

Self-Assessment Action Plan 2025-2026

Area to be Improved	Action Steps	Time Frame	Responsibility	Documentation
Safety: Teaching staff need to continuously follow through on documentation of various required items, including daily safety checklists, Ouch reports, emergency drills, and daily use of Oxivir to clean classroom items.	- Ensure teachers and assistants know they are both responsible through PD in groups or one-on-one. - Staff retraining to start the new school year with a request for principal support in cases of non-compliance. - Monthly monitoring by safety staff to ensure daily safety checklists, Ouch reports, emergency drills, and use of Oxivir (or district-approved cleaning supplies) daily to clean classroom items are completed by classroom staff. - Monthly monitoring by Coordinators of safety staff, by discussing their findings and possible solutions. - Emergency Drills: Coordinator to add as a topic item on principal agenda as a reminder that this must occur monthly. Safety Facilitators will monitor.	August -October 2025 for PD September - October 2025 - Fall Safety Inspection /February - March Spring Safety Inspection August – June 2026 for monitoring – timeframe of increased monitoring will be extended if results have not been maintained	- Safety Facilitators - Teachers - Assistants - Coordinators	Fall and Spring safety inspection checklist is done twice a year and reviewed monthly with any follow-up as needed
Safety: Active Supervision & Critical Incident Reports – Classroom staff need to improve their active monitoring of children on the playground to reduce the number of accidents and improve the timeliness of reporting accidents with the use of the Critical Incident Report form.	- Provide back-to-school PD on the topic of Active Supervision for teachers and assistants. - Maintain the active supervision online training module for annual refresher training for teachers, assistants, and class monitors on the ESC-20 Head Start website. - Continue to use the outdoor play monitoring tool in Child Plus to be used by the Safety Facilitators and School Readiness Coaches. - Continue to reference the outdoor play monitoring tool on the bi-annual safety monitoring checklist. - The active supervision online training module will be a requirement for all Head Start staff to view at a PTM or on their own at the start of the school year.	August 2025 – May 2026	- School Readiness Coaches - Teachers - Assistants - Safety Facilitators - FSA - Mental Health & Disabilities Consultants - Class Monitors - Campus Administrators - Coordinators	- PD agendas - Monitoring tools - Critical Incident Reports - Child Safety Incident Reports – RO - Fiscal Contract - Administrative Mtg agenda - Online training module

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	• Coordinators will address the topic of teachers and assistants using benches or chairs on the playground instead of actively engaging with the children. • This topic is listed on the annual fiscal contract between ESC-20 and partnership school districts.		• Component Director	
Mental Health: Strengthen the implementation of the consultation services that build the capacity of adults to foster mental wellness/social & emotional development of children.	• Deep dive of mental health procedures with Mental Health & Disabilities Consultants and leadership • Implement strategies that promote a program-wide culture of mental wellness, prevent mental health challenges, and identify & support children w/mental health & social & emotional concerns • Train Family Service Associates on strategies that build nurturing relationships and environments • Consult with teaching staff to understand and appropriately respond to prevalent child mental health concerns • Provide information to families and staff to understand mental health and access mental health interventions or supports • Monitor consultation services and adjust the procedure as needed	October - Will review the procedure October 2025 – May 2026 Monitor implementation	• Mental Health & Disabilities Consultants • Coordinator	• Updated procedure • Agendas ○ Ex: Program Team Mtgs • Sign-in sheets • CP Reports ○ E-monitoring, transactions, digital folder, etc.
Health & Dental: Improve completion rate of health requirements for enrolled children, with a focus of assisting parents with making arrangements to bring children up-to-date as quickly as possible; and if necessary directly facilitate provision of health services to bring the child up-to-date.	• Conduct monthly review of PIR and child health tracking data to identify children who are not up-to-date on current age-appropriate preventative healthcare • Collaborate with FSAs to determine and document any barriers to health care (i.e. transportation, accessibility, insurance) • Collaborate with local clinics, dental providers, district health staff, and state health agencies • Train staff on health requirement documentation • FSAs reach out to families regarding the importance of preventive healthcare in supporting school readiness.	October 2025 - May2026	• Health, Dental, and Nutrition Specialist • Family Service Associates • Program Managers • Program Coordinator	• Document family outreach efforts (calls, emails, meetings) • Record approvals made to healthcare providers for healthcare services from Head Start program • Track dates of completed services (physicals, immunizations, dental exams, lead tests). • Submit requests to the state health department for lead test results • Distribute TB screening questionnaires to parents/families when missing from current well-check exam

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Family & Community: During the Child Plus & Child File monitoring review, it was identified that monthly contacts were inconsistently documented.	• Review, update and train on the Family Engagement Contact procedure and form • Provide training to Family Service Associates staff about the value of contacting families to identify new needs and follow up on referrals, goals, etc. • Monitor Child Plus for documentation of monthly contacts and provide feedback to FSA to ensure monthly contacts are made with families and documented.	October 2025 – May 2026	• FSA • Community & Family Program Manager • Coordinator	• Training Agenda • Child Plus • Child File
Education: Improve the current “Case Management” process to strengthen the multidisciplinary approach that reviews every child enrolled in the ESC-20 Head Start Program twice per year to identify concerns within each of the program areas.	• Review, update, and train staff members on the Case Management procedure and documentation process. • Ensure appropriate follow up by program area contacts for any concerns identified during the Case Management process. • Monitor reports and documentation in Child Plus.	November 2025- June 2026	• Coordinator • School Readiness Coaches • Health, Dental, and Nutrition Specialist • Mental Health & Disabilities Consultants • Family Service Associates • Safety Facilitators • Campus Administrators • Classroom Teacher	• Training Agenda • Child Plus