

UPPER CUMERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN

2010-2011

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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. Behavior management has always been a relevant need among the Head Start community. During our self assessment process, with the implementation of CEFEL and CLASS training, it became apparent the priority of these curriculums.

- 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 by staff for improvement and high quality performance. Enhanced skill and knowledge derived from attaining goals will be reflected in overall work performance and program outcomes. Through the use of professional development plans in the past, along with Office of Head Start initiatives, this process had aided staff in being more focused on their overall goals and self improvement.
- 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 effectively deal with emergencies in crisis situations. The program service delivery will not be negatively impacted. This will allow us to meet one of our strategies listed in our Strategic Plan along with Office of Head Start initiative. When participating in the Emergency Preparedness Survey provided by the Office of Head Start, it was brought to our attention that this area was in need of strengthening.
- 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. Because we are few in number and must do multiple jobs, pursuing this method would be most feasible. This will allow us to reach one of our strategies listed in our Strategic Plan as a short term goal.
- 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. This item was identified during our

last program review. Although not deficient, our program has always strived to achieve excellence.

Participants

TA Specialist
Head Start Director
Fiscal Manager
Health Specialist
Family/Community Specialist
Education Staff

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