

Monitoring Improvement Action Plan (MIAP)

For Grantee Internal Use Only - Optional

Date OHS Report was Received April 16, 2014

Date MIAP is due (120 days) August 14, 2014

Date MIAP Approved by Board _____

Date MIAP Submitted to RO _____

Date Written Approval of MIAC by RO _____

Grantee # 06CH0389 Education Service Center, Region 20 Head Start Program

OBJECTIVE: To attain and sustain 100% compliance in the areas of: access to health and dental care, safe physical environments, and screening referrals.

ITEM TO BE CORRECTED OR IMPROVED	ACTION STEPS	TIME FRAME	RESPONSIBILITY	DOCUMENTATION
Non-Compliance Access to Health and Dental Care 1304.20(a)(1)(ii)	<ul style="list-style-type: none"> ❖ Health Facilitator to attend parent Initial Visit with FSA staff ❖ Create a child Health progress report to communicate with parents throughout the year ❖ Set target goals of completion at 30, 40, 50, 60 and 90 days to reach 100% completion, connected to a visual posted at each parent center ❖ At 30 day mark check in's through weekly meetings, e-mail, to review progress ❖ Include teachers, administrators, and community members to assist parents and families in accessing health and dental care ❖ Conduct Home Visits with parents who have not provided health or dental documentation ❖ Continuous FSA and Health Facilitator collaboration through Monthly Meetings ❖ Communicate to Campus Administrator's progress on obtaining health and dental care 	August 2014 - May 2015 From recruitment through the end of PIR reporting year	Family Service Associates Health Facilitator Family & Community Coordinator School District Staff – teachers & administrators Program Coordinator	Initial Visit Packet Home Visit Documentation Child file Quarterly Progress Report Monthly meeting agenda's PIR

	determinations monthly			
Non-Compliance Safe Physical Environments 1304.53(a)(7)	<ul style="list-style-type: none"> ❖ Revise classroom and playground safety checklist to include specific areas of non-compliance ❖ Provide training to all stakeholders involved, Facilities Directors, Campus Maintenance staff, Teachers, Teacher assistance, and Campus Administrators ❖ Results from the checklist to be recorded as data on a graph monthly to share immediate feedback to campus and classroom staff ❖ Teachers and Teacher assistances to complete work orders as needed ❖ Communicate to Campus Administrator's safety goals and outcomes monthly 	August 2014 - May 2015 Monthly, weekly, & daily review	Safety & Transportation Facilitator Program Coordinator	Classroom & Playground Safety Checklist Monthly Reports to Program
Concern Screening and Referrals 1304.20 (b)(1)	<ul style="list-style-type: none"> ❖ Provide training to the teachers at the beginning of the year on completing screenings within set checkpoints at the 15th, 20th, 30th, 35th and 40th day of school to have 100% of screenings completed before the 45th day of school. ❖ School Readiness Specialist to communicate weekly with teachers not meeting checkpoints and provide assistance towards completion ❖ At 35th day of entry 90% of all screenings are to be completed School Readiness Specialist will provide reports to program coordinator ❖ Program Coordinator to report data to Campus Administrator monthly 	First 45 days of a child's entry to school	School Readiness Educational Specialist Program Coordinator School District Staff – teachers & administrators	Behavioral & Educational Screenings Results Case Management Progress Reports
Improvement Effort CLASS Data in the area of Instructional Support – Improve from 2.55% to 3.5% by May 2015	<ul style="list-style-type: none"> ❖ Chart progress from previous year as a benchmark for each teacher on their individual short term goal report to review quarterly ❖ Post progress of Campus CLASS data average in the Lead teachers classroom ❖ School readiness specialist and teachers 	August 2014 - May 2015	School Readiness Specialist Teachers Teacher Assistants Campus Administrators Program	Teacher Staff development folders School readiness and teacher monthly meeting agenda's Training Agenda's Data Graphs Principal Meeting agenda's

	meet monthly to review data ❖ Provide one-on-one training to individual teachers whose scores fall below the average scores ❖ Provide site training on specific Instructional Support needs ❖ Provide general CLASS training to all Teachers on program wide needs ❖ Communicate to Campus Administrator's goals and outcomes monthly		Coordinator	CLASS Walk-through Data
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The Board of Directors and Policy Council Chairpersons signatures serves as verification that the Board of Directors and Policy Council has reviewed, agrees with, and approved each step of the Monitoring Improvement Action Plan, including the time frames associated with each step and that it is documented in Board and Policy Council minutes.

Board of Directors Chairperson Signature

Date

Policy Council Chairperson Signature

Date

Head Start Program Coordinator Signature

Date

Head Start Services Component Director Signature

Date