

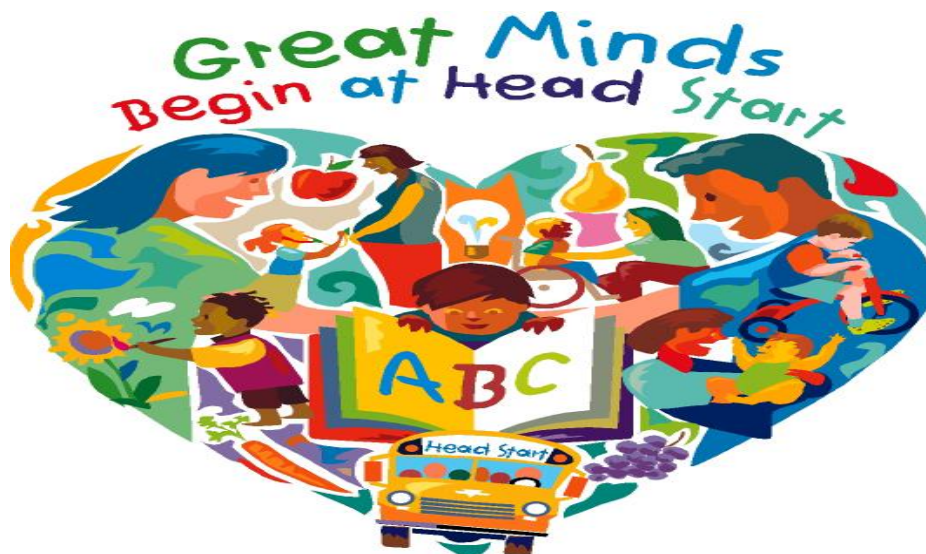
Cattaraugus & Wyoming Counties Project Head Start 2016 Year End Report

Presented to the Board of Directors and Policy Council



Head Start Values Build Community

empowering families' well-being, while nurturing and educating children for school and life



Cattaraugus & Wyoming Counties Project Head Start

UCLA/Johnson & Johnson

Health Care Institute

for Head Start

naeyc
Accredited

SUCCESS
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6

Helping all children succeed for life.

50 YEARS of OPPORTUNITY
HEAD START 1965-2015





This Report and Sec. 644 of the Head Start Act

- Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent. This is that report.
 - A. The total amount of public and private funds received and the amount from each source.
 - B. An explanation of budgetary expenditures and proposed budget for the fiscal year.
 - C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
 - D. The results of the most recent review by the Secretary and the financial audit.
 - E. The percentage of enrolled children that received medical and dental exams.
 - F. Information about parent involvement activities.
 - G. The agency's efforts to prepare children for kindergarten.
 - H. Any other information required by the Secretary.



The CWC-PHS Audit & Public Information

- The 2015 annual independent audit rendered an unqualified audit opinion on the financial statements and compliance for the major federal awards programs. There were no findings and there were no questioned or disallowed costs.
- The 2015 annual independent audit determined that CWC-PHS qualifies as a low-risk auditee.
- Management has reviewed its in-kind methodology to align with the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and to meet the demands of HHS.
- The results of the 2015 annual independent financial audit were reported to the Board of Directors, shared with Policy Council, and provided to HHS, NYS Dept. Health (CACFP) and United Way of Cattaraugus County.
- The complexity of the audit increases each passing year, and the cost keeps going up as a result.
- IRS 990 is available online thru non Head Start websites or upon request from the agency.
- NYS OCFS day care center licensing information is available online thru non Head Start websites.
- Various fiscal reports are filed throughout the year.



A Quick Review of Key Events 2016

Federal Funding Status

Cost of Living Adjustment – An increase in funding financed a 1.8% across the board pay increase and a small amount for maintenance and repairs.

Duration Funds – Initiated request to reprogram from 2016 to 2017-18.

Costs notably minimum wage health insurance continue to increase significantly. Consideration being given to Head Start slot reductions.

New Rules

HHS has made the first holistic revision and complete reorganization of the HSPPS since they were published in 1975. They were effective starting November 2016.

[Part 1301—Program Governance](#)

[Part 1302—Program Operations](#)

[Part 1303—Financial and Administrative Requirements](#)

[Part 1304—Federal Administrative Procedures](#)

[Part 1305—Definitions](#)

Federal Reviews

In February 2016, the result of the **Environmental Health and Safety Review** was issued – finding no area of noncompliance. The review took place December 2015.

In September 2016, the result of the **Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and Fiscal Integrity Review** was issued - finding two areas out of compliance regarding cost principles 75.306(b)(1) and 75.309 (a). The review took place July 2016 and the issues were being resolved at year end.

Other Federal Head Start Grant Applications

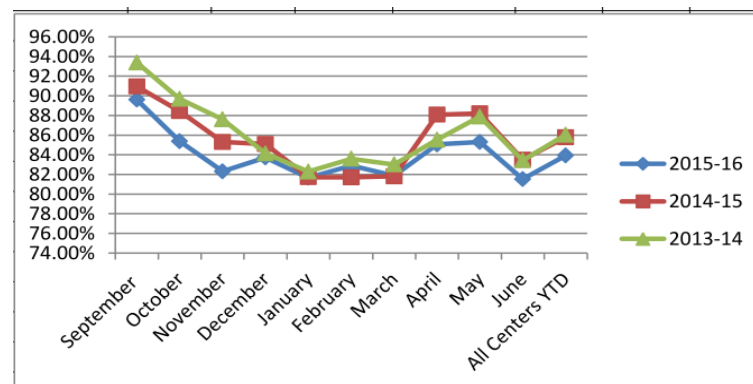
Duration – received funding to increase contact time at select Head Start classrooms (Salamanca, Delevan, Warsaw) to 1,020 hours so, when including Franklinville, 40% of center based slots receive 1,020 hours per year.

Early Head Start Expansion – proposed serving 16 children 18-36 months in Salamanca Center.



2015-2016 Data on Children Served & Families












- ★ **Total of 416 children and 337 families served in HS & EHS**
 - **Head Start - 316 slots** 351 children enrolled from 324 families with 48% being single-parent families. The turnover rate declined slightly from the prior year's 13% to 11%. 13 children were homeless (was 10 in prior year) and 29 were considered over income (about same as prior year at 28); 207 or 59% were below the federal poverty level (60% in prior year).
 - **Early Head Start - 50 slots** A home based program. 60 children and five pregnant women from 51 families enrolled with 37% as single-parent families. 6 children were homeless (down from 8 in prior year) and 2 were considered over income; 60% were below the federal poverty level.
- ★ **Lot's of Unserved Eligible Children**
 - The 2016 community assessment showed virtually no change from the 2013 edition in terms of the number of potentially eligible children. Head Start serves only 18.9% of those potentially income eligible (virtually unchanged since 2013 @ 18.6%) and Early Head Start serves 2.0% of those potentially income eligible (no change from 2013).
- ★ **Attendance rates - Good**
 - The average daily attendance dipped slightly from the prior year of 85%-84%. Attendance varies by month.





Student Outcomes - Child Observation Record children make significant gains

- CWC-PHS uses HighScope's OnlineCOR, Child Observation Record to manage assessment tasks, and entering anecdotes to produce reports, including Head Start Outcomes, state standards, and more. The Child Observation Record (COR), is internationally known as an authentic, research-validated, observation based assessment tool.
- In 2015-16, the student outcomes or rates of gain during the year were significant. Excluding English Language Development (small number of children) 8 of ten domains saw an increase in the rates of gain from prior year. Overall trend is up.

Head Start Domain	2011-12 rate of gain	2012-13 rate of gain	2013-14 rate of gain	2014-15 rate of gain	2015-16 rate of gain	five year average	Trend Line
Physical Development & Health	36%	42%	43%	31%	37%	38%	
Social & Emotional Development	43%	47%	42%	36%	37%	41%	
Approaches to Learning	41%	47%	40%	29%	35%	39%	
Logic & Reasoning	42%	45%	44%	31%	31%	39%	
Language Development	39%	48%	39%	31%	36%	39%	
Literacy Knowledge & Skills	44%	49%	43%	34%	42%	42%	
Mathematics Knowledge & Skills	44%	50%	46%	29%	36%	41%	
Science Knowledge & Skills	49%	53%	48%	33%	36%	44%	
Creative Arts Expression	37%	39%	40%	32%	32%	36%	
Social Studies Knowledge & Skills	30%	55%	41%	31%	40%	39%	
English Language Development	40%	82%	57%	83%	46%	62%	





Challenges for 2017 and Beyond

- **New Challenges for 2017**
 - **Implementing the new regulations**
 - **Implementing duration** – increase in classroom hours
 - **Considering slot reductions and reductions of staff** – to use resources differently (cost increases); would need official approvals
 - **NYS QualityStars** – must do this accreditation like program to satisfy new Head Start rules
- **Same Challenges as Last Year –**
 - **Changing Landscape** – NYS continues to increase its UPK efforts; now allowing three year olds and building of classrooms for pre-k on the cheap (no local share).
 - **Wages** – The annual increases in NYS minimum wage continues to strain the budget and ‘compress’ the pay scale.
 - **Diversify Revenue** – operating support programs and activities with non- federal Head Start funding such as continuing to implement Cavity Free Kids and expand it in 2016 with Mega Hub project; health institutes; and Success By Six initiatives. What if ‘free classroom space’ of 4 classrooms goes away?
 - **NAEYC Accreditation** – CWC-PHS continues to maintain accreditation at all locations; need to get the YMCA collaboration into Accreditation process.
 - **Continued micro-management of local grantees by HHS** Central (DC) and Regional Office and Training Providers .
 - **Affording Health Insurance** – the cost of complying with the Affordable Care Act is significant, especially as it relates to group size.



An Explanation of Budgetary Expenditures & Proposed Budget for the Fiscal Year 2016

- A detailed explanation of budgetary expenditures is included in our HHS grant application(s) which are subsequently approved by HHS. The table below is a summary. All costs are reasonable, necessary and allocable.
- The Board of Directors and Policy Council reviewed and approved 2016 Head Start & Early Head Start grant applications. Relevant correspondence and program information is provided to the governing bodies.
- Key factors driving up costs for 2016 were health insurance and the minimum wage increase.
- The agency recorded more than \$827,000, exceeding the required minimum non-federal share / in-kind for 2016.

COST CATEGORY	HEAD START	HEAD START TRAINING	EARLY HEAD START	EARLY HEAD START TRAINING	TOTAL 2016	TOTAL PER GRANT AWARD
Federal Funding						\$ 3,570,877
Personnel	\$ 1,795,907	\$ -	\$ 272,368	\$ -	\$ 2,068,275	\$ 2,013,276
Fringe Benefits	\$ 640,308	\$ -	\$ 99,362	\$ -	\$ 739,670	\$ 661,825
Travel	\$ 1,441	\$ 10,570	\$ 10,793	\$ 1,618	\$ 24,422	\$ 23,961
Equipment	\$ 2,259	\$ -	\$ -	\$ -	\$ 2,259	\$ -
Supplies	\$ 41,355	\$ -	\$ 2,316	\$ -	\$ 43,671	\$ 53,116
Contractual	\$ 58,905	\$ -	\$ 8,054	\$ -	\$ 66,959	\$ 77,358
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 615,417	\$ 19,896	\$ 61,654	\$ 2,539	\$ 699,506	\$ 741,341
TOTAL	\$ 3,155,592	\$ 30,466	\$ 454,547	\$ 4,157	\$ 3,644,762	\$ 3,570,877



Meeting the Matching Requirement it is getting harder

- **CACFP – Child and Adult Care Food Program** – is from the NYS Department of Health, reimbursement for meals and snacks served. Applications are filed annually.
- **Met Non-Federal Share requirements & Under Administrative Limit**

Private Funds Received - non Head Start	2016	2015	2014	2013	2012	2011	2010	2009
CACFP - Food Program	\$185,917	\$176,847	\$168,253	\$160,734	\$185,200	\$183,903	\$167,943	\$141,211
Non-Federal - Cash (i.e., UPK)	\$152,744	\$151,204	\$166,171	\$119,905	\$193,259	\$280,753	\$249,934	\$295,149
Non-Federal - Donated Goods & Services	\$674,245	\$877,140	\$924,028	\$878,688	\$844,638	\$891,529	\$920,043	\$788,398



Families are the  *of Head Start*



CWC-PHS's Efforts to Prepare Children for Kindergarten

- ✓ Aligning Head Start and Early Head Start curriculums with UPK program(s), NYS standards, and HS framework / new regulations
- ✓ Coordinating with kindergarten screenings
- ✓ Enhanced transition plans and communications with kindergarten teachers
- ✓ Having a written 'School Readiness Plan' for birth to school age
- ✓ Having a Parent, Family, and Community Engagement Framework plan
- ✓ Maintaining the non-financial agreements in place with all area school districts as required by the HS Act
- ✓ Newsworthy notes to parents; encourage attendance
- ✓ Parent involvement and education; parent – teacher conferences & home visits
- ✓ Providing families with a summer activity kit
- ✓ Providing, under contract, NYS UPK to various school districts
- ✓ Structured and intentional approach to child development and individualized instruction
- ✓ Moving from CLASS to HighScope's Program Quality Assessment (PQA) for classroom observation & continuous improvement & professional development



Medical & Dental Outcomes – Early Head Start


















- Slight reduction in percent up to date on schedule of preventative and primary health
- Lowest percent of children with disability in five years
- Lowest child turnover rate in five years

PIR Data - Key Health Indicators	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	5 year trend line
	Early Head Start	Early Head Start	Early Head Start	Early Head Start	Early Head Start	
# children	70	65	71	64	60	
# medical home (end of year)	70	65	71	64	60	
% up to date on schedule of age-appropriate preventive and primary health (EPSDT) end of year	93%	92%	90%	89%	88%	
% up to date on schedule of age-appropriate preventive and primary oral health care (EPSDT) at end of enrollment year	100%	100%	100%	100%	90%	
dental home at enrollment	4	2	4	3	5	
# dental home (end of year)	14	12	10	5	8	
# needing medical treatment - chronic condition, since last PIR	3	0	0	2	1	
% received medical treatment of those in need	100%	N/A	0	100%	100%	
# with disability (IFSP or IEP)	20	20	23	15	11	
% with disability (# with / # children)	29%	31%	32%	23%	18%	
% families at end of year receiving WIC (of total families)	89%	85%	88%	98%	90%	
% families at end of year receiving SNAP/food stamps (of total families)	31%	65%	61%	84%	69%	



Medical & Dental Outcomes – Head Start

- Helped find medical homes during the year for many
- 1/3 children are overweight or obese, down slightly
- 100% children are getting medial treatment when needed

PIR Data - Key Health Indicators	2011-2012 Head Start	2012-2013 Head Start	2013-2014 Head Start	2014-2015 Head Start	2015-2016 Head Start	5 year trend line
# children	346	346	309	358	351	
# medical home (end of year)	346	345	309	357	351	
% up to date on schedule of age-appropriate preventive and primary health (EPSDT) end of year	98%	96%	94%	92%	95%	
# children who completed a professional dental examination since last PIR	325	311	281	316	288	
dental home at enrollment	268	303	214	234	201	
# dental home (end of year)	338	337	302	333	318	
# needing medical treatment - chronic condition, since last PIR	15	19	13	13	18	
% received medical treatment of those in need	100%	100%	100%	100%	100%	
# diagnosed as needing dental treatment since last PIR	42	22	37	28	31	
# receiving dental treatment	40	19	27	21	27	
% receiving dental treatment of those in need	95%	86%	73%	75%	87%	
# with disability (IFSP or IEP)	79	68	64	69	69	
% with disability (# with / # children)	23%	20%	21%	19%	20%	
Body Mass Index - % overweight	INA	12%	18%	17%	16%	
Body Mass Index - % obese	INA	20%	22%	17%	16%	
% families at end of year receiving WIC (of total families)	60%	68%	45%	45%	45%	
% families at end of year receiving SNAP/food stamps (of total families)	INA	40%	48%	56%	52%	



Parent Involvement Activities Dip in Parent Volunteers

- Activities included: Cornell Cooperative Extension trainings, Parent Orientation, Policy Council and Board Training, FlipIt, Family – Reading Nights, First-Aid, Crafts, FlipIt, Parent Committees, Fatherhood Initiatives - Breakfast of Champions & Gentlemen's Luncheon; Mother's Day Tea & Mother's Breakfast and Cavity Free Kids.
- Head Start had 878 total volunteers down about 7% from prior year; likewise the number of volunteers who were current or former HS or EHS parents also declined to 556 (down 10% from prior year).
- Early Head Start had 70 total volunteers down 30% from prior year's 102; 55 were current or former HS or EHS parents also down from prior year.
- Policy Council remains a cornerstone of parent involvement.
- The 2015-16 parent end-of-year parent evaluations are very positive and are summarized below.



Parent Evaluations – evidence of quality keeping the customers satisfied

PARENT EVALUATIONS - END OF THE YEAR COMPARISONS 2009-10 through 2015-16	Head Start % of Respondents who Said Yes			Early Head Start % of Respondents who Said Yes		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Do you feel welcome at Head Start?		98.26	98.98			
Do you feel that your child is safe at Head Start?	100	100	98.99			
Do you feel welcome in your child's classroom?	100					
Would you recommend HS/EHS to your friends?	100			100.00	100	100
Have you seen positive changes in your child because of HS?						
Do you feel that HS helped to prepare your child for kindergarten? (preschool for EHS)	98.9	99.12	97.96	100.00	100	100
Has your knowledge of child development increased because of HS?	91	87.61	86.6	100.00	97.22	94.44
Were the home visits by your child's teacher helpful to you?	90.8	91.67	85.42			
Has our staff stressed to you the importance of regular attendance for school success?		92.24	92.71			
Has Head Start staff helped you to obtain health insurance and or health care for your child?		100	80			
Has Head Start staff shared the results of health and developmental screenings with you?		94.5	93.55			
If your child received services through CPSE, has HS staff assisted you with the process?		92.5	72.22			
Did you volunteer at HS this year?/did you participate in EHS socializations?	40.4			64.90	58.82	63.89
If yes, was volunteering a positive experience for you?	92.5					
Did your Family Development Specialist provide appropriate activities for home visits?				100.00	100	100
Did your Family Development Specialist ask for your input in planning home visits?				100.00	100	100
Re: Family Partnership Agreements, did your FSA/FDS help establish a goal for you/family? Yes	93	93.07	85.11	100.00	93.55	100
If so, did you work toward accomplishing that goal? Yes	92.8	97.85	84.88	97.20	93.33	96.88
If so, did you achieve all or part of your goals? Yes	89.7	85.39	87.37	94.30	90	80.65
Have you heard about our Cavity Free Kids curriculum?	93.3					97.22
Has HS/EHS had a positive effect on your child's health/mental health?	100			100.00	100	100
Has HS/EHS had a positive effect on your family's health/mental health?	97.8			100.00	100	100
Has HS had a positive effect on your child's dental health?	96.7					
Has HS's meal service been a positive experience?	98.9	96.46	95.92			

Note: overtime, some of questions have been modified, added, or deleted



According to the Act

Providing Board & Policy Council Information

CWC-PHS ensures the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including:

- (A) *monthly financial statements, including credit card expenditures;*
- (B) *monthly program information summaries;*
- (C) *program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;*
- (D) *monthly reports of meals and snacks provided through programs of the Department of Agriculture;*
- (E) *the financial audit;*
- (F) *the annual self-assessment, including any findings related to such assessment;*
- (G) *the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;*
- (H) *communication and guidance from the Secretary; and*
- (I) *the program information reports.*

2015-2016 self-assessment is based on the three established goals as set forth in the five year grant.



Any Other Information Required by the Secretary

- To the best of our knowledge, there is no other information required.
- The CEO - Head Start Director continues to serve on the NYS Early Care Advisory Council having been appointed by the Governor to be a member and represent the NYS Head Start Association in 2009.
- The official Head Start Enterprise System's (HSES) reach is ever increasing; now used to track official correspondence for example and to sweep newspapers across America to find Head Start stories and direct them to appropriate Regional Office staff.





Early Childhood and School Readiness

2016 Self-Assessment - Responsible Committee - Operations

What data did you look at to determine progress? When did you review the data? How frequently?

Quarter 1-July 2015

- Reviewed CLASS scores & COR data
- Targeted key areas for improvement

Quarter 2-October 2015

- None

Quarter 3-February 2016

- Reviewed 1st round of CLASS observations' scores
- Had our Federal Review
- Will observe for CLASS again in April/May
- Olean Center & others have had activities that parents have planned

Quarter 4-July 2016

- Reviewed CLASS scores & COR data
- Attendance is kept at meetings/committee meeting



Describe your progress

Quarter 1-July 2015

- Targeted Key areas and provided training in those areas
- Improved collection of Family Outcomes data by use of Child Plus

Quarter 2-October 2015

- Inviting families in and sending questionnaires home about planning
- Utilizing National Center on Quality, Teachers & Learning Suites-Beginning Teacher Series 1 and Training at monthly Center Meetings
- Members of Management are conducting parent workshops at the sites lasting 90 minutes-Head Start 101

Quarter 3-February 2016

- Centers have had parents plan activities center wide
- Documentation with Social Services – Parent Involvement Coordinator
- Every new employee gets NAEYC standards at Orientation
- Went through accreditation process at Olean Center
- Coaches Training scheduled on 3/31 & 4/1/2016
- National Center on Quality, Teachers & Learning used as professional Development
- Outreach to area schools/ met with Olean School UPK Director Jen Mahar
- Individually contacting & working with parents
- Monitoring Consecutive Absent Report- letters, Home visits, and texts
- Staffs are being informed of percentages/ Center trainings, all staff involved
- Communication improved on reasons of absences
- Family Outcomes Training 1/29/16- Data was analyzed & discussed-more staff development to come



Early Childhood and School Readiness

2016 Self-Assessment – Responsible Committee - Operations

Quarter 4 – July 2016

- We will be utilizing the Preschool Quality Assessment & continuing to use National Center on Quality, Teaching & Learning for Professional development
- Also continuing use of class in more strategic ways for targeted improvement
- Centers continue to offer activities to parents and allow them to participate in planning of the activities
- Accreditation maintained at all sites- preparing for renewal at Delevan & Warsaw
- Encouraging participation in activities-involving parent & child has improved parent attendance
- Home Safety-Advanced Health Care Institute-was provided-trained over 100 parents
- Cavity Free Kids also improving parent engagement
- Have continued to remind parents that “attendance matters” through Face Book & other means of communication

Describe issues to track

Quarter 1-July 2015

- Monthly Meeting notes from Teachers
- Compiled and analyzed data from parent evaluations and surveys

Quarter 2-October ,2015

- Monthly meeting notes from Teachers
- Attendance rosters of parent committee meetings and program area meetings
- Analyze data from initial report card project.

Quarter 3-February 2016

- Making staff aware of language
- We are definitely plugging away and doing well on the outcomes for the strategies
- More proactive and monitored closely



Summary Referrals to Self-Assessment Team – July 2016

- Establishing-parent “Head Start 101” training program for parents– will roll out in fall 2016 and it will include NAEYC topics, stress attendance & its importance, etc.
- Analyze results of Early Grades Surveys



Communications & Community Engagement

2016 Self-Assessment – responsible committee Operations

What data did you look at to determine progress? When did you review the data? How frequently?

Quarter 1-July 2015

- Analyze Western New York County data to determine need for oral health
- Wait lists and area of need for 2015-2016 enrollment

Quarter 2-October 2015

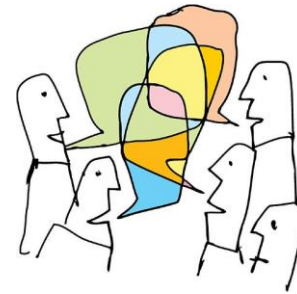
- None

Quarter 3-February 2016

- None

Quarter 4-July 2016

- None



Describe your progress

Quarter 1-July 2015

- New collaboration with the YMCA explored
- New collaboration with Gowanda School District & Chautauqua Opportunities for UPK program explored
- Added Face Book
- Updating website

Quarter 2-October 2015

- Anticipated additional funds for Cavity Free Kids Mega Hub project, which improves families' access to oral health care
- Updating website-increased use of Face Book
- Improvement in use of i-pads, smart boards & computers in the classroom

Quarter 3-February 2016

- Received the Mega Hub-Cavity Free Kids grant - Press Release spotlight
- Got non-federal funding for EHS Family Wellness Project
- FlipIt with day cares
- Safety Grant
- Buddy Benches – from United Way
- Pathways to kindergarten
- Partnership with the YMCA
- Website up and running
- News Articles



Communications & Community Engagement

2016 Self-Assessment – responsible committee Operations

Quarter 4-July 2016

- Applied for EHS Expansion grant
- Applied for Head Start duration grant
- Sleep Institute participated in meetings to establish materials for parents
- Wyoming County Foundation Grant – for two Warsaw Center special educational activities
- Utilizing Face Book & will continue to use as a means to communicate
- Utilization of technology is increasing- recently had additional Smart Board training
- Web site was improved
- Continued our community partnerships
- Cavity Free Kids/ FLIP IT- Training has been provided to community/ organizations
- Increase in minimum wage/health care costs not being supported by funding

Describe issue to track

Quarter 1-July 2015

- Continue tracking wait list – on ages of children and needs

Quarter 2-October 2015

- Track and monitor number of training specific to technology on professional development

Quarter 3-February 2016

- Smart Board training

Summary Referrals to Self-Assessment Team – July 2016

- Utilize Face Book more to reach parents RE: activities, etc.
- Will try to utilize website more and continue to maintain
- Community Needs Assessment to be completed soon





Health and Safety

2016 Self-Assessment – responsible committees Operations, Health Services Advisory, Administration

What data did you look at to determine progress? When did you review the data? How frequently?

Quarter 1-July 2015

- Developed initial bench line data on accidents, both students and employees

Quarter 2- October 2015

- None

Quarter 3-February 2016

- None – discussed accident and injury events

Quarter 4- July 2016

- Evaluation of student / staff accidents continue
- Code 59 Report from workers compensation review



Describe your progress

Quarter 1-July 2015

- Visits with and consultations with law enforcement and safety officials
- Established behavior support committee

Quarter 2- October 2015

- Provided staff development on “new” emergency terminology and procedures

Quarter 3-February 2016

- Emergency service personnel went to Centers
- Staff Development on Emergency Preparedness provided
- Transportation team plans for Lock Down on shared file and training provided
- Letter to parents; explaining terminology & safety plan
- Collaboration



Health and Safety

2016 Self-Assessment – responsible committees Operations, Health Services Advisory, Administration

Quarter 4- July 2016

- CARES (Center on Addiction Recovery Services) training- for staff on alcohol and substance abuse
- Reviewed accident data- determined areas of risk & will be implementing a training program
- Will begin entering dangerous behavior plans in Child Plus.
- Implemented Hazardous Communications Program for staff; provided training to staff
- Pyramid model training attended by Management Team members.

Describe issue to track

Quarter 1-July 2015

- Accident reports for both students and employees

Quarter 2-October 2015

- Accident reports for both students and employees

Quarter 3-February 2016

- Schedule another “Shelter in Place” drill in April
- Planning a training –Drug & Alcohol ex: Risk Factors and Home Safety
- Look into the possibility of random drug testing for all staff



Summary Referrals to Self-Assessment Team – July 2016

- Will implement plan to provide accident prevention to staff via Center Meetings
- Look into possibility of implementing random drug testing for staff
- Will be providing training on the Pyramid Model and hazardous chemical training & workplace safety
- Look further into Cattaraugus County Community Action’s new Fatherhood Initiative program and familiarize ourselves with referrals



The Results of the Most Recent Review by HHSthe Secretary

- **Independent Audit.** To extent allowed by law, policy and procedure a copy of the independent audit report may be obtained by requesting it in writing from the agency's Financial Manager at Head Start, 101 South 19th Street, Olean NY 14760.
- **Environmental Health and Safety Review and the ERSEA and Fiscal Integrity Review.** Summarized on slide 2. Closure pending on ERSEA & Fiscal Review.

