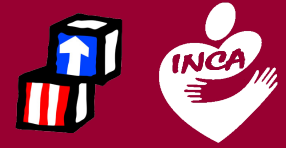


# INCA COMMUNITY SERVICES, INC.



## Head Start T/TA Plan

### Overall Vision for Growth In Training and Technical Assistance:

Have a well trained Classroom Staff, Management Team, Policy Council and Executive Board.  
Create a professional development training plan for each employee that includes outcomes.  
Review and update the 5 year strategic plan with reasonable short-term and long-term goals and the steps taken to meet the goals. Add new goals as indicated by Self-Assessment findings to have a quality program.

### Identified Strengths:

Executive Board Chairperson is a certified Oklahoma Teacher and works as a consultant and instructional coach for Oklahoma Public Schools needing to raise their state student scores.

Teaching staff are knowledgeable in early childhood qualifications.

Managers are provided ample opportunities throughout the year to attend trainings that increase their knowledge and skills and enhance their professional development.

### Resources Available:

Written policies defining the roles and responsibilities of the governing body members  
Policy Council By-Laws  
Policy Council members Guide: The Role and Responsibilities of the Head Start Policy Council  
Local Universities  
Self Assessments, monitoring and Community Assessment, LAP-D Outcomes

### Growth Areas to be Addressed: (marked on the plan)

Program Governance Page 2 P S 1301.1  
1301.2  
1301.3

Communication Page 2 P S 1304.50(f)  
Human Resources Page 3 P S 1302.92  
Planning Page 2 P S 1302.102  
1302.103

### Ongoing Professional Development:

Ongoing professional development is identified throughout the plan and is not marked in the growth area.

Performance Standard Topic	Strategies (Training Method)	Person Responsible	Time Frequency	Persons Targeted	Resources Needed	Estimated T/TA Cost	Desired Outcome	Evaluation Method
<b>1301.1</b> <b>1301.2</b> <b>1301.3</b> <b>1301.5</b> Topic: Policy Council & Board Training on rights, responsibilities, overall composition, communication and ongoing monitoring	Large group with small group breakout session. Question-answers sessions. Lecture. Demonstration of principals. Workbook and information sharing.	Training Manager  Head Start Director  Executive Director	Policy Council (PC) - September  Joint Policy Council and Executive Board Members - October	PC Members & Executive Board Members	Powerpoint Presentation	In House	Board members and Policy Council members will have a working knowledge of their roles, responsibilities, organizational structure, and communication.	Feedback from Board Members and Policy Council Members
<b>1301.5</b> Topic: Systematic, ongoing program planning	One-on-one training with designated management, PC, and Board members Group discussion and strategic planning	Training Manager, Head Start Director, Executive Director	As new members come on board	Management, Policy Council reps., Board reps	LAP-D Reports, ChildPlus Reports, Community Assessment Survey	In-House	Systematic, ongoing, program planning with long and short term goals	Quality strategic plan updated as needed Sign In Sheets Agendas
Topic: Drug/Alcohol Training	Orientation of the agency's policy on a drug-free workplace will be done during county in-services	Training Manager	County In-service Yearly	All INCA Community Service staff	Handouts Power Point Drug Free Workplace Plan	In-House	Staff will be knowledgeable about Agency's no-tolerance policy.	Sign in sheet Agenda
<b>Total \$0</b>								

**Content Area: Administration**

Performance Standard	Strategies (Training	Person Responsible	Time Frequency	Persons Targeted	Resources Needed	Estimated T/TA Cost	Desired Outcome	Evaluation Method
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[illegible]

**Content Area: Education-Staff**

Performance Standard Topic	Strategies (Training Method)	Person Responsible	Time Frequency	Persons Targeted	Resources Needed	Estimated T/TA Cost	Desired Outcome	Evaluation Method
1302.91 Topic:	Staff will attend school to meet	Training Manager	January June	Teachers Teacher Aids	Universities, Colleges,	\$12,175	Progress toward education goal	Verifiable documentation

Educational Requirements of Teachers	requirements for CDA, AA, BA degrees, Paraprofessional certification		August	One-on-ones	Child Care Education Institute (CCEI)		as defined in career and educational plan	(i.e., enrollment forms, school records and diplomas
Licensing Requirements	DHS Required Training for Bronze level center director, Entry Level Child Care Training(ELCCT )	Training Manager	Pre-Service and as new staff are hired As new staff are hired	Teaching Staff	DHS Child Care Current licensing requirements	24 staff @\$20 each (18—HS 6—EHS) \$360—HS \$120--EHS	Staff will have knowledge on licensing requirements and how to identify compliance and non-compliant licensing requirement	Licensed facility maintained throughout the year. Certificates
<b>1302.91</b> Topic: Educational Requirements of EHS Teachers	EHS staff will attend required OKDHS training and other training required by Performance Standards	Training Manager	Pre-Service, upon hire, and as training is offered to maintain compliance	EHS Teaching Staff	OKDHS Child Care current Licensing requirements & training required by Performance Standards	\$5,000--EHS	Staff will have knowledge on licensing requirements and how to identify compliance and non-compliance licensing requirements	Licensed facility maintained throughout the year. Training certificates
<b>1302.46(b)(v)</b> <b>1302.47</b> Topic:Pedestrian Safety and Seat Belt Safety	Overview of Pedestrian Safety and Seat Belt requirements	Facilities Manager	Within 45 days of class starting	Teaching Staff Parents	Video Handouts	\$125—HS \$50--EHS	Parents and children will learn about pedestrian safety and seat belt laws . Bus	Parent Meeting Agendas In-Service Agendas Sign-in sheets
<b>1302.92</b> Topic: Individual Professional Development	Information sharing, career development plan implemented	Training Manager	Ongoing	Teaching Staff Managers	Staff Input Annual evaluations	\$0	Established career development goals and strategies for each employee	Ongoing Individual Professional Development Plans

<b>1302.102</b> Topic: Self Assessment (shared involvement)	Team of Policy Council / Board members, Managers, Community Reps, Center Staff and H/S Director conduct the assessment	Training Manager Head Start Director Executive Director	March	Board, Parents, Community Reps, & Management Staff,	The current federal monitoring protocol	\$0	The agency will build on program strengths and implement the changes needed to correct any areas of weakness.	Changes are evaluated during subsequent self-assessments to ensure results are beneficial to the program and to the children and families
<b>Total</b>						<b>\$17,830.00</b>		

**Content Area: Education--Management**

<b>Performance Standard Topic</b>	<b>Strategies (Training Method)</b>	<b>Person Responsible</b>	<b>Time Frequency</b>	<b>Persons Targeted</b>	<b>Resources Needed</b>	<b>Estimated T/TA Cost</b>	<b>Desired Outcome</b>	<b>Evaluation Method</b>
<b>1302.92</b> Topic: Content Area Training (on-going)	Core Personnel will receive training in their content area.	Training Manager Head Start Director Executive Director	Two times a year as 2015 - 16 as scheduled by OKACAA	Content Area Managers and staff	OKACAA Conferences  Available Webinars	12 sessions @\$250 each = \$3,000—HS \$1,000-EHS	Increase knowledge in Desired Outcomes, child development, health, case management, transitions, transportation, nutrition, and human resources	Training evaluation form, Narratives, Information shared at staff and in-service meetings
<b>1302.92</b> Topic: Basic Database training	Hands-on training in various databases.	Training Manager  Education Manager	Upon hire, PreService and As needed	Classroom staff Management Staff	Computers Internet Access	In House	Teachers will have a good working knowledge of current data base and LAP-D Assessment	Observation during class time at the beginning of the program year. Regular checks on classroom documentation
<b>1302.34</b> (a)(2)(i) Parents invited to become involved in curriculum	To provide training & opportunities for parents and staff to assist in planning of the	Training Manager	November  February  April	Parents Teaching Staff Education Advisory Committee Policy Council	Curriculum surveys Creative curriculum, lesson plans handouts	In House	Parents and staff will have increased knowledge of developmentally age appropriate	Lesson plans Training evaluation form In-service sign-in sheets SubCommittee

planning	program curriculum and approach to Child Development			Sub Committee			activities	meeting minutes
<b>1304.21 (a) &amp; 1304.21 (c)1302.100</b> Topic: Content Area plan updates	Policy Council Planning Committee will meet to review plans	Head Start Managers	Annual and as needed	Policy Council Sub Committee Staff	Head Start Plans	In-house	Policy Council will become more knowledgeable about content area plans.	
<b>Total</b>						<b>\$4,000</b>		

**Content Area: Child Health (Development & Safety)**

<b>Performance Standard Topic</b>	<b>Strategies (Training Method)</b>	<b>Person Responsible</b>	<b>Time Frequency</b>	<b>Persons Targeted</b>	<b>Resources Needed</b>	<b>Estimated T/TA Cost</b>	<b>Desired Outcome</b>	<b>Evaluation Method</b>
<b>1302.47(4)((i) (J)</b> Topic: First Aid & CPR training Injury Prevention	Lecture, video, and hands on training.	Training Manager	As needed	All Head Start Staff	EMT, Red Cross Certified Trainer Hospitals, clinics, local college	\$40 per person (40x) \$1,36600-HS \$240-EHS	Ability to accurately respond to physical emergencies and administer First Aid and or CPR, knowledge of how to identify preventable injuries.	Staff receive certificates/card in First Aid and CPR—copy on file at central office
1302.47(b)(4) (i)(C) 1304.47(b)(7)(i) Topic: Medication Administration	1 hour training on policies and procedures.	Health Manager	August Pre-Service	Teachers	Handouts and Directions on procedures	In-house	Knowledge of medication administration policies and procedures	Training Evaluation Forms. Sign-In Sheets Agenda
1302.40 Topic: Health record keeping	Lecture – demonstration on record keeping-documentation in c current database	Health Manager	August Pre-Service	Teachers Teacher Aides	current database	In-house	Accurate completion of child health smart form in ChildPlus	Health manager will run monthly report from current database

1302.47 (b)(8)  Topic: Emergency Disaster	½ hour training on completing emergency disaster drills and logs	- Facilities Manager	August Pre-Service	Teachers Teacher Aides Food Techs.	Police Dept Rep Community disaster plan Community Shelters	In-house	Ability to implement and document necessary requirements	Safe Environments Checklist
Topic: OSHA	Training via handouts and lecture on disease transmission and blood borne pathogens	Training Manager	Yearly no later than September	Teachers Teacher Aides Food Techs	EMT Red Cross Certified Trainer <u>Nurses</u>	In-house	Disseminate information on procedures to meet OSHA requirements	Agenda Sign in sheets Training Evaluations
1302.33 Topic: Screening and referrals	On-Site training provided by Health Manager	Health Services Manager	first At Preservice and ongoing	Teaching Staff	Vision /Hearing Machines Speech	In-house	Accurate screening, completion of referral forms and documentation.	Review of documentation during regular and random child folder checks.
Total \$1,600								

**Content Area: Education & Early Childhood Development**

Performance Standard Topic	Strategies (Training Method)	Person Responsible	Time Frequency	Persons Targeted	Resources Needed	Estimated T/TA Cost	Desired Outcome	Evaluation Method
1302.44 Topic: Nutrition regulations	Training on mandated regulations using lecture and handouts	Nutrition/ Purchasing Manager	August Professional Development Training	Food Technicians/Aid es Teacher Aides	Nutrition Consultant	In-Kind	Knowledge of CACFP regulations and requirements	Agendas Sign-in sheets Training Evaluations USDA/CACFP Audit
1302.44 Topic: Creating Menus	Training on how to plan appropriate menus. Staff will present training at Center Committee Meeting	Nutrition/ Purchasing Manager	August Professional Development Training	Food Technicians/Aid es Teaching Staff Parents	OSU Nutrition Consultant "Color Me Healthy"  Blank Menus	In-kind	Monthly menu that is nutritious, desired by children, and cost effective	Agendas Sign-in sheets Training Evaluations Monthly menu

1302.47 Topic: Sanitation	Training on proper sanitation procedures through lecture, video, and handouts	Nutrition/ Purchasing Manager	August Professional Development Training	Food Techs	Health Department Trainer	In-kind	A sanitary food environment	Agendas Sign-in sheets Training Evaluations CACFP center checks
1302.46(b)(ii), (iii) Topic: Nutrition Education	Training for parents on a variety of nutrition education topics	Teachers Training Manager	Presented at Parent Meetings	Parents Staff	Information for distribution	\$150—HS \$200--EHS	Parents and staff attending will be more knowledgeable about nutrition in general.	Agendas Sign-in sheets Training Evaluations Training evaluation from parents and staff attending
<b>Total \$350</b>								

**Content Area: Mental Health**

<b>Performance Standard Topic</b>	<b>Strategies (Training Method)</b>	<b>Person Responsible</b>	<b>Time Frequency</b>	<b>Persons Targeted</b>	<b>Resources Needed</b>	<b>Estimated T/TA Cost</b>	<b>Desired Outcome</b>	<b>Evaluation Method</b>
1302.45 Topic: Mental Health awareness	Consultant will provide training to the One-on-One and teachers during classroom visits	Training Manager  Mental Health Manager	Sept. April Classroom visits & As requested	Teaching Staff	Mental Health Consultant	Contracted  \$5500—HS \$5500--EHS	Increased or reinforced knowledge of mental health issues affecting children	Evaluation reports by Mental Health Consultant
1302.45 Topic: Child mental health activities	Mental Health Activities will be provided to the classroom staff	Training Manager Mental Health Manager	October and On-going	Teachers Teacher Aides	Handouts HSCI- Curriculum Modification  Second Step Curriculum	In-house	Modification as needed in classroom activities to address children's special needs	Classroom observation
1302.46	Workshop,	Training	Parent Meetings	Parents	Mental Health		A variety of	Agendas

Mental Health related topics for parents and staff	handouts, and mental health strategies	Manager Mental Health Manager		Teaching Staff	Consultant OSU Instructors Community Partners	Community resources	topics presented as needed to parents and staff on mental health related issues	Sign-in sheets Training Evaluations Topics addressed at parent meetings or during general meetings (agenda items)
<b>Total</b>						<b>\$1,000</b>		

**Content Area: Disabilities**

<b>Performance Standard Topic</b>	<b>Strategies (Training Method)</b>	<b>Person Responsible</b>	<b>Time Frequency</b>	<b>Persons Targeted</b>	<b>Resources Needed</b>	<b>Estimated T/TA Cost</b>	<b>Desired Outcome</b>	<b>Evaluation Method</b>
1302.51 Topic: Parenting skill development training	Training on a variety of parenting skill.	Training Manager Disabilities Manager	October March	Parents Teachers Managers	OSU Consultant	In-kind—HS \$500--EHS	Staff and Parents will increase their knowledge of parenting skills.	Agendas Sign-in sheets Training Evaluations
1302.61(a) 1302.62 Topic: ADA requirements	Training on ADA federal regulations and guidelines	Training Mgr Disability Manager Facilities Manager	Yearly and as needed	Parents Teachers Managers	Available Resources	\$100--HS \$100-EHS	Knowledge of ADA requirements for special needs children	Agendas Sign-in sheets Training Evaluations
1302.60 1302.61 Topic: Form completion	Training using handouts, PowerPoint, and information sharing intervals	Training Manager Disabilities Manager	August Preservice	Teachers Managers	forms	In-house	Working knowledge of the disability documentation, referral, follow-up process, IEP, and services required for families and children with disabilities	Agendas, Sign-in sheets, Training evaluations, Accurate completion of documentation, referral, and follow through. Random file review by Disability manager
1302.62	Training using	Training		Parents	DVD		Understanding	Compliance with

Topic: ADA playground requirements	DVD and instruction	Manager Disabilities Manager Transportation/Facilities Manager		Teachers Managers		In-house	of ADA regulation and requirements regarding facilities and playground equipment	ADA requirements. Reports of non-compliance
1302.61(c)(1)(v)  Inclusion consistent with children's IEP's	Train staff in inclusion and/or adaptive methods to involve all children	Training Manager Disabilities Manager	September and as needed	Teaching Staff	Head Start Center for Inclusion training modules online	In-house	Increased staff knowledge of observation skills and involving parents in their child's education as they go into the public school	Agendas Sign-in sheets Training Evaluations Child's IEP Desired Outcomes Teachers observation notes LAP-D reports
<b>Total</b>						<b>\$700.00</b>		

**Content Area: Family & Community Partnership**

<b>Performance Standard Topic</b>	<b>Strategies (Training Method)</b>	<b>Person Responsible</b>	<b>Time Frequency</b>	<b>Persons Targeted</b>	<b>Resources Needed</b>	<b>Estimated T/TA Cost</b>	<b>Desired Outcome</b>	<b>Evaluation Method</b>
1302.52 Topic: Family Partnership Assessment and Agreement	Family Advocates will attend outside training sessions on FSA & FPA and goal setting.	Training Manager Family/Community Partnerships Manager	Yearly	Family Advocate	Region VI Training Management Institute T/TA Consultant	\$500 x 2 Family Advocates= \$5100-HS \$500--EHS	Family Advocates will be knowledgeable of FPA, FSA, and goal setting.	Narratives Agendas Certificates of Attendance
1302.50 Topic: Parent Involvement	Individual and group training with parents.	Classroom Staff Family Advocates	As new parents enter the program	Parents	Handouts Classroom Staff Family Advocates	\$0	Parents will become comfortable in their role as a classroom volunteer and will be trained in Policies & Procedures.	Signed Volunteer Job Description Confidentiality form
1302.13	Family	Training	Yearly	Family	Webinars	\$400—HS	Family	Narratives

Topic: Recruitment	Advocates will attend outside training sessions on ERSEA	Manager		Advocates	T/TA Consultant	\$100--EHS	Advocates will become more knowledgeable and develop effective recruitment techniques.	Agendas Certificates of Attendance
1304.40 Topic Parent Involvement	Provide medical, dental, nutrition and mental health education programs for parents and families.	Health Manager Disabilities Manager Nutrition/Purchasing Manager	Parent Meetings and Upon request	Parents	hand-outs  webinars, books food Family Advocates Managers Teachers Community Partners	In-Kind	Parents will learn the importance of their child receiving physicals, dentals exams and follow-ups. Parents will serve healthy meals. Parents will become more knowledgeable about the importance of good physical and mental health.	Minutes from Parent Meetings Sign-in sheets Training evaluation Pictures
<b>Total</b>						<b>\$1,500</b>		

**Content Area: Family & Community Partnership**

Performance Standard Topic	Strategies (Training Method)	Person Responsible	Time Frequency	Persons Targeted	Resources Needed	Estimated T/TA Cost	Desired Outcome	Evaluation Method
1302.34 1302.50 1302.51  Topic: Parent Involvement	Monthly Parent Meetings Parent/Teacher Conferences, Home Visits, Transition Packets for Parents bringing children into Head Start and going into	Family Advocates	5 x per year Monthly Meetings 2 x year for Conferences & Home Visits	Parents Community Reps	Resource Books Handouts Videos Community Partners	\$2,500—HS  \$1,000--EHS	Parents will be educated by Head Start Teachers & Advocates on available resources in the community.	Training evaluation Sign-in sheets Agenda

	Kindergarten							
1302.101 Topic: Case Management Documentation	Training on record keeping & recording Family Partnership	Training Manager	August PreService	Family Advocates Teachers	T/TA Consultant	In house	Family Advocates and Teachers will gain knowledge how to document and to help parents set goals to ensure quality services are received.	Training evaluation Sign-in sheets Agenda
<b>Total</b>						<b>\$3,500</b>		

#### **TOTAL ESTIMATE OF TRAINING AND TECHNICAL ASSISTANCE**

<b>Persons Targeted</b>	<b>Head Start T&amp;TA</b>	<b>Early Head Start T&amp;TA</b>	<b>Page</b>
Administration	\$2,000	\$ 500	Page 3
Education-staff	\$12,175	\$5,170	Page 4&5
Education-Managers	\$3,000	\$1,000	Page 5&6
Child Health-Safety	\$1,360	\$ 240	Page 7
Education-Child Development	\$2,100	\$1,590	Page 8
Child Health-Nutrition	\$150	\$200	Page 9
Child Health-Mental Health	\$500	\$500	Page 10
Child Health-Disabilities	\$300	\$400	Page 11
Family & Community Partnerships—Area Supervisors	\$1,100	\$400	Page 12
Family & Community Partnership-Parent Involvement	\$2,500	\$1,000	Page 13
<b>TOTAL</b>	<b>\$25,185</b>	<b>\$10,000</b>	<b>\$35,185</b>

**TOTAL T&TA BUDGET---\$35,185**