

2022

Mid Cumberland CAA Head Start/ Early Head Start

Self-Assessment
Summary &
Improvement
Plan





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Mid Cumberland CAA Head Start/Early Head Start serves children and families across an eight-county service area in Middle Tennessee. During the 2021-2022 program year, the program was funded to serve 705 preschoolers and 112 infants and toddlers under its regular Head Start and Early Head Start grants. At the time of Self-Assessment, 769 students were enrolled in the program, reaching 94.98% of the funded enrollment.

The Self-Assessment process, mandated to be completed annually, involves the collection and analysis of information from a variety of sources to determine if management systems and services have been implemented and are working effectively. The results of the Self-Assessment are used for program planning and program improvement.

Mid-Cumberland CAA Head Start/Early Head Start held its annual Self-Assessment during the spring of 2022 using an agency developed tool adapted by resources from Western Kentucky Self-Assessment CAT Scan. The Self-Assessment Review Teams included management staff and center staff. Self-Assessment data collection methods included classroom observations, health and safety observations, staff, family and community surveys, training needs assessments, child assessments, Central Office monitoring, and classroom checklists.

All of the data collected has afforded the program the opportunity to identify program strengths and weaknesses. Although some weaknesses have been identified, steps have been taken to either immediately correct or correct these items in the near future. The program plans to use these results to develop policies and procedures, provide training and monitor service delivery to ensure all regulations are met. Areas for improvement were noted, and recommendations were made to improve the quality of services that we provide.

The Self-Assessment Process included the following activities and a review of the following data collected:

- Environmental Health and Safety Screeners performed on all sites serving Head Start and Early Head Start students
- Environmental Monitoring Screeners completed by the Facilities and Transportation and Site Managers
- Governance, Leadership, and Oversight Capacity Screener
- Family Customer Satisfaction Surveys
- Staff Surveys
- Child Health Records
- Baseline and Mid-Point Child Assessment Data to measure progress towards meeting the agency’s school readiness goals. (End of the Year data to be available after April checkpoint.)
- Classroom observation Data (Creative Curriculum Fidelity Observation for all Early Head Start and Head Start classrooms, and CLASS Observations for Head Start classrooms)
- Ongoing Monitoring results
- Licensing and Child Care Visit Data

The table below outlines the strengths, weaknesses and areas of non-compliance as revealed through the Self-Assessment process, along with the timeline for correction when necessary.

Service Area: DSB (Disability Services), ECD (Education & Child Development); ER (Eligibility, Recruitment, Selection, Enrollment and Attendance); FCE (Family & Community Engagement); GOV (Governance); HL (Health); HR (Human Resources); PM (Program Management); PS (Program Structure); TR (Transportation); TS (Transitions); CR (Child Records)

AREA	HSPPS	STRENGTH	WEAKNESS	NON-COMPLIANCE	SUMMARY	OBJECTIVE/CORRECTION ACTION	ANTICIPATED COST	PERSON RESPONSIBLE	TIME FRAME
DSB	1302.6	X			Lesson Plans incorporate IEP/IFSP, DSP, and individualization goals. LEA and TEIS are allowed to provide services in the centers. LEA/TEIS tracking is being utilized in the Disability Notebooks.	N/A	N/A	N/A	N/A
DSB	1302.61 (a)(b)(c)(d)	X			We have thorough documentation of screenings and assessments. On lesson plans IEP/IFSP and DSP goals included, transition	N/A	N/A	N/A	N/A

					plans include support for parents with children who receive services. IFSP and IEP's are up to date and follow ups are occurring on schedule.				
DSB	1302.62(a)		X		All consent to release information forms were collected and filed in disability notebook.	Advocacy trainings will be administered by FSA's when a child is eligible to receive services. MHDBC will create training materials and share during preservice with FSA's.		MHDBC	Fall 2022
DSB	1302.62(b)	X			Parents are involved in IEP/IFSP meetings and staff members always accompany to advocate. LEA and TEIS inform parents of their rights and we have these signature pages as documentation in the disability notebooks.	N/A	N/A	N/A	N/A
DSB	1602.63(c)(1)	X			We provide all information for the development of the IEP ranging from health to behavior observations and all developmental screenings and assessments. All that is sent is kept on file in the disabilities notebook.	N/A	N/A	N/A	N/A
DSB	1602.63(c)(2)	X			Signature pages are found in the disability notebook or the child file.	N/A	N/A	N/A	N/A
ECD	1302.31(a)	X			All classrooms receive Fidelity and CLASS observations. All staff have PDP's.	N/A	N/A	N/A	N/A

ECD	1302.31(b)(1); 1302.31(d)	X			CLASS scores are required to be at or above quality threshold. Responsive caregiving observations completed for EHS. Fidelity to the curriculum is required to be at least 85%. Teachers add individualizations to lesson plans based on MTS report monitoring. Not all CLASS scores are above the quality threshold. Individualized professional development and coaching provided by SDC's.	N/A	N/A	N/A	N/A
ECD	1302.31(b)(2)		X		We Provide The Benefits of Being Bilingual is provided to parents on the 1 st Home Visit. Many classrooms include labels in home language and multicultural materials are provided in the classrooms. Family assessment surveys are used when children can't be assessed in English. We encourage families to volunteer.	Additional materials will be purchased in languages represented in the classroom	\$1,000	Education & Staff Development Manager	Fall 2022
ECD	1302.31(c); 1302.31(e)	X			Lesson plans include small and large group times balanced with choice play. We use ITERS and ECERS checklist, Fidelity observations, and monitoring checklists that ensure appropriate learning environments, schedules, and activities. Lesson plans are monitored bi-weekly to	N/A	N/A	N/A	N/A

					ensure appropriate activities. (d)We use ITERS/ECERS and curriculum to guide room arrangement and materials provided for learning environments. Also, materials are changed based on child interest and study/theme changes.				
ECD	1302.31(e)	X			Schedules are monitored at the beginning of the school year and must include appropriate times for play and rest. Routines are viewed as learning opportunities by using curriculum materials, incorporating CLASS and responsive caregiving practices.	N/A	N/A	N/A	N/A
ECD	1302.33		X		Brigance and MTS screening and assessment are age appropriate. Fluharty and DECA screenings are appropriate for this age group. Staff are sufficiently trained and translation services are available. Referrals are made with parental consent as needed.	Calendar reminders and child plus date sheets will be used to remind teachers of screening and assessment deadlines for Brigance's to be complete within 45 days.	\$0	SDC Team	Fall 2022
ECD	1302.34		X		We conduct 2 Home Visits and 2 Parent Conferences per year where developmental information is shared and parents provide input into child strengths and needs. Not all facilities are open to parents	Calendar reminders and Child Plus date sheets along with child plus to do feature to be taught at preservice.	\$0	SDC's	Fall 2022

					during all operating hours.				
PMQI	1302.101(a)		X		Agency uses Cane Garden Bay, Child Plus, Excel and AsureForce for recordkeeping.	At the time of this assessment, program is 90% staff with two classrooms unopened. Some classrooms only staffed with one consistent teacher. Retention bonus approved by Board and Policy Council. Board will vote on Wage Scale at April 2022 meeting. Free Indeed account is the only regular method for posting job positions. TTA training scheduled for April on strategies to recruit and retain staff.	\$5/day x 30 days for (5) positions = \$750	Executive Director	July 2022
PMOI	1302.101(b)	X			Coaches and Coordinators provide individualized, small group and large group training. Multilingual social worker, language line and community volunteers used for translating. Children with disabilities included in classroom. Program purchased adaptive materials for use by all children, including those with a diagnosed disability.	Wage scale recognizes strength of dual language staff and includes a one-time wage increase for those who use a second language to reach families.	\$5,000	HR Manager	Summer 2022
PMOI	1302.102	X			Program goals established and reviewed on an annual basis. School Readiness Goals align with ELOF, TN-ELDS and local school system. Ongoing Monitoring Plan includes monthly Health and Safety Screener, unannounced licensing visits and monitoring of	N/A	N/A	N/A	N/A

					other component issues. Correct Actions reviewed by Board and Policy Council. Change of Scope applications reviewed by Board and Policy Council.				
ER	1302.11		X	N/A	Target demographic area may have changed. Community needs assessment shows Cheatham service area should be Pegram. Williamson community needs assessment shows service area should be Fairview.	Find new site/building in target area. Active recruitment in Pegram and Fairview to show need for services.	?	Head Start Director, Facility and Transportation Manager	Summer / Fall 2022
ER	1302.12	X		N/A	System and process in place for determining, verifying, and documenting eligibility are clearly written and followed. Verifying application documents happens in a two-step process that includes field staff and central office EET team.	N/A	N/A	N/A	N/A
ER	1302.13	X		N/A	Recruitment plans and tracking ensures we are reaching targeted families. Community partners, especially the school systems, have made higher enrollment a possibility during Covid-19.	N/A	N/A	N/A	N/A
ER	1302.14(a)(1) 1302.14(a)(3)		X	N/A	Weaknesses found in selection criteria for age and ACEs priority points. Weakness has already been addressed. We are still targeting the younger	Selection Criteria has been revamped to include points given for age and ACEs for the upcoming program year.	N/A	N/A	N/A

					age group due to PK in service areas.				
ER	1302.14(a)(4)			N/A	Our program recruits and targets children with disability to prioritize enrollment. Selection Criteria gives points for children with disabilities or chronic health conditions.	N/A	N/A	N/A	N/A
ER	1302.15(a)(1) 1302.15(a)(2)		X	N/A	Due to Covid-19, filling vacancies became difficult causing some locations to be under enrolled.	Increased recruitment efforts, especially at sites unable to meet the target time of 30 days to fill vacancies.	N/A	Supportive Services Manager	Spring 2022
ER	1302.15(a)(3)(a)	X		N/A	Selection Criteria created to prioritize the need of homeless and foster children.	N/A	N/A	N/A	N/A
ER	1302.15(a)(3)(b)	X		N/A	Attendance policy. Selection Criteria prioritizing allows the most at risk to be enrolled, reducing the need for reserved slots.	N/A	N/A	N/A	N/A
ER	1302.15(a)(3)(c) 1302.15(a)(2)	X		N/A	Documents used with family throughout the enrollment process and as needed during the program year all exhibit that participation is voluntary. Head Start Foundations, Volunteer Application, Consent to refer, and use of photos.	N/A	N/A	N/A	N/A
ER	1302.17	X.		N/A	Support team of SRBCs who assist with coaching, intervention and development of PGP to assist with challenging behaviors. Outside referrals provided to families who need	N/A	N/A	N/A	N/A

					additional services. Modified school day after other resources exhausted.				
FCE	1302.5		X	N/A	Family partnership process is strong, includes the whole family, evaluates strengths and needs. Services provided in various languages. Staff across service areas stay well informed with each other through the CATCH process.	Additional CATCH during provided during pre-service to improve follow-up.	N/A	Supportive Services Manager	Fall 2022
FCE	1302.51	X			Offer a variety of platforms for families to learn about child development. Also provide activities for them to engage in learning about available resources.	Family Connections training provided during pre-service.	N/A	Supportive Services Manager	Fall 2022
FCE	1302.52	X		N/A	Family Partnership established during intake and continues into first SSHV where REACHABLES are used to help families identify strengths, needs and SMART goals.	N/A	N/A	N/A	N/A
FCE	1302.53	X		N/A	Our Community Collaboration Agreement checklist encompasses finding resources and two-sided relationships for varied and very intense areas of need. Consent for services and referrals are obtained in order to connect families with specialists and community partners. MOUs have been	N/A	N/A	N/A	N/A

					obtained with PK Programs; Trainings to parents are provided to parents in specific areas.				
GOV	1301.2	X			One member has an expertise in fiscal, one in early childhood and one who is an attorney. Other members include a local grocery owner, insurance broker, restaurant owner, an RN, and a former parent.	N/A	N/A	N/A	N/A
GOV	1301.3		X		Policy Council comprised of parents and community members. Some counties only identified one representative and did not have alternates in place when their representative was not able to attend.	Staff will receive training on recruiting Policy Council members at Pre-Service. ERSEA Coordinator will provide coaching with FSAs until two members and two alternates are identified in every county.	\$0	Supportive Services Manager	Summer /Fall 2022
GOV	1301.4	X			Parent Committees established and offered with hybrid model. In counties with more than one center, parents joined together as one committee which increased communication and opportunities for collaboration.	In some counties the reporting between the parent committee and policy councils were not shared in a timely manner. Form created to record notes that will be shared and shared in March. Next year it will be added to Policy Council orientation.	\$0	Supportive Services Manager	Fall 2022
GOV	1301.5	X			Orientation and ERSEA training scheduled annually. Policy Council receives training on other topics related to their role monthly.	Board will have a training prior to each bi-monthly meeting beginning with April 2022 meeting.	\$0	Executive Director	Spring 2022
GOV	1302.12	X			Programs trains management and staff who determine eligibility at orientation and then	N/A	N/A	N/A	N/A

					annually in the winter. Training formats include power point, side by side job coaching and webinar.				
GOV	1301.6	X			Impasse procedures for the Board and Policy Council are included in the HR Policies and Procedures.	N/A	N/A	N/A	N/A
AD	1303.12	X			Agency is currently in the process of changing insurance coverage to increase coverage in the event of an emergency.	N/A	N/A	N/A	N/A
FN	1303.3	X			Fiscal Director has reviewed federal guidelines and meets annual professional development hours as required to maintain his CPA.	N/A	N/A	N/A	N/A
FN	1303.4		X		Agency submitted Non-Federal Share waiver request. Approval is still pending.	HS Director will inquire of region office that status.	\$0	HS Director	Spring 2022
FN	1303.5	X			Admin rate is below the 15% threshold.	N/A	N/A	N/A	N/A
HL	1302.41	X			Evidence of communication with families regarding the health and development with children including linguistically diverse families. Interpreters on staff available to families as well as Spanish and Arabic written documentation.	N/A	N/A	N/A	N/A
HL	1302.42(a)	X			All families fill out Health Insurance, Health and oral Health Provider and Health Conditions	N/A	N/A	N/A	N/A

					information form during intake before children enter the classroom. Family services staff make immediate referrals for medical and dental providers and insurance. Families leave intake informed				
HL	1302.42(b)		X		Procedures are in place at intake to complete authorization form and share emergency policies with families, before children enter the classroom	Due to the pandemic and resulting staffing issues some centers were unable to meet this requirement, because medical appointments were unavailable and parents fear of contracting an illness. Another contributing factor was staffing with medical providers which hindered the program from receiving documentation in a timely manner. Partnerships with the medical community are being established and strengthen. The health team is prepared with training. Staffing shortages are being addressed.	N/A	N/A	N/A
HL	1302.42(c)	X			Family and health specialist have dashboards and to-do list created in child plus, that assist them with reminding parents of ongoing care. Child Plus, Developmental Screening form-10's and routine observations are recorded in CATCH meetings weekly allowing for timely identification of new concerns		N/A	N/A	N/A

HL	1302.42(d)	X			The program used Cares Act money to purchase vision screeners, hearing machines, blood pressure monitors, toothbrush sanitizers, hemoglobin pulse ox meters, Zono sanitizing, and touchless thermometers. The program tracks failed screening and referrals with Child Plus.		N/A	N/A	N/A
HL	1302.43		X		Classroom's have sent home tooth brushes and toothpaste with children. Teachers have educated the children on proper oral health care however some classes didn't resume in classroom tooth brushing in January as instructed.	Training at preservice, August 2022 for staff and follow-up observations. Person responsible for follow-up with be Lori Reed, CDHM within the first 45 days of the 2022-2023 school year.	N/A	N/A	Fall 2022
HL	1302.44	X			Monthly menus and nutritious meals are provided, special diets are well documented.		N/A	N/A	N/A
HL	1302.45	X			A team approach is used with mental health, SRBC, Mental Health, Behavior, and Disability Coordinator partners with classroom staff to create a positive and supportive environment mental health consultant observes the classroom and is available for trainings with families and staff.		N/A	N/A	N/A
HL	1302.46	X			The family service staff provide all required parent trainings for Health, Nutrition, and		N/A	N/A	N/A

					Mental health. Community partners are used and bring their expertise.				
HL	1302.47	X			Having a trained and reliable staff is paramount to a safe and healthy environment. The program provides an abundance of health and safety trainings exceeding federal requirements. Each classroom is observed with health and safety monthly.		N/A	N/A	N/A
HL	1302.47	X			Safety practices include facility, classroom, playground, and bus check list. Background check are completed on each employee prior to working in the classroom.		N/A	N/A	N/A
HR	1302.90		X		Standard of Conduct updated this year to include consequences for not complying. New form created to document details of reference verification.	New HR team. Program has reached out to region office for TTA regarding hiring requirements for admin staff. Some background checks not completed prior to hire.	\$0	HR Manager	Spring 2022
HR	1302.91	X			Program has strong professional development system in place to assist staff through the CDA and Family Credential programs	Many staff openings in EHS due to difficulty of finding qualified applicants. Program will continue to enroll multi-site teacher assistants to prepare them for EHS teaching positions.	\$2,800	Education & Staff Development Manager	Fall 2022
HR	1302.92	X			Staff receive training at orientation and then 50+ hours a year. Parent volunteers receive training at Parent Orientation.		N/A	N/A	N/A

HR	1302.93	X			Staff physical required prior to employment. Agency staff receive Mental Health newsletter monthly. Additional training provided by MH team.		N/A	N/A	N/A
HR	1302.94	X			Volunteers complete background check and physicals required of staff when they are present with children for 25+ hours. Program policy does not allow anyone to be alone with children, including volunteers. There are always two paid staff present.		N/A	N/A	N/A
TR	1303.70	X			Transportation meets state and federal requirements.		N/A	N/A	N/A
TR	1303.71	X			All emergency equipment is maintained and labeled, restraints are use appropriately as recommended.		N/A	N/A	N/A
TR	1303.71	X			Buses are inspected annually by the Tennessee State Department of Safety. Pre-trip inspections are performed and recorded prior to each trip.		N/A	N/A	N/A
TR	1303.72	X			All required paper work for the transportation of children are kept in a notebook. All maintenance records are kept in a notebook on the bus, Drivers receive annual TDOT training. All agency staff also receive twice a year		N/A	N/A	N/A

					transportation and monitoring training. Staff physical requirements are kept up to date.				
TR	1303.73	X			Due to COVID bus routes are half capacity, no routes are more than 45 minutes. Facilities manager approves route prior to transporting.		N/A	N/A	N/A
TR	1303.74	X			Bus safety training is completed with all children and monthly evacuation drill are performed.		N/A	N/A	N/A
TR	1303.75	X			None currently, case-by-case basis.		N/A	N/A	N/A
TR	1303.70		X		Not all 30-month transition plans completed on time.	During education updates teachers will be trained to schedule 30-month transition plans 2 weeks prior. Also, how to use the to do list on Child Plus.	N/A	SDTC or ESDM	Pre Service 2022
TR	1303.71	X			Transition to kindergarten action plans completed. Kindergarten transition plans completed each year. Parents given kindergarten training during April parent committee meeting.		N/A	N/A	N/A
TR	1303.72	X			Every dropped child received a written transition pack and it is recorded in the ADT notebook.		N/A	N/A	N/A