outcomes Analysis, the most recent L.O.U. and the last T/TA Plan. The collaborative effort of all staff was necessary to ensure timely completion of the plan. A timeline was established by approval of governing bodies and application refunding due date of March 2009. The timeline was set contingent on the following factors: completion of Self Assessment and analyzing the data from the self assessment. Staff convened in early March to analyze the data. During the appreciative inquiry we prioritized the goals and set objectives. After objectives were set, each individual goal was reviewed and defined and strategies were discussed and listed to reach those expected outcomes. We met again in mid March in order to review and modify our initial goals to allot time for corrections prior to submission to governing bodies for final approval.

Comprehensive Self Analysis

Through the self assessment and process of developing our strategic plan we were able to conduct a compressive self analysis of our program. The self assessment tool used for this purpose was the 2009 monitoring protocol. Once the processes were completed we were able to incorporate the findings into our T/TA Plan. This process corresponds to the monitoring protocol in that all areas are examined in depth, as well as focusing on each system utilizing the

monitoring protocol framework. While we pride ourselves in looking at our systems on a continuous basis, the self-assessment process we used to conduct a comprehensive self-analysis is strategic.

Systems-Focused Goal Development

Staff was trained on how to use monitoring protocol to make determinations on system areas of improvement and the indicators of improvement. Governing bodies and self assessment team members were trained on the same process. The team leaders which consisted of content area specialists analyzed the reports made by the team members. We included the community assessment finding that accessibility to dental services and medical coverage was still a major problem in our area, child outcome data and necessity of a well designed professional development system to achieve desired outcomes is imperative, and the L.O.U. reflected fiscal finding. During the appreciative inquiry goals were set based on information from the self assessment, L.O.U. and community assessment. Goals to be addressed are as follows:

- Ensure an effective system of fiscal management.
- Address eminent need for access to dental services, medical coverage and issues related to obesity which are continued priorities for our children, families and community
- Take an active role to ensure families are more aware and actively involved as partners in their child's social and emotional development.
- Develop a web based system to manage a make available policy, procedures, plans and management data to all stake holders for the use of training and decision making.
- Enhance teaching staff skill through a systematic professional development approach.
- Develop a sound risk management system to anticipate and mitigate the adverse impacts on program operations.

T/TA Plan - Strategic Plan

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

- Fiscal - Area identified during our most recent review. Our agency and program desire still remains to ensure sound and effective fiscal management.
- Health Services - Access to Dental Health continues to be an issue throughout Head Start and even more so for rural communities similar to

ours where providers are nonexistent. Throughout our country access to affordable medical coverage is a plight upon all families. With the ever climbing numbers of health issues related to obesity we will continue to strive to educate our children, families and community.

- Mental Health – Trends reflect not only in our program but across all programs, that behavior is a continued issue in classrooms. Promote a conducive learning environment by partnering closely with parents and equipping them to become an active participant in their child’s social and emotional well being.
- Program Design and Management – Design a web based site to organize all plans, policies, procedures and management data (i.e.: strategic plan, self assessment, outcomes, community assessment, etc.) To ensure all stakeholders have proficient knowledge to make informed decisions. To minimize costs and increase user-friendliness.
- Program Planning – Risk assessment analysis is imperative in the maintenance of the agency program and facility. Through analysis and planning many risk factors can be reduced and possibly eliminated to maintain a secure facility and sound program.
- Human Resource – To establish a sound system of professional development in order to enhance staff performance and outcomes.

Shared Governance

Shared governance training was provided and our planned approval is as follows:

- Policy Council Approval – March 12, 2009
- Board of Director Approval – February 17, 2009

Participants

<u>Title</u>	<u>Name</u>
Head Start Director	Karla Cochran
Fiscal Manager	Yulanda Goolsby
Health/Disability Manager	Laura Carlie
Family Community Partnership Manager	Debra Rowlands
Education Staff	Rita Mayfield,

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PART 1 IDENTIFIED GOALS

2009-2010

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency – Van Buren County
Year: 2009-2010

Part 1: Identified T/TA Goals

T/TA Goal: (from IPP and AI process): To increase the proficiency of Fiscal operations.

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
1. The agency will strengthen written procedures for procurement.	1. Agency procurement procedures that are consistently followed.	1. Policies and procedures for procurement regularly visited and revised annually.
2. The requirement as outlined in the fiscal checklist will be satisfied.	2. Use of fiscal check list to ensure fiscal accountability	2. Daily reference and adherence to daily check list.
3. Federal regulation regarding fiscal management is met.	3-7. Governing bodies successfully fulfill roles in ensuring the agency's fiscal health.	3. Financial statement from audit reports.
4. Expenditures are monitored and analyzed and the budget is reflective of fiscal and program accountability.		4. Monthly financial reports provided to the governing bodies.
5. Funds are used appropriately to support quality services.		5. Revised/updated policies and procedures covering fiscal operations.
6. The executive board and policy council share governance in ensuring the fiscal health of the agency/program.		6. Agenda and minutes document training of governing bodies.
7. Fiscal staff and governing bodies remain abreast of fiscal initiative and changes in fiscal management systems		7. Monthly sign in sheets and minutes document and deliver an explanation of fiscal activity.

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T/TA Goal: (from IPP and AI process): To increase the proficiency of Fiscal operations.

T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Strengthen written procurement procedures.	1. Local fiscal staff	1. Fiscal Management team	1. Agency fiscal officer	1. In process	-0-
2. Include Head Start Fiscal Specialist in fiscal training opportunities.	2. State, regional and national trainings	2. Agency Fiscal Dept. Staff	2. Head Start Director	2. As they occur	1000
3. Continue to incorporate fiscal checklist into fiscal policies and procedures.	3. Program Staff	3. Fiscal management team	3. Head Start Director	3. Daily	-0-
4. Train governing bodies on fiscal policies and Procedures.	4. Fiscal Staff	4. Head Start governing bodies	4. Head Start Director	4. August 2009	-0-
5. Deliver financial reports to the governing bodies and involve these entities in the ongoing monitoring of the program's fiscal management system.	5. Fiscal staff	5. Head Start governing bodies	5. Head Start Director	5. Monthly	100

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): To enhance health services for children, families and community

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
<p>2. Families and community will be educated regarding dental care and linked to providers of dental services.</p>	<p>1. Newspaper articles communications sent home, newsletter and trainings will reflect provision of family resources.</p>	<p>1. Monthly newsletter and other resource information provided monthly parent trainings and event and on going communication sent home.</p>
<p>3. Families and community will be educated regarding medical coverage and linked to providers.</p>	<p>2. Newspaper articles communications sent home, newsletter and trainings will reflect provision of family resources.</p>	<p>2. Monthly newsletter and other resource information provided monthly parent trainings and event and on going communication sent home.</p>
<p>4. Promote significance of healthiness and the importance of overall health regarding obesity.</p>	<p>3. Newspaper articles communications sent home, newsletter and trainings will reflect provision of family resources.</p>	<p>3. Communication is ongoing, newsletter monthly, training monthly and child tracking twice yearly</p>

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T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
5. Continue to establish partnerships with dental care providers who will provide services to families on a sliding fee scale or a reduced amount.	1. Local, State and National Dental Providers	1. Families and Community	1. Health Services Manager	1. August 2009	-0-
6. Provide information to parents and families on accessing dental services, medical coverage providers.	2. Head Start Staff	2. Families and Community	2. Health Services Manager	2. August 2009 (Ongoing)	100
7. Continue to contract with regional health department an additional six month exam, cleaning and fluoride on site at Head Start Center for all children.	3. Regional Health	3. Children and Families	3. Health Services Manager	3. July 2009	1000
8. Provide information to educate families in health risk associated and compounded by obesity.	4. Head Start Staff, Regional Health and Tennessee Nutrition Consumer Education Program	4. Children and Families	4. Health Services Manager	4. August 2009	100

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Grantee: Upper Cumberland Human Resource Agency – Van Buren County
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Part 1: Identified T/TA Goals

T/TA Goal: (from IPP and AI process): Take an active role in planning to address social and emotional mental health for children and families

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
3. Increased awareness regarding social/emotional issues related to children	1. Newspaper articles communications sent home, newsletter and trainings will reflect provision of family resources.	1. Monthly newsletter and other resource information provided monthly parent trainings and event and on going communication sent home.
5. Reduce issues related to behavior in classroom	2. Milestones documented in individualization	2. Daily individualize updates and monthly staffing minutes
6. Establish partnerships and working strategies addressing social emotional concerns	3. Informal partnerships and working strategies	3. Three times yearly during parent/teacher conference and as needed
7. Developed plans and procedures related to partnership and working strategies to increase parent involvement in children's social/emotional development	4. Plans, policy and procedures	4. Plans, policy and procedures revised yearly

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T/TA Goal: (from IPP and AI process): Take an active role in planning to address social and emotional mental health for children and families

T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
9. Establish a computerized data collection and tracking system	1. Local program staff	1. Program staff	1. Education Manager	1. August 2009	-750-
10. Educate Head Start parents/guardians and children through classroom activities, parent meetings, etc.	2. Head Start Staff	2. Parents and children	2. Education Manager	2. August 2009 (Ongoing)	50
11. Design social emotional informal partnership and working strategies forms	3. Head Start Staff	3. Families and program staff	3. Education Manager	3. July 2009	-0-
12. Develop plans, policy and procedures.	4. Head Start Staff	4. Program Staff	4. Education Manager	4. July 2009	-0-

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Part 1: Identified T/TA Goals

T/TA Goal: (from IPP and AI process): To maintain an accurate computerized system for managing and making accessible systems data for all stakeholders.

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
4. Make available plans, policies, procedures and program design management data to all stakeholders.	1. Web based site	1. Yearly revisions and ongoing
8. Reduce man hours, staff work load and cost related to revising documents and maintaining manuals.	2. Reduction in cost and man hours used to disseminate information	2. Reflected in all facets of program documentation and service delivery
9. Use as a training tool to ensure board, policy council and parent committee are equipped to make knowledgeable decisions.	3. Governing Bodies will have continuous access to most current data.	3. Ongoing training and governing body minutes.
10. Efficient off site storage system that supports program risk management plan.	4. Evidence of web based managed data system	4. Periodic agency back up of all data

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T/TA Goal: (from IPP and AI process): To maintain an accurate computerized system for managing and making accessible systems data for all stakeholders.

T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
1. Upload plans, policies, procedures and program design management data (ie: outcomes, strategic plan, self assessment, etc.).	1. Agency MIS Dept. and program staff	1. Governing Bodies, Staff and parents	1. Agency Staff and Program Management Staff	1. August 2009	1000
2. Staff will familiarize themselves with all aspects of web site.	2. Head Start Staff	2. Program staff	2. Director	2. August 2009 (Ongoing)	-0-
3. Staff will update data to maintain an efficient system.	3. Head Start Staff	3. Program Staff	3. Service Area Management Staff	3. Yearly and Ongoing	-0-
4. Incorporate record keeping system to support risk management plan with off site back up of collected data.	4. Agency Staff	4. Program Staff	4. Head Start Director	4. August 2009 and ongoing	-0-
5. Train Board of Directors, Policy Council, Parent Committee in use of Site and all documents.	5. Head Start Director	5. Governing Bodies	5. Head Start Director	5. August 2009 and ongoing	-0-

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Part 1: Identified T/TA Goals

T/TA Goal: (from IPP and AI process): Develop a sound risk management system to anticipate and mitigate adverse impacts on program operations.

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
5. The program will have a solid risk management system that: <ul style="list-style-type: none"> a. enhances safety b. minimizes potential liabilities c. meets Head Start performance and other regulatory standards 	1. Less frequency of safety related occurrences. No reported liable situations.	1. Safety checklist and other documentation used to identify potential harm to service delivery.
6. An established policy for the formal management of risk	2. Policy is formulated, adopted and shared with all the programs stakeholders	2. Written policy and procedures annually reviewed and updated or as required.
7. All Head Start systems and service areas will be reviewed and risks identified.	3. Training reflects system to system/services risk identification	3. Training sign in sheets, agenda and training materials
8. The program will take a systematic approach to risk management that: <ul style="list-style-type: none"> a. applies a systematic ongoing planning process b. includes program plans, goals and objectives c. results in effective record keeping and reporting system for quality controls 	4. Risk management policy will reflect commitment to system thinking and approach	4. Risk management policy

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T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
13. Continue training to facilitate risk management for management staff	1. T/TA specialist and Head Start Director	1. Management systems	1. Head Start Director	1. August 2009	100
14. Schedule risk management trainings for service area managers and policy council members, parents and community partners.	2. Head Start Director	2. Management system	2. Head Start Director	2. August 2009 (Ongoing)	100
15. Develop a risk management system that will be communicated to all program staff and policy members	3. T/TA specialist	3. Management systems	3. Head Start Director	3. July 2009	-0-
16. Monitor and evaluate system for efficiency and effectiveness	4. Service area management staff/policy council	4. Management systems	4. Head Start Director	4. Bi-yearly	-0-

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Part 1: Identified T/TA Goals

T/TA Goal: (from IPP and AI process): Enhance teaching staff skill level through professional development

Expected Outcomes (Short-term and/or long-term)	Indicators	Documentation/Frequency of Measurement
9. Improve readiness for kindergarten	1. Outcome reports will reflect child readiness	1. Annually
11. Score will increase in the areas of math, science, and alphabet knowledge	2. Gains will be evidenced in analyzed data of outcomes	2. Child outcomes data
12. Teachers will be more knowledgeable in ways to facilitate increased learning for children in all education aspects	3. Gains will be evidenced in analyzed data of outcomes	3. Child outcomes data
13. Teachers will have a systematic approach to seeking training and higher education	4. Professional development plans will have a system approach	4. Yearly professional development plan

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T/TA Goal: (from IPP and AI process): Enhance teaching staff skill level through professional development

T/TA Strategies events/activities (includes size and scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
17. Provide staff training on adopted professional development tool	1. T/TA specialist	1. Teaching staff	1. Education Service Manager	1. August 2009	300
18. Provide individualized follow up for teaching staff who require additional training	2. T/TA specialist	2 Teaching staff	2. Education Service Manager	2. August 2009 (Ongoing)	1000

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PART 2 REQUIRED HEAD START TRAININGS

2009-2010

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Part 2 Required Head Start Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>Head Start Act Section 640(a)(3)(B)(ii) 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 (1304.20; 1304.21(a)(2)(i)-(iii); 1308.21 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 & Mid Year</p>	<p>No cost \$400.00 \$650.00</p>
<p>N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i) 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>45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii) 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>45 CF1304.52(k)(1) 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>45 CFR 1306.23(a) 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>45 CFR 1306.23(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>45 CFR 1310.17(b)(1) 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>45 CFR 1310.17 (b)(2) 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 Rodeo and State Rodeo</p> <p>Upon Request</p>	<p>Related Costs Included from Above</p>
<p>45 CFR 1310.17(b)(3) 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>45 CFR 1310.17(b)(4) 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>45 CFR 1310.17(b)(5) 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>45 CFR 1310.17(b)(6) 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>45 CFR 1310.17(d) Meet applicable driver training requirements of the state in which they operate</p>	<p>State of Tennessee Dept. of Transportation Area Consultants Head Start Program procedures and Monitoring System Grantee Procedures and Monitoring System</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 In-service and Mid-Year 3 Times Yearly at a Minimum Agency Safety Rodeo and State Rodeo Upon Request</p>	<p>Related Costs Included from Above 45 CFR 1310.17 (b)(1) and 45 CFR 1310.17 b)(2)</p>

<p>45 CFR 1304.21 (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>45 CFR 1304.22(a)(5) (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>45 CFR 1304.52(k)(3)(ii) 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>45 CFR 1310.21(a) 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>45 CFR 1304.23 Family assistance with nutrition</p>	<p>Staff, School System Dietician and UT Agriculture Agent</p>	<p>Parents</p>	<p>Families Will Receive Information on Resources to Assist With Nutritional Needs. Families Will Receive Instruction on Proper Nutrition and Meal Planning.</p>	<p>Health/Disability Specialist and Family/Community Specialist</p>	<p>Phase-In, Monthly Newsletter and Parent Training</p>	<p>\$40, Operating Budget</p>
<p>45 CFR 1304.40(e)(3) Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children</p>	<p>Program Staff, Area Consultants</p>	<p>Parents</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>Health/Disability Specialist and Family/Community Specialist</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>No cost, Operating Budget</p>
<p>45 CFR 1304.24(a) Parent education of mental health issues</p>	<p>Program Staff, Area Consultants</p>	<p>Parents</p>	<p>Parents Will Obtain Knowledge of Mental Health Issues in Children, including Characteristics and Support Services.</p>	<p>Health/Disability Specialist and Family/Community Specialist</p>	<p>Phase-In, Monthly Newsletter, Parent Teacher Conference, Home Visits, Upon Request and 2 Parent Trainings at a Minimum</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, including the use of any necessary equipment to administer 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 use of any necessary equipment to administer medication</p>	<p>Health/Dis. Service Specialist</p>	<p>Fall In Service Training</p>	<p>\$20.00</p>
<p>648A(a)(2) 50% of HS teachers nationwide in center-based programs to have BA/BS or advanced in EC education or BA/BS/advance degree and coursework equivalent to a major relating to EC education, with experience teaching pre-school education</p> <p>Education Coordinators same requirement as teachers</p> <p>Teaching Assistants to have at least a CDA credential, be enrolled in a program leading to AA or BA/BS degree, or be enrolled in CDA credential program to be competed within two years.</p>	<p>Institutes of Higher Learning</p>	<p>Education and Education Specialist</p>	<p>Ensuring Education Staff and Education Specialist meet requirements by 9/30/2013</p>	<p>Head Start Director</p>	<p>Each staff will be required to enroll in college classes each semester</p>	<p>Assistance as available</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>Ensure positive and lasting impact on classroom instruction and teacher performance</p>	<p>Education Specialist</p>	<p>Yearly</p>	<p>\$1000</p>

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

HEAD START
T/TA PLAN

PART 3 REQUIRED STATE TRAININGS

2009-2010

*Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
Year: 2006-2007*

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><u>List of Required trainings from state regulations</u> Within the first two weeks on the job, each employee (including auxiliary staff, such as bus driver, cook, etc.) shall receive instruction in:</p> <ol style="list-style-type: none"> 1. Child abuse detection, reporting, and prevention; 2. Parent-Center communication; 3. Disease control and health promotion; 4. An overview of licensing requirements; 5. Information on risk of infection to female employees of childbearing age 	<p>HS Program Staff</p> <p>Grantee HR Director</p> <p>Dept . of Children Services</p>	<p>All Program Staff</p>	<p>Clear Understanding of Personnel Policy and Procedures</p>	<p>HS Director, Content Area Specialist</p>	<p>Upon Employment, In-Service Training, Upon Request</p>	<p>No cost</p>

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><u>NEW CAREGIVERS</u> 1. Within the first 30 days of employment, 2 clock hours of pre-service orientation offered or recognized by the department (First Steps) 2. 16 additional hours of department recognized competency based training in the first year (6 hours must be completed within the first 6 months)</p>	<p>Program Staff Dept. of Children Services, Regional and Local Health Dept. DHS Licensing Area Consultants</p>	<p>All Staff</p>	<p>Establishing and Maintaining an Understanding of Policies and Procedures. Compliance With DHS Licensing</p>	<p>HS Director, Content Area Specialist</p>	<p>Upon Hire of New Staff, In-Service Training, Upon Request</p>	<p>No cost</p>

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><u>EXPERIENCED CAREGIVERS</u></p> <p>1. 12 Clock hours annually of department-recognized, competency-based training.</p> <p>2. 2 hours training credit annually of CACFP</p> <p>3. 6 hours of the required training must be non agency based, e.g. obtained outside the center.</p> <p>4. 4 hours annual training credit may be earned by conducting training</p> <p>5. Completion of a 30 hour orientation TECTA shall satisfy 2 years of the caregivers minimal required training (1/2 of the staff must have completed TECTA training)</p>	<p>Program staff</p> <p>DCS</p> <p>Area Consultants</p> <p>TECTA</p>	<p>Teachers</p>	<p>To meet state standards and requirements. Will ensure that all teachers receive all the required instruction in order to carry out their required duties.</p>	<p>Education Specialist</p> <p>Health Specialist</p>	<p>In-service, Mid-Year, Upon Request,</p>	<p>Previously Included Training Costs</p>

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<u>Transportation Module</u> 1.CPR and First Aid course, as well as certification from the American Red Cross or other certifying organization 2.On-going training on the following: i. Agency policies and procedures ii. Emergency procedures iii. Employees assigned duties and responsibilities	HS Director Grantee HR Director Content Area Specialist	All staff	To meet all regulations. Also, to ensure all staff can carry out their duties and responsibilities.	HS Director Grantee HR Director Content Area Specialist	July, Dec.	No cost, Previously Included Training Costs

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><u>Transportation Module, continued</u> iv. Reporting requirements for child abuse and neglect 3. Tennessee Department of Transportation (TDOT) Trainings for Drivers and Monitors will include:</p> <ol style="list-style-type: none"> 1. Daily safety inspection 2. Proper use of child safety restraints 3. Proper loading, unloading and tracking of children 4. Proper use of blood borne pathogen kit, first aid kit and vehicle emergency equipment 5. Evacuation procedures 6. Developmentally appropriate behavior management of children 	<p>Dept. of Children Services TDOT, Grantee Transportation Director, Content Area Specialist and Consultants</p>	<p>All staff</p>	<p>To meet state standards and requirements. Will ensure that all staff receive all the required instruction in order to carry out their required duties.</p>	<p>Family Community / Partnership Specialist</p>	<p>August, upon hire, Mid year</p>	<p>No cost/In Kind</p>

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>Within the first two weeks of employment ALL staff shall receive training in the following areas:</p> <ol style="list-style-type: none"> 1. A general overview of agencies medical procedures; 2. General infection control procedures, including hand washing, universal precaution, use of sanitizers, food handling, and washing/ disinfecting toys; 3. Care of children with common mild childhood illnesses 4. Recognition and documentation of illness signs and symptoms; 5. Proper child temperature monitoring methods; 6. Nutrition for ill children; 7. Communication with parents of ill children; 	<p>Content Area Specialist and Consultants</p>	<p>All staff</p>	<p>To meet state standards and requirements. Will ensure that all staff receives all the required instruction in order to carry out their required duties.</p>	<p>Content area Specialist</p>	<p>August and upon hire</p>	<p>No cost/In Kind</p>

