

**UPPER CUMERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN**

2011-2012

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Grant # 04CH0437

Funding Year: 2011

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 2011 plan. The team met in late 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, Policy Council and Board Members were trained in the most current OHS monitoring tool used in the process of program self assessment. Through the processes used to monitor services and systems provided by the program and analyzing the information brought to light during these processes, staff was able to

set and maintain realistic goals. During our processes many sources of monitoring tools are used to give staff the necessary knowledge required 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 ensure a strong emergency response and crisis management system.
2. Ensure an effective system of fiscal management to support the implementation of quality services to children and families.
3. Strengthen area of Disability.
4. Provide medical, vision and dental care.
5. Enhance education program to achieve desired outcomes.

T/TA Plan Strategic Plan

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

- Health- Medical, vision and dental. By utilizing the services of RAM (Remote Area Medical) Clinic we will make available to children, parents and the community: medical, dental and vision care. As determined by the Community Assessment, these resources are not readily available due to lack of jobs; health care coverage and/or services are not affordable. Through the efforts and in

- Education- Provide quality education by enhancing teacher's knowledge base and skills to ensure that children receive the best educational foundation for future academic success. We will acquire training to assist teachers in becoming more knowledgeable in the area of Concept Development and the CLASS assessment tool. We will seek to maintain certified CLASS observational staff to provide feedback and enlist in strategies to enhance and produce increased outcomes.
- Health and Safety- The program will continue to enhance an efficient system, revising and implementing plans and policies to effectively respond to emergency and crisis situations. This will ensure all parties will be prepared to effectively deal with emergencies in crisis situations so the program service delivery will not be negatively impacted, thus allowing us to meet one of our strategies listed in our Strategic Plan along with the Office of Head Start Initiative. The development of this Plan will continue to be a priority as we enhance and revise to address all needs as they become apparent.
- Disability- Ensure that quality services are provided in an efficient and timely manner to children with disabilities and their families by utilizing measurement tools that accurately track systems and the implementation of services and materials that are available. We will strive to provide staff with the knowledge that will form the basis for improvement to enhance the service delivery area.
- Fiscal Management- The program will maintain an effective system outlined in the fiscal check list, ensuring federal regulations are met, expenditures are monitored and analyzed, and funds are used appropriately in order to provide sound fiscal health of the program and the agency. This item was identified during our last program review. Although not deficient, our program has always strived to achieve excellence.

Participants

Head Start Director

Fiscal Manager

Health Specialist

Family/Community Specialist

Education Staff

Karla Hillis

Eulanda Goolsby

Tina Scarbrough

Debra Rowlands

Rita Mayfield

UPPER CUMERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN

PART 1 IDENTIFIED GOALS

2011-2012

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Make available health, medical and dental services to children, families and the community.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p>1. Make available affordable medical, health and dental services.</p> <p>2. Utilize and involve all community partners.</p> <p>3. Address area of need as indicated in community assessment</p>	<p>1. Reports provided by RAM.</p> <p>2. Partnerships and Multi-Advisory minutes.</p> <p>3. Reports provided by RAM</p>	<p>1. Reports upon completion of RAM clinic.</p> <p>2. Monthly beginning in spring of 2011.</p> <p>3. Reports upon completion of RAM clinic.</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>1. Contact RAM</p> <p>2. Schedule event.</p> <p>3. Partner and train community.</p> <p>4. Train and utilize Multi-Services Advisory Committee.</p>	<p>1. Remote Area Medical.</p> <p>2. Head Start Staff</p> <p>3. Head Start Staff</p> <p>4. Head Start Staff/Advisory Committee</p>	<p>1. HDSS</p> <p>2. Children, families and community.</p> <p>3. Community</p> <p>4. Health Staff and Multi-Services Committee</p>	<p>1. Health Services Staff</p> <p>2. HDSS/FCPS</p> <p>3. Health Staff</p> <p>4. Health Staff</p>	<p>1. April 2011</p> <p>2. April 2011</p> <p>3. April 2011/Ongoing</p> <p>April 2011</p>	<p>1. \$3000</p> <p>2. Staff time</p> <p>3. \$2400</p> <p>4. Same</p>

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): To provide quality education by enhancing teacher's knowledge base and skills utilizing CLASS.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> 1. Maintain certified CLASS assessment personnel. 2. All education staff to have strong foundation in Concept development and CLASS tool. 3. Ensure children receive the best educational foundation for future academic success. 4. Enhance and produce increased outcomes. 	<ol style="list-style-type: none"> 1. Certified staff. 2. Class Tool 3. Outcomes 4. Outcomes 	<ol style="list-style-type: none"> 1. Upon certification, recertification annually. 2. Bi-annually 3. Annually 4. Annually

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"> 1. At a minimum, two personnel will obtain/maintain CLASS certification. 2. Train staff and utilize CLASS instrument. 3. Design and Implement CLASS procedure. 	<ol style="list-style-type: none"> 1. Class Certification Training 2. Certified Staff 3. Education staff. 	<ol style="list-style-type: none"> 1 Lead Teacher/HDSS 2. Education Staff 3. All Staff 	<ol style="list-style-type: none"> 1. Lead Teacher/Ed Spec. 2. Lead Teacher 3. Lead Teacher/Ed. Spec. 	<ol style="list-style-type: none"> 1. Aug 2011 2. Aug. 2011 3. Aug. 2011 	<ol style="list-style-type: none"> 1. Staff Time and Program funds 2. Staff Time 3. Staff Time

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

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"> 1. Staff and parents will be prepared to effectively deal with emergency/crisis situations. 2. The program will have efficient systems, plans and policies to effectively respond to emergency/crisis situations. 3. In the event of emergency/crisis situations, the program's service delivery will not be negatively impacted. 	<ol style="list-style-type: none"> 1. Staff responds methodically to emergency/crisis situations. 2. When emergencies and crisis occur, plans are followed as documented. 3. Staff executes documented plans and alternative service delivery plans and services continue without interruption. 	<ol style="list-style-type: none"> 1. Documentation of response on forms developed. 2. Staff document what methods were used in the event of emergency/crisis management situations at the time of the conclusion of the occurrence. 3. The program has a documented plan for alternative means of service delivery if necessary. Plan is followed, when required.

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"> 1. Enhance existing plans and procedures. 2. Use OHS Preparedness Manual to enhance current system. Request parent input with design and planning. 3. Promote a thoughtful planning system. 4. Train staff and parents on revised manual and plan. 5. Conduct center drills to practice center evacuations and procedures. 	<ol style="list-style-type: none"> 1. State Local and National Conferences 2. Office of Head Start 3. Local Staff 4. Local Staff 5. Local Staff 	<ol style="list-style-type: none"> 1. All Staff, Families and Community 2. Staff and Parents 3. Staff 4. Staff 5. Staff, Children and Parents 	<ol style="list-style-type: none"> 1. H.S.Dir. Local Staff 2. H.S.Dir. Local Staff 3. H.S.Dir. Local Staff 4. H.S.Dir. Local Staff 5. H.S.Dir. Local Staff 	<ol style="list-style-type: none"> 1. July 2011 2. July 2011 3. July 2011 4. July 2011 5. Monthly 	<ol style="list-style-type: none"> 1. Staff Time 2. Staff Time 3. Staff Time 4. Staff Time 5. Staff Time

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Ensure Disability Services are provided in an efficient and timely manner.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<ol style="list-style-type: none"> 1. Enhance the current systematic approach. 2. Ensure all services are provided in a timely manner. 3. Maintain knowledgeable and professional staff. 	<ol style="list-style-type: none"> 1. Policies and Procedures 2. Tracking system 3. Documented trainings 	<ol style="list-style-type: none"> 1. Annually/ongoing 2. Monthly reports 3. Bi-annually/ongoing

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"> 1. Review, revise and implement policies and procedures. 2. Develop and implement tracking system. 3. Make available opportunities for trainings. 	<ol style="list-style-type: none"> 1. Health/Dis. Spec./Disability Cluster 2. Health/Dis. Spec. 3. Local, State, Regional and National training 	<ol style="list-style-type: none"> 1. Local Staff 2. Local Staff, 3. Health/Dis. Staff 	<ol style="list-style-type: none"> 1. Health/Dis. Spec. 2. Health/Dis. Spec. 3. Director 	<ol style="list-style-type: none"> 1. July 2011 2. July 2011 3. Bi-annually 	<ol style="list-style-type: none"> 1. Staff Time, Program Funds 2 Staff Time 3. Program funds, staff time

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

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

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2011-2012

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.

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i>					
<ol style="list-style-type: none"> 1. Designate an agency accounting department staff person to act as a liaison and Head Start Fiscal Specialist. 2. Include Head Start Fiscal Specialist in fiscal training opportunities. 3. Continue to incorporate fiscal checklist into fiscal policies and procedures. 4. Train governing bodies on their roles and responsibilities in ensuring the program's fiscal health. 5. Train governing bodies on fiscal policies and procedures. 6. Enhance systems through a strong fiscal Policy/Procedure Manual. 	<ol style="list-style-type: none"> 1. Grantee 2. State, Regional and National trainings, 3. Fiscal Checklist 4. Director 5. Director 6. Local Fiscal Staff, Director, Fiscal Checklist 	<ol style="list-style-type: none"> 1. Grantee Fiscal Management Staff 2. Grantee Fiscal Management Staff 3. Fiscal Management System. 4. Head Start Governing Bodies 5. Head Start Governing Bodies 6. Fiscal Management System. 	<ol style="list-style-type: none"> 1. Agency Fiscal Officer 2. Head Start Director 3. Agency Fiscal Officer, Head Start Director 4. Head Start Director 5. Head Start Director 6. Agency Fiscal Officer, Head Start Director 	<ol style="list-style-type: none"> 1. Yearly 2. As they occur 3. Daily 4. Sept. 2011 ongoing 5. Sept. 2011 ongoing 6. Monthly 	<ol style="list-style-type: none"> 1. -0- 2. \$1,000.00 3. -0- 4. \$100.00 5. \$100.00 6. Staff Time

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
REQUIRED TRAININGS

2011-2012

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
Year: 2011-2012

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 Annually at a Minimum</p>	<p>No cost</p>
	<p>Grantee Procedures and Monitoring System</p>				<p>Agency Safety Rodeo and State Rodeo</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 Area Consultants Head Start Program Procedures and Monitoring System 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 In-service and Mid-Year 3 Times Annually at a Minimum Agency Safety Rodeo and State Rodeo 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 Upon 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 Annually 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>\$40, Operating</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>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)(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>Annually</p>	<p>\$1000</p>

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
STATE
REQUIRED TRAININGS

2011-2012

*Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
Year: 2011-2012*

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><i>List of Required trainings from state regulations</i> <u>Training Module One</u> 1. Agency policies and procedures, including program philosophy 2. Emergency Procedures 3. Job Description 4. Reporting requirements for suspected cases of child abuse and neglect 5. Discipline policies 6. Policies for dismissing and receiving children 7. Overview of agency's medical protocol</p>	<p>HS Program Staff Grantee HR Director Grantee Procurement Director Grantee Fiscal Director Dept . of Children Services Transportation Dept. Director</p>	<p>All Program Staff</p>	<p>Clear Understanding of Personnel Policy and Procedures</p>	<p>HS Director, Grantee HR Director, Content Area Specialist</p>	<p>Upon Employment, In-Service Training, Upon Request 4. Every 6 months 7. Annually</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><i>List of Required trainings from state regulations</i> <u>Training Module Two</u> 1.Child abuse detection, reporting and prevention 2.Parent-Center Communication 3.Disease Control 4.Health Promotion 5.Overview of Licensing Requirements 6.Information on Risks (Infection, Stress, CMV, Infection</p>	<p>Program Staff</p> <p>Dept. of Children Services,</p> <p>Regional and Local Health Dept.</p> <p>DHS Licensing</p> <p>Area Consultants</p>	<p>All Staff, Parents, Volunteers, Children</p>	<p>Establishing and Maintaining an Understanding of Policies and Procedures.</p>	<p>HS Director, Content Area Specialist</p>	<p>Upon Hire of New Staff, In- Service Training, Upon Request</p>	<p>No cost</p>
<p><u>Training Module Three</u> 18 Clock Hours of Training as follows: 1.Six (6) hours (CPR/First Aid, CACFP, Childhood</p>	<p>Area Consultants</p>	<p>All Staff, Parents, Volunteers</p>	<p>Compliance With DHS Licensing</p>	<p>Content Area Specialist</p>	<p>Upon Hire of New Staff, In- Service Training,</p>	<p>No cost, Operational Costs, \$200.00 and</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>Training Module three, continued</u> Injury Control, Agency Policies, Procedures, etc.) 2.First Steps Training Video 3.Two (2) Hours in Identifying and reporting child abuse 4.Ten (10) Hours of other related training (one to one consulting sessions, academic course, etc.)</p> <p><u>Training Module Four</u> 12 Clock Hours of Training through workshops and in-service trainings</p>	<p>Program staff</p> <p>DCS</p> <p>Area Consultants</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>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
<p><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 assign duties and responsibilities</p>	<p>Area Consultant</p> <p>HS Director, Grantee HR Director, Content Area Specialist</p>	<p>All staff</p>	<p>To meet all regulations. Also, to ensure all staff can carry out their duties and responsibilities.</p>	<p>Health Specialist</p>	<p>July, Dec.</p>	<p>No cost, 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
<p><u>Transportation Module, continued</u></p> <p>iv. Reporting requirements for child abuse and neglect</p> <p>3. Tennessee Department of Transportation (TDOT)</p> <p>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</p> <p>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 receives all the required instruction in order to carry out their required duties.</p>	<p>Family Community / Partnership Specialist</p>	<p>August and upon hire</p> <p>October/ As indicated</p> <p>Every 6 months</p>	<p>No cost/In Kind</p>