

EARLY HEAD START MOBILE! 2014 Improvement Plan

System/Service Area: Governance

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Enhance the quality of the self-assessment training for GRECS Inc. Board and for Policy Council	EHS Staff			
Develop alternate delivery strategies to accommodate Policy Council and Board member training for governing body members who cannot attend trainings. (i.e. working parents, Board Attorneys, etc.)	EHS Staff			
Provide officer training on site for Parent Committees.	Family Engagement Staff			

System/Service Area: Planning

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Expand the role/participation of Community partners in program planning.	EHS Staff			
Develop strategies for increasing awareness of Early Head Start in the community.	EHS Staff			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

System/Service Area: Communications

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Identify resources/ translators for teachers/directors to facilitate ongoing communication, home visits & conferences in the family's primary language to the extent possible.	EHS Staff			
Provide in-depth training for teachers to enhance communication between teachers and parents and to provide support for maintaining positive relationships between teachers and families.	EHS Staff			
Provide online Parent Survey to identify interests and needs.	Director			

System/Service Area: Recordkeeping and Reporting

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Require Center Directors to participate in all Early Head Start meetings/trainings scheduled by the program.	EHS Staff			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

System/Service Area: Ongoing Monitoring

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Assist Parent Committee and Center Directors in developing strategies to increase the volunteerism and in-kind participation of parents, staff and community partners.	EHS Staff			
T/TA assistance for Teaching Strategies Gold ongoing monitoring and tracking of children's progress.	Education Coordinator			

System/Service Area: Human Resources

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Ensure that all staff information, training, certificates, and personnel information is included into ChildPlus in a timely manner.	EHS Staff			
Provide mid-year new staff orientation training.	Education Coordinator			
Develop Plan and schedule for ongoing substitute teacher training.	Education Coordinator			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

System/Service Area: Fiscal

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Continue to provide training funds for Program Operations Director, Fiscal staff and EHS Director to attend Region IV Fiscal institute to ensure ongoing compliance.	EHS Staff			

System/Service Area: Facilities, Equipment, Materials

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Refine inventorying procedures to ensure inventories are reconciled at each center.	EHS Staff			

System/Service Area: Health

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Continue to improve the process for assisting parents in keeping children up-to-date on scheduled primary and preventive health care.	EHS Staff			
Secure all medical requirements for each child prior to Orientation.	Education Coordinator			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Refine monitoring system to ensure that all children receive screenings within the first 45 days of enrollment.	EHS Staff			
Provide training for parents on dental health.				

System/Service Area: Nutrition

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Provide additional nutrition training for center nutritional kitchen staff at each center.	Health & Disabilities Coordinator			
Continue to work with center staff to increase the availability of fresh fruits and vegetable for meals and child's nutrition needs.	Health & Disabilities Coordinator			

System/Service Area: Safe Environments

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Provide technical assistance to program directors on establishing routines and procedures for safety inspections.	Health & Disabilities Coordinator			

EARLY HEAD START MOBILE! 2014 Improvement Plan

System/Service Area: Disabilities

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Expand parental participation in Early Intervention activities/training opportunities both state and local.	Health Disabilities Coordinator			
Provide continual training for teachers to enhance their abilities to plan and individualize for children with disabilities.	Health/Disabilities			
Provide schedules for conferences and home visits to ensure that the Disabilities Coordinator can participate.	Education Coordinator			

System/Service Area: Parent, Family & Community Engagement (PFCE)

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Continue to expand the availability/ and depth of training for staff on PFCE framework.	Family Engagement Staff			
Provide technical assistance to teachers on facilitation the development and tracking of family partnership goals including school readiness goals.	Family Engagement Staff			
Provide additional staffing for Family Services as funds are available.	Director			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Increase the data analysis of family engagement activities for use in planning and for improving program quality.	Director			
Develop and implement mid-year online parent survey to assess parent satisfaction.	Director			

System/Service Area: Eligibility, Recruitment, Selection, Enrollment, Attendance (E.R.S.E.A.)

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Refine the recruitment plan to increase the waiting list for each center.	Director			
Increase recruitment at local high schools to ensure teen moms have the opportunity to apply.	Family Engagement Staff			
Expand program emphasis on attendance to ensure all children meet the 85% attendance goal.	Director			

System/Service Area: Education & Early Childhood Development/School Readiness

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Expand training for teachers on targeting the	Education			

**EARLY HEAD START MOBILE!
2014 Improvement Plan**

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
use of child data and observations for improving the quality of individualized planning.	Coordinator			
Integrate all components of Teaching Strategies Gold into program practices	Education Coordinator			
Increase the availability for parents of materials and activities which support school readiness goals for home.	Education Coordinator			
Expand/refine the ongoing monitoring procedures to ensure that school readiness data is being used by teachers daily.	Education Coordinator			
Provide training and technical assistance to support teachers and staff in developing closer working relationships/partnership with parents.	Education Coordinator			

System/Service Area: Mental Health

Challenge	Person Responsible	Date of Completion	Evidence of Completion	Completion
Provide continual training for teaching staff on mental health and behavioral needs of children.				