



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 12.2

Meeting Date: April 21, 2016

Subject: Head Start/Early Head Start/Early Head Start Expansion Reports

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office/Child Development

Recommendation: None

Background/Rationale: The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

Financial Considerations: N/A

LCAP Goal(s): College and Career Ready; Family and Community Engagement

Documents Attached:

1. Attachment 1: Head Start/Early Head Start Monthly Report Summary – March
2. Attachment 2: Child Development February 2016 Fiscal Report - Head Start Basic
3. Attachment 3: Child Development February 2016 Fiscal Report - Head Start Training & Technical Assistance
4. Attachment 4: Child Development February 2016 Fiscal Report - Early Head Start Basic
5. Attachment 5: Child Development February 2016 Fiscal Report - Early Head Start Training & Technical Assistance
6. Attachment 6: Child Development February 2016 Fiscal Report – Early Head Start CCP Basic
7. Attachment 7: Child Development February 2016 Fiscal Report – Early Head Start CCP Training & Technical Assistance
8. Attachment 8: Child Development February 2016 Fiscal Report – Early Head Start CCP Start Up
9. Attachment 9: Early Head Start Quality Assurance Review Response Plan

10. Attachment 10: Head Start Quality Assurance Review Response Plan

Estimated Time of Presentation: N/A

Submitted by: Jacqualynn Bonini, Interim Director, Child Development

Approved by: José L. Banda, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary**

Budget Reports

HS, EHS, CCP February 2016 Reports

USDA Meals and Snacks for February 2016

	<i>Breakfast</i>	<i>Lunch</i>	<i>Snack am</i>	<i>Snack pm</i>
Early Head Start	561	692	NA	339
Head Start Part-day	4342	958	4269	959
Head Start Wrap	7659	6378	NA	5889
Full-day Collaboration	3631	3899	NA	2882

Enrollment Report for March 2016

Head Start Enrollment	
Funded Enrollment	1211
Actual Enrollment	1211
Percentage of Actual Attendance	86%

Early Head Start Enrollment	
Funded Enrollment	144
Actual Enrollment	149
Percentage of Actual Attendance	71%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	38
Percentage of Actual Attendance	70%

Disabilities Report for March 2016

Head Start 143
Early Head Start 18
EHS Expansion 3

Comments/Program Up-dates

There are no program updates at this time.

Attachment 2

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month:	February 1 - February 29, 2016	Agreement No.:	09CH0012-005
Delegate:	SCUSD - Child Development Department	Program:	<input checked="" type="checkbox"/> PA 22 HS BASIC R5210 <input type="checkbox"/> PA 20 BASIC T/TA <input type="checkbox"/> PA 25 EHS <input type="checkbox"/> PA 26 EHS T/TA <input type="checkbox"/> OTHER
Remit to address	General Accounting Department - 802A		
	5735 47th Avenue		
	SACRAMENTO, CA 95824		

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance	
		Current Period & Adjustments	Cumulative To Date			
ADMINISTRATION	Personnel	14,983.16	64,803.87	324,782.00	259,978.13	
	Fringe Benefits	5,736.86	32,056.23	200,814.00	168,757.77	
	Travel	0.00	0.00	0.00	0.00	
	Equipment	0.00	0.00	0.00	0.00	
	Supplies	65.72	1,364.77	20,000.00	18,635.23	
	Contractual	0.00	0.00	0.00	0.00	
	Construction	0.00	0.00	0.00	0.00	
	Other	84.85	436.21	1,200.00	763.79	
	Indirect Costs 3.91%	29,837.34	186,022.27	324,203.00	138,180.73	
	I. TOTAL ADMINISTRATION		\$50,707.93	\$284,683.35	\$870,999.00	\$586,315.65
	Non-Federal Administration					
	Total Fed. And Non-Fed. Administration	\$50,707.93	\$284,683.35	\$870,999.00	\$586,315.65	
PROGRAM	Personnel	443,583.66	2,846,568.28	4,000,388.00	1,153,819.72	
	Fringe Benefits	276,554.02	1,742,529.80	3,211,013.00	1,468,483.20	
	Travel	1,080.00	1,125.00	0.00	(1,125.00)	
	Equipment	0.00	0.00	0.00	0.00	
	Supplies	1,839.55	19,404.83	275,059.00	255,654.17	
	Contractual	0.00	0.00	0.00	0.00	
	Construction	0.00	0.00	0.00	0.00	
	Other	19,175.47	49,313.62	258,373.00	209,059.38	
	II. TOTAL PROGRAM		\$742,232.70	\$4,658,941.53	\$7,744,833.00	3,085,891.47
	NON-FEDERAL PROGRAM Basic & T/TA September (addtnl), October, November & December	\$0.00	\$1,028,957.98	\$2,158,958.00	1,130,000.02	
TOTAL SETA COSTS (I + II)		\$792,940.63	\$4,943,624.88	\$8,615,832.00	3,672,207.12	

Gerardo Castillo	3/8/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 3

SETA MONTHLY FISCAL REPORT
 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: February 1 - February 29, 2016

Delegate: SCUSD - Child Development Department

Remit to address General Accounting Department - 802A

5735 47th Avenue

SACRAMENTO, CA 95824

Agreement No.: 09CH0012-005

Program: PA 22 HS BASIC

PA 20 BASIC T/TA R5212

PA 25 EHS

PA 26 EHS T/TA

OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
ADMINISTRATION	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 3.91%	31.58	289.55	753.00	463.45
	I. TOTAL ADMINISTRATION	\$31.58	\$289.55	\$753.00	\$463.45
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$31.58	\$289.55	\$753.00	\$463.45	
PROGRAM	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	247.70	247.70	0.00	(247.70)
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	1,037.50	1,000.00	(37.50)
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	560.00	6,120.00	18,247.00	12,127.00
					0.00
	II. TOTAL PROGRAM	\$807.70	\$7,405.20	\$19,247.00	11,841.80
NON-FEDERAL PROGRAM Basic & T/TA August	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$839.28	\$7,694.75	\$20,000.00	12,305.25	

Gerardo Castillo Chief Business Officer - Authorized Signature	3/8/2016 Date	Shelagh Ferguson Prepared By	916.643.7878 Phone
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Attachment 4

SETA MONTHLY FISCAL REPORT
 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815
R5213

Month: February 1 - February 29, 2016 Agreement No.: 09CH0012-005

Delegate: SCUSD - Child Development Department Program: PA 22 HS BASIC

Remit to address General Accounting Department - 802A PA 20 BASIC T/TA

5735 47th Avenue PA 25 EHS R5213

SACRAMENTO, CA 95824 PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance	
	Current Period & Adjustments	Cumulative To Date			
I. A D M I N	Personnel	2,341.72	12,115.81	39,087.00	26,971.19
	Fringe Benefits	1,148.36	6,587.81	31,096.00	24,508.19
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	6.33	460.50	1,500.00	1,039.50
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	17.63	19.83	100.00	80.17
	Indirect Costs 3.91%	3,722.32	28,932.09	57,836.00	28,903.91
	I. TOTAL ADMINISTRATION	\$7,236.36	\$48,116.04	\$129,619.00	\$81,502.96
	Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$7,236.36	\$48,116.04	\$129,619.00	\$81,502.96	
II. P R O G R A M	Personnel	55,498.12	432,917.98	748,070.00	315,152.02
	Fringe Benefits	34,852.98	277,500.99	623,367.00	345,866.01
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	275.94	3,475.66	17,808.00	14,332.34
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	1,058.78	6,872.54	18,178.00	11,305.46
	II. TOTAL PROGRAM	\$91,685.82	\$720,767.17	\$1,407,423.00	686,655.83
	NON-FEDERAL PROGRAM Basic & T/TA October, November & December	\$0.00	\$99,471.82	\$391,152.00	291,680.18
TOTAL SETA COSTS (I + II)	\$98,922.18	\$768,883.21	\$1,537,042.00	768,158.79	

Gerardo Castillo 	3/8/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 5

SETA MONTHLY FISCAL REPORT 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815 R5216

Month: February 1 - February 29, 2016 **Agreement No.:** 09CH0012-005
Delegate: SCUSD - Child Development Department **Program:** PA 22 HS BASIC
Remit to address General Accounting Department - 802A PA 20 BASIC T/TA
5735 47th Avenue PA 25 EHS
SACRAMENTO, CA 95824 PA 26 EHS T/TA R5216
 OTHER

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I A D M I N	Personnel				0.00
	Fringe Benefits				0.00
	Travel				0.00
	Equipment				0.00
	Supplies				0.00
	Contractual				0.00
	Construction				0.00
	Other				0.00
	Indirect 3.91%	43.08	178.83	1,037.00	858.17
	I. TOTAL ADMINISTRATION	\$43.08	\$178.83	\$1,037.00	\$858.17
	Non-Federal Administration				
	Total Fed. And Non-Fed. Administration	\$43.08	\$178.83	\$1,037.00	\$858.17
	II P R O G R A M	Personnel	0.00	0.00	0.00
Fringe Benefits		0.00	0.00	0.00	0.00
Travel		435.00	435.00	0.00	(435.00)
Equipment		0.00	0.00	0.00	0.00
Supplies		0.00	1,338.74	2,725.00	1,386.26
Contractual		0.00	0.00	0.00	0.00
Construction		0.00	0.00	0.00	0.00
Other		666.67	2,800.01	23,802.00	21,001.99
					0.00
II. TOTAL PROGRAM		\$1,101.67	\$4,573.75	\$26,527.00	21,953.25
NON-FEDERAL PROGRAM Basic & T/TA August	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$1,144.75	\$4,752.58	\$27,564.00	22,811.42	

Gerardo Castillo Chief Business Officer - Authorized Signature	3/8/2016 Date	Shelagh Ferguson Prepared By	916.643.7878 Phone
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Attachment 6

**CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5211

Month: February 1 - February 29, 2016

Agreement No.: 15C5551S0(2)

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program: PA 3125 EHS-CCP BASIC R5211

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 3120 EHS-CCP T/TA R5221

5735 47TH AVENUE

PA 3128 EHS-CCP START UP R5243

SACRAMENTO, CA 95824

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I: Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
A: Occupancy	0.00	0.00	0.00	0.00
D: Staff Travel	0.00	0.00	0.00	0.00
M: Supplies	0.00	0.00	0.00	0.00
I: Other	0.00	0.00	0.00	0.00
N: Indirect Costs 4.51% & 3.91%	1,889.31	15,601.88	28,280.00	12,678.12
L: TOTAL ADMINISTRATION	\$1,889.31	\$15,601.88	\$28,280.00	\$12,678.12
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$1,889.31	\$15,601.88	\$28,280.00	\$12,678.12
II: a. Personnel**	28,135.65	227,495.81	374,193.00	146,697.19
b. Fringe Benefits**	18,747.92	141,135.33	265,638.00	124,502.67
P: c. Travel	0.00	0.00	0.00	0.00
R: d. Equipment	0.00	0.00	0.00	0.00
O: e. Supplies	276.31	23,549.82	25,095.00	1,545.18
G: f. Contractual	0.00	0.00	0.00	0.00
R: g. Construction	0.00	0.00	0.00	0.00
A: h. Other	1,160.07	5,348.12	6,794.00	1,445.88
M: II. TOTAL PROGRAM	\$48,319.95	\$397,529.08	\$671,720.00	274,190.92
NON-FEDERAL PROGRAM Basic & T/TA October, November, December	\$0.00	\$75,937.74	\$179,375.00	103,437.26
TOTAL SETA COSTS (I+ II)	\$50,209.26	\$413,130.96	\$700,000.00	286,869.04

Gerardo Castillo	3/11/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 7
CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT
R5221

Month: February 1 - February 29, 2016


Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A
5735 47TH AVENUE
SACRAMENTO, CA 95824

Agreement No.: 15C5551S0(2)

Program: PA 3125 EHS-CCP BASIC R5211
 PA 3120 EHS-CCP T/TA R5221
 PA 3128 EHS-CCP START UP R5243

	Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
		Current Period & Adjustments	Cumulative To Date		
I	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
A	Occupancy	0.00	0.00	0.00	0.00
D	Staff Travel	0.00	0.00	0.00	0.00
M	Supplies	0.00	0.00	0.00	0.00
I	Other	0.00	0.00	0.00	0.00
N	Indirect Costs 4.51% & 3.91%	3.65	159.27	707.00	547.73
	I. TOTAL ADMINISTRATION	\$3.65	\$159.27	\$707.00	\$547.73
	NON-FEDERAL ADMINISTRATION *				
	TOTAL FED & NON-FED ADMIN	\$3.65	\$159.27	\$707.00	\$547.73
II	a. Personnel**	0.00	1,398.51	2,000.00	601.49
	b. Fringe Benefits**	0.00	265.66	1,000.00	734.34
P	c. Travel	0.00	1,048.87	5,293.00	4,244.13
R	d. Equipment	0.00	0.00	0.00	0.00
O	e. Supplies	0.00	0.00	500.00	500.00
G	f. Contractual	0.00	0.00	0.00	0.00
R	g. Construction	0.00	0.00	0.00	0.00
A	h. Other	93.33	1,233.85	8,000.00	6,766.15
M					
	II. TOTAL PROGRAM	\$93.33	\$3,946.89	\$16,793.00	12,846.11
	NON-FEDERAL PROGRAM				
		\$0.00	\$0.00	\$0.00	0.00
	TOTAL SETA COSTS (I + II)	\$96.98	\$4,106.16	\$17,500.00	13,393.84

Gerardo Castillo 	3/11/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer / Authorized Signature	Date	Prepared By	Phone

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

Attachment 8

**CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5243

Month: February 1 - February 29, 2016

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A
5735 47TH AVENUE
SACRAMENTO, CA 95824

Agreement No.: 15C5551S0(2)

Program: PA 3125 EHS-CCP BASIC R5211
 PA 3120 EHS-CCP T/TA R5221
 PA 3128 EHS-CCP START UP R5243

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance	
	Current Period & Adjustments	Cumulative To Date			
I A D M I N	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Occupancy	0.00	0.00	0.00	0.00
	Staff Travel	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	Indirect Costs 4.51% & 3.91%	0.00	0.00	0.00	0.00
	I. TOTAL ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
	NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$0.00	\$0.00	\$0.00	
II P R O G R A M	a. Personnel**	0.00	0.00	0.00	0.00
	b. Fringe Benefits**	0.00	0.00	0.00	0.00
	c. Travel	0.00	0.00	0.00	0.00
	d. Equipment	2,615.20	2,615.20	0.00	(2,615.20)
	e. Supplies	0.00	1,205.31	15,785.00	14,579.69
	f. Contractual	0.00	0.00	0.00	0.00
	g. Construction	0.00	0.00	14,915.00	14,915.00
	h. Other	0.00	525.00	0.00	(525.00)
	II. TOTAL PROGRAM	\$2,615.20	\$4,345.51	\$30,700.00	26,354.49
	NON-FEDERAL PROGRAM	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)		\$2,615.20	\$4,345.51	\$30,700.00	26,354.49

Gerardo Castillo 	3/11/2016	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

SETA Head Start**Quality Assurance Monitoring Response Plan**

Agency Name: Sacramento City Unified School District

Quality Assurance Review Date: 2/19/2016

Areas of Non-Compliance	PLAN OF ACTION/STRATEGIES PERSON(S) RESPONSIBLE	Projected Date of Completion
<p>Health, Nutrition and Safe Environments:</p> <ul style="list-style-type: none"> • HJ Does not have the appropriate license posted • There is no evidence of monthly inspection of fire ext. at HJ and Elder Creek. • Posted evacuation maps are not current; staff does not actually follow the route and meeting location noted on the maps.(HJ &EC) 	<p>Licensing Facilities- Specialist is in the process of applying for an updated license in accordance of the needs of the site and the new licensing guidelines.</p> <p>Fires extinguisher's will be inspected monthly:</p> <ol style="list-style-type: none"> 1. The Safe and Healthy Environments Checklist will be edited to reflect the need for initials on the yellow cards. 2. Site plant managers are required to inspect fire extinguishers monthly. Teachers will contact facilities manager if inspection has not occurred. 3. Teachers will ensure inspections are completed. <p>Current maps to be updated:</p> <ol style="list-style-type: none"> 1. Incorrect maps will be updated and posted- Licensing Specialist and Teacher 2. Safe and Healthy Environments Checklist will be reviewed again with all classroom staff at April professional development and pre-service. 3. Safe and Healthy Environments Checklist will be updated to reflect evacuation routes/maps and the need for all staff to be able to articulate the evacuation route. 	<p><i>May 1, 2016</i></p> <p><i>May 1, 2016 and on going</i></p> <p><i>May 1, 2016- Pre-service</i></p>

<ul style="list-style-type: none"> Exit sign is missing for door used in evacuation (Elder Creek and Hiram Johnson) 	<ul style="list-style-type: none"> At Elder Creek, the fire department required us to remove the exit sign above the door as it exits into a hallway. At Hiram Johnson the fire department inspected current signs and buildings passed inspection. However, a sign will be purchased for this site and placed at the exit. 	<p><i>May, 2016</i></p>
<ul style="list-style-type: none"> Playground areas present undesirable and/or hazardous conditions: piled leaves and debris on the ground, play equipment has webs, standing water and leaves veneer on pillar is broken and contains jagged edges (HJ and AL) 	<p>Work orders have been placed and waiting for completion:</p> <ol style="list-style-type: none"> 1. Work orders placed for broken bricks and removal of shelving unit at American Legion. Licensing/facilities Specialist will follow up with orders 2. A hose will be purchased for American Legion. Classroom staff will spray play equipment and use a broom to wash down play structure and surface areas. Staff will do this weekly and as needed. Plant manager will power wash the playground and equipment twice a year instead of annually. 	<p><i>4/15/16</i></p>
<ul style="list-style-type: none"> Classrooms have clutter which pose as potential hazards (staff purses in unlocked bottom cabinet, items on top cabinet shelves) 	<ol style="list-style-type: none"> 1. Classrooms were provided with safety locks for all lower cabinets. 2. Staff was given Q/A reports and a deadline to clean up the clutter and items on shelves. Coordinator will monitor for completion. 3. Teacher was given a warning about leaving purses and personal belongings at children's reach. 	<p><i>April 1, 2106</i></p>

<ul style="list-style-type: none"> • Fall zone surface in the indoor climbing equipment at HJ does not meet Consumer Product Safety Commission requirements 	<p>ITERS were completed for all classrooms.</p> <ol style="list-style-type: none"> 1. A mat will be ordered for Hiram Johnson that meets safety requirements 	<p><i>April 1, 2016 and ongoing</i></p>
<ul style="list-style-type: none"> • One day supply of emergency food and water for children and staff at the center needs to be replenished(HJ) 	<p>Nurse will order a new evacuation/disaster kit with all required emergency food items. Evacuation kits will be checked quarterly by the nurse to ensure all supplies are available.</p>	<p><i>4/1/16 and ongoing</i></p>
<ul style="list-style-type: none"> • Not all forms that require parent signatures and dates(ex. Parents rights & health history forms) are signed and dated(all sites) 	<p>Staff will be retrained on completion of forms:</p> <ol style="list-style-type: none"> 1. Enrollment checklist was created to ensure all forms are filled out and completed accurately 2. Nurse/Resource teacher will review all specific content forms prior to child starting class 3. Resource teacher/Coordinator will conduct random file reviews, utilizing the checklist. 	<p><i>Completed</i></p> <p><i>Completed</i></p> <p><i>Ongoing</i></p>
<ul style="list-style-type: none"> • Diaper changing station at Elder Creek is not within arm's reach of sink 	<p>The changing table will be moved into the bathroom that will have a sink within arm's reach:</p> <ol style="list-style-type: none"> 1. A work order will be placed to move the shelf and changing table into the bathroom 2. Facilities Manager will follow up to ensure the job is completed 	<p><i>Completed and ongoing</i></p>

Education, Disabilities, & Child Mental Health:

- Not all children received the required home visits, no evidence of clear consistent policy and procedures on home visits(all sites)

- No evidence of regular case Management(all sites)

- There are limited curriculum materials, including soft elements and a cozy area(AL and EC)

A formal home visit procedure was established specifically to meet the needs of EHS –CCP families:

1. Policy was written and provided to staff at Professional Development on 2/29/16.Home visit forms were also reviewed with staff
2. A home visit is being required within 2 weeks of child entering the program.
3. Itinerant teacher to provide release time for staff when needed to complete home visits.
4. Teachers are to turn in their home visit forms to the Coordinator for monitoring and tracking.

Case Management/Case Conferencing:

1. Weekly case conferencing with support staff- A form was created for record keeping purposes, documentation and follow up.
2. A case management binder will be maintained by the resource teacher. All case management notes will be tracked on one spreadsheet

Materials are in the process of being ordered and delivered:

1. Some materials were delivered
2. ITERS were completed in all classrooms and action plans were created and materials ordered to meet the standards for classroom materials.
3. Resource teacher and Itinerant teacher will monitor classroom environments for appropriate toys and materials.
4. Teachers received Creative Curriculum training on 2/29/16.
5. A cozy area has been ordered for American Legion.

3/31/16 and ongoing

June 30, 2016

April 30, 2016

SETA Head Start**Quality Assurance Monitoring Response Plan**Agency Name: Sacramento City Unified School DistrictQuality Assurance Review Date: February 2016

Areas of Non-Compliance	PLAN OF ACTION/STRATEGIES PERSON(S) RESPONSIBLE	Projected Date of Completion
<p>1.1 HS- Health</p> <p>1.1.A- Child's Health Status/Screening</p> <p>(1) Not all hearing and vision screens were completed within the 45-day time line.</p>	<p>Health Team, Registration Supervisor and Data Specialist met (March 2016) to review the following:</p> <ul style="list-style-type: none"> • Determined screenings <i>were</i> completed or attempted within 45 days; however, there was a coding issue. • Decided to merge untestable with failed status code. • CDS and Health Clerks were trained to use the failed status code. <p><u>Per recent meeting with SETA's QA Team:</u> <i>Follow-up code is pending response from SETA.</i></p> <p><u>Per recent meeting with SETA's QA Team:</u> <i>Response from SETA is pending to clarify if subsequent hearing and vision screenings is due from the initial or last rescreening.</i></p> <p>Responsible Persons: Data Technician: May Song; Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. Health Coordinator: Tammy Sanchez. Health Clerks: Chia Cha, Kimberly Mazyck.</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> • Training agenda/sign-in sheet <p>Internal Monitoring:</p> <ul style="list-style-type: none"> • Monthly review of 3035/3065 Child Plus Health reports 	<p>March 2016</p>
<p>(2) Not all files had current physical exams (within 30 days of entry date and subsequent physical exam per CHDP Periodicity Schedule).</p> <p>(3) Not all files contain child's blood level results or results were recorded past the 90 day timeline.</p> <p>(4) Not all files have current hemoglobin/hematocrit results or results were recorded past the 90 day</p>	<p>Revise "<u>Procedures for Tracking Missing Physical Forms</u>" to include the following:</p> <ul style="list-style-type: none"> • Parents of children with missing health information will be provided a <i>Missing Health Information (MHI)</i> letter PRIOR to a child starting school. The MHI letter will be mailed along with the <i>Parent Welcome letter</i> for students enrolled in Part Day classroom, and with the <i>Notice of Action (NOA)</i> for students enrolled in a Full Day or Wrap classroom. <p><u>Per recent meeting with SETA's QA Team:</u> <i>Response from SETA is pending to clarify if</i></p>	<p>April 2016</p>

timeline.

1) *physicals that expired prior to child's enrollment can be counted as having a physical*
2) *if we need to request subsequent physical exams.*

April 2016

Enrollment staff will be trained that if any required elements are missing on the physical form, staff will make a copy and return original to parent with instructions to obtain the missing information. The copy will be kept at the registration site. Missing areas will be circled for easy identification.

Responsible Persons:

Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. Health Coordinator: Tammy Sanchez. CDS: Denaë Derby, Sue Gearin, Schonette Walker, Crystal Davis, Liz Avila, Chao Xiong.

Evidence of Completion:

- Revised "Procedures for Tracking Missing Physical"
- Health reminder letter
- Training agenda/sign-in sheet
- Copy of physical with items circled

Internal Monitoring:

- Monthly review of 3035 Child Plus Health Report

(5) Not all first year dental exams and subsequent year's dental exams were in file.

Retrain Enrollment Staff on "Dental Follow-up Procedures", to emphasis the steps below.

April 2016

- Health Clerks will run ChildPlus report monthly to identify those without dental exam. Will make three attempts to communicate to parents that the dental is needed, at initial entry, 30 days and 60 days.
- If attempts fail, Nurse will be notified. Nurse will attempt to personally contact family.

Responsible Persons:

Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. CDS: Denaë Derby, Sue Gearin, Schonette James, Crystal Davis, Liz Avila, Chao Xiong. Health Clerks: Chia Cha, Kimberly Mazyck.

Evidence of Completion:

- Training agenda/sign-in sheet

Internal Monitoring:

- Monthly review of 3065 Child Plus

<p>files (e.g. dates, pass/fail, rescreen)</p>	<ul style="list-style-type: none"> correctly entered as an Add Action. CDS and Health Clerks were told that Untestable/Failed Status codes will now be merged. <p><i>Per recent meeting with SETA's QA Team: Follow-up code is pending response from SETA.</i></p> <p>Responsible Persons: Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. Health Coordinator: Tammy Sanchez. CDS: Denae Derby, Sue Gearin, Schonette Walker, Crystal Davis, Liz Avila, Chao Xiong.</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> Agenda/sign-in sheets 3035/3065 Child Plus Health reports <p>Internal Monitoring: Nurses will compare 3035/3065 with classroom file when performing rescreens</p>	
<p>3) Limited or infrequent follow-up for missing health information, health concern from physical or health history form or dental exams.</p>	<p>Retrained Enrollment Staff on health and dental follow-up procedures. Health Clerks will run ChildPlus report monthly to identify those with missing health information. Will make three attempts to communicate to parents that the health information is needed, at initial entry, 30 days and 60 days (March 2016)</p> <p>Provide training to enrollment staff on new procedure to return copy of physical with missing information to parent</p> <p>Responsible Persons: Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. Health Coordinator: Tammy Sanchez. CDS: Denae Derby, Sue Gearin, Schonette Walker, Crystal Davis, Liz Avila, Chao Xiong. Health Clerks: Chia Cha, Kimberly Mazyck.</p> <p>Evidence:</p> <ul style="list-style-type: none"> Meeting agenda/sign-in sheet 3035/3065 Child Plus Health reports Case Management notes (as needed) <p>Internal monitoring: Nurse will print and review 3065 data report for health concerns, health assessment and physical/dental exams for follow-up; bi-monthly.</p>	<p>March 2016</p> <p>April 2016</p>
<p>4) Dental treatment follow-</p>	<p>Provided training for CDS, Health Clerks and</p>	<p>March 2016</p>

up was not thorough.

Nurses on Health Events, Actions and Pass/Fail Status. Health team decided that Nurses will determine if dental form is an exam or treatment and pass/fail status.

April 2016

Retrain Enrollment Staff on "Dental Follow-up Procedures", to emphasis the steps below.

- Health Clerks will run ChildPlus report monthly to identify those with failed status. Will make three attempts to communicate to parents that the dental treatment is needed; at initial entry, 30 days and 60 days.
- If attempts fail, Nurse will be notified. Nurse will attempt to personally contact family.

Responsible Persons:

Registration Supervisor: Rose Moya. Nurses: Victoria Benson, Lisa Stevens and Lori Souza. Health Coordinator: Tammy Sanchez. CDS: Denae Derby, Sue Gearin, Schonette Walker, Crystal Davis, Liz Avila, Chao Xiong.

Evidence:

- 3065 Child Plus Health Reports
- Case Management notes (as needed)
- Copy of Dental Health Record

Internal monitoring:

Nurse will print and review 3065 data report for Dental Health Record status and identification of dental care needs on bi-monthly basis (every two months starting with April).

Nurses will check files for additional Dental Health Records or dental health information on bi-monthly basis.

1.1.D HS - Hygiene (Hand washing and Tooth Brushing)

- 1) Blood Borne Pathogen Procedure was not followed.

Nurse identified isolated incident regarding bloody discharge from a child's nose. Retrained site staff on Blood Borne Pathogen procedures, including gloving. (March 14, 2016)

March 2016

Responsible Persons:

Nurse: Victoria Benson

On-going

Evidence of Completion:

- "Blood Borne Pathogens Exposure Control Training Documentation" form

Internal Monitoring Procedures:

Nurse will circle-back with site staff to check for

<p>Family Partnership Agreements</p> <p>(1) Not all files reflect clear goals, strategies and timelines.</p> <p>(2) Inconsistent follow-up documentation on FPA's</p>	<p>Description of Corrective Action:</p> <p><i>FPA Coordinator will meet with School Social Workers and School Community Liaisons to:</i></p> <ul style="list-style-type: none"> • <i>Review the Quality Assurance Monitoring Results</i> • <i>Review second round of Family Goal Sheets for accuracy and documentation.</i> • <i>Create a plan for following up with teaching staff regarding incomplete information and submitting that information.</i> <p><i>FPA Coordinator and Social Workers will meet to plan trainings for Teaching Staff, School Community Liaisons, and Resource Staff. Trainings provided will be:</i></p> <ul style="list-style-type: none"> • <i>Professional learning for teaching staff and School Community Liaisons, to help guide them in the proper procedures for documentation of clear and attainable family goals.</i> • <i>Documentation of strategies for both families and staff.</i> • <i>Establishing timetables</i> • <i>Clear documentation of follow-up with families.</i> <p><i>FPA Coordinator and Social Workers will present training for Resource Staff (Nurses, Special Education, Resource Teachers and Parent Advisor) on the following:</i></p> <ul style="list-style-type: none"> • <i>Outlining strategies and procedures for follow-up documentation on referrals pertaining to parent goals and request for information.</i> <p><i>FPA Coordinator and Social Workers will review documents used for FPA process and discuss changes and additions needed. Documents to be reviewed are:</i></p> <ul style="list-style-type: none"> • <i>FPA Process for Child Development Teachers</i> • <i>Family Worksheets</i> • <i>Goal Sheets</i> • <i>Referral Process</i> • <i>Referral Follow-Ups</i> • <i>Response Forms</i> <p>Responsible Persons: <i>FPA Coordinator, Vicki Wasson; Social Workers; John Perez, David Aleman, Valerie Willover; School Community Liaisons; Patricia Hite, Orylia Parra, Delories Blackshire.</i></p>	<p><i>March 15,2016-April 15, 2016</i></p> <p><i>April 4, 2016-August 2016</i></p> <p><i>April 14, 2016-August 2016</i></p> <p><i>May 20, 2016</i></p>
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	<p>Evidence of Completion of Corrective Action: <i>Training Agendas, Handouts, Meeting Sign-In Sheets, Meeting Notes, Training Evaluations, revised Family Partnership procedures and forms.</i></p> <p><i>Monitoring process: File Reviews, Review of Goal Sheets, Parent Surveys, Parent Education Curriculum.</i></p> <p>Description of Internal Monitoring Procedures: FPA Internal Monitoring Check-List for file checks, Reviewing Family Goal Sheets for strategies and timelines and following up regarding missing information for those areas. Teachers will send corrections to Social Workers. Teachers will be emailed by their Social Workers to complete goal sheets with strategies and timelines. Coordinators will be copied.</p>	
<p>Parent Meetings and Training</p> <p><i>(1)Not all classrooms have completed documentation of regular parent meetings and trainings.</i></p> <p><i>(2)Not all Classrooms have evidence of Pedestrian Safety Training.</i></p>	<p>Description of Corrective Action:</p> <ul style="list-style-type: none"> • Coordinators of sites found not to have Parent meeting documentation during Quality review, will follow-up with their staff. Parent Advisor and SCL's will assist in planning parent meetings for those classrooms for the remainder of this school year • FPA Coordinator will meet with newly hired Parent Advisor to share the Quality Assurance findings in the area of Parent Meetings and Pedestrian Safety. • FPA Coordinator, Parent Advisor, SCL's and Resource teachers will create an effective plan for the 2016-17 school year that will assure classes will conduct and document monthly Parent Meetings. Pedestrian Safety will be delivered within the first 30 days of school. • Plan will be shared with Teachers during 2016-17 teacher Orientation <p>Responsible Persons: FPA Coordinator, Vicki Wasson; Parent Advisor, BraJona Harris; School Community Liaisons ; Patricia Hite, Delories Blackshire, Orylia Parra. Resource teachers</p> <p>Evidence of Completion of Corrective Action: <i>Written Plan for Teachers Monthly Parent Meetings, Sign-In Sheets for Meetings, Monthly Parent Meeting Minutes, and Documentations.</i></p>	<p><i>April 15, 2016</i></p> <p><i>April 6, 2016</i></p> <p><i>April 2016-June 2016</i></p> <p><i>August 2016</i></p>

	<p>Monitoring Process: Parent Advisor will receive Monthly parent meeting documentation and track each class on check-list. Report will be provided to FPA Coordinators.</p>	
<p>Parent Volunteer Activities: <i>Not all classes have evidence of various strategies to recruit parents as volunteers or for staff positions.</i></p>	<p>Description of Corrective Action:</p> <p>FPA Coordinator will meet with Parent Advisor and Resource Teacher to create a plan on how all classrooms can show evidence of the department recruitment efforts for parent volunteer and staff positions.</p> <p>A poster will be created to share information with parent's regarding the availability of employment within the Child Development Department, and other School District Positions. Posters will be delivered to each classroom by May 13, 2016.</p> <p>A recruitment flyer to promote the opportunities, and need for Parent Volunteers will be created and provided to all classrooms for posting. Flyers will be made available to teachers to distribute during first home visits of 2016-17 school year.</p> <p>Volunteer and staff position information will be posted at Registration Centers.</p> <p>Title/Role(s) of Responsible Persons: <i>Coordinator; Vicki Wasson; BraJona Harris Sally Evey</i></p> <p>Evidence of Corrective Action: <i>Employment Opportunity Posters, for classrooms and Registration Centers. Parent Volunteer letter, <u>Volunteer Needed-Flyer</u>. Parent Information provided in regards to recruitment and PC Minutes.</i></p> <p>Internal Monitoring Procedures: SCL and Parent Advisor Site Visit Report/ Coordinator Check List for class visits.</p>	<p><i>April 1,2016</i></p> <p><i>May 13,2016</i></p> <p><i>August 2016</i></p> <p><i>May 2016</i></p>
<p>Mental Health <i>No evidence of follow-up on requested information on counseling.</i></p>	<p>Description of Corrective Action:</p> <ol style="list-style-type: none"> <i>FPA Coordinator will meet with Social Workers to review process for documentation on follow-up services</i> <i>FPA Monitoring system will be reviewed to identify gaps. Necessary edits for additional steps to assure that all follow-up</i> 	<p><i>April 21, 2016</i></p> <p><i>April 21, 2016</i></p>

	<p><i>documentation is submitted and included in child's file.</i></p> <p>3. <i>FPA Coordinator will conduct monthly random file checks. Findings will be discussed with Social Services staff during FCP Meetings. FPA Coordinator will receive copies as to what was submitted to files for follow-up documentation.</i></p> <p>Title/Role(s) of Responsible Persons: <i>Vicki Wasson, Coordinator; John Perez-Social Worker, David Aleman-Social Worker, Valerie Willover-Social Worker.</i></p> <p>Evidence of Completion of Corrective Action:</p> <p><i>FCP Meetings and Agendas, Site Visit documentation, Monitoring check-list</i></p> <p>Description of Internal Monitoring Procedures:</p> <p>Family Partnership Monitoring Check-List</p>	<p><i>April, May , June 2016</i></p> <p><i>September 2016- June 2017</i></p>
<p>Content Area Title</p> <p>3.1C HS – Individualized Education Program (IEP)</p> <p>Copies of IEP missing in child's file</p>	<p>Description of Corrective Action:</p> <p>1. <i>Special Needs Coordinator will send an email to the Special Needs Resource Teacher to print IEPs for students missing IEP copy in file (3/11/16)</i></p> <p>2. <i>Special Needs Resource Teacher will print copies of the relevant IEP information and send via district mail to Classroom Teacher (3/16/16)</i></p> <p>3. <i>Assigned Classroom Resource Teachers will do a file review to ensure the teacher has received and filed the IEP</i></p> <p>Responsible Persons: Special Needs Coordinator: Jennifer Osalbo; Special Needs Resource Teacher: Lauri Mayfield; Assigned Classroom Resource Teachers: Lauri Mayfield (Kemble), Charlotte Bier (MLK), Amy Ronsheimer, Colleen Ridolfi, Theresa Perez, Christy Andlovec, Sally Evey</p> <p>Evidence of Completion: IEPs found in children's files</p> <p>Internal Monitoring: During routine files reviews, assigned classroom Resource Teachers will check</p>	<p><i>March 31, 2016</i></p>

	children's files to ensure there is a copy of the IEP in files.	
<p>Content Area Title</p> <p>3.2.B HS – Individual Development Plan (IDP), Home Visit/Parent Conference</p> <p>(1) Assessments – Not all children's files had available samples, portfolios, or other evidence that linked with DRDP assessment. Few observations or limited information related to assessment.</p> <p>(2) Individual Development Plans – Not all IDP's were completed within required time frame, or had included parent strategies or had identified measure as a goal in each domain.</p>	<p>Description of Corrective Action:</p> <ol style="list-style-type: none"> 1. Training will be provided to classroom staff on portfolios and collecting evidence and how to link to the DRDP assessment. 2. During routine file reviews, assigned classroom Resource Teachers will check children's files to ensure that there is evidence and work samples in children's portfolios linking to the DRDP assessment. <p>Responsible Persons: Doris Reese, Coordinator Resource Teacher: Lauri Mayfield, Charlotte Bier, Theresa Perez, Sally Evey, Amy Ronsheimer, Lauri Mayfield, and Christ Andlovec</p> <p>Evidence of Completion of Corrective Action:</p> <ul style="list-style-type: none"> • Training agenda and sign-in sheet. • Staff Communications. • File/Portfolio Review Checklist. <p>Internal Monitoring Procedures:</p> <ul style="list-style-type: none"> • Education Accountability Record (EAR) • File Review Checklist <ol style="list-style-type: none"> 1. <i>Training will be provided on properly completing the IDP form and home visit/parent conference strategies.</i> 2. <i>Calendar reporting requirements will be reviewed with classroom staff.</i> 3. <i>During routine file reviews, assigned classroom Resource Teachers will check children's files to review and ensure that the IDP form was fully completed within the reporting period.</i> <p>Responsible Persons: Doris Reese, Coordinator Resource Teacher: Lauri Mayfield, Charlotte Bier, Theresa Perez, Sally Evey, Amy Ronsheimer, Lauri Mayfield, and Christ Andlovec</p> <p>Evidence of Completion of Corrective Action:</p> <ul style="list-style-type: none"> • Training agenda and sign-in sheet. • Education Accountability Record (EAR), 	<p>October, 2016</p> <p>Monthly Quarterly</p> <p>October, 2016</p>

<p>Content Area Title 3.4.A HS –Group Size and Supervision Engage children in classroom safety rules.</p>	<ul style="list-style-type: none"> • Staff Communications. • File/Portfolio Review Checklist. <p>Internal Monitoring Procedures:</p> <ul style="list-style-type: none"> • Education Accountability Record (EAR) • File/Portfolio Review Checklist <p>1. Review the Safety and Supervision Policy regularly with staff.</p> <p>2. Review individual classroom Safety and Supervision Plans with staff.</p> <p>3. Provide safety and supervision awareness topics monthly at Professional Learning which includes strategies to engage children in classroom safety rules.</p> <p>Responsible Persons: Jennifer Osalbo, Coordinator Doris Reese, Coordinator Tammy Sanchez, Coordinator Vicki Wasson, Coordinator Noel Estacio, Coordinator</p> <p>Resource Teacher: Lauri Mayfield, Charlotte Bier, Theresa Perez, Sally Evey, Amy Ronsheimer, Lauri Mayfield, and Christ Andlovec</p> <p>Evidence of Completion of Corrective Action:</p> <ul style="list-style-type: none"> • Training agenda and sign-in sheet. • Classroom Safety and Supervision Plans <p>Internal Monitoring Procedures:</p> <ul style="list-style-type: none"> • Classroom Safety and Supervision Review with teacher signatures 	<p>Monthly Quarterly</p> <p>October, 2016</p>
<p>Content Area Title 3.4.G HS –Indoor Environment – Materials and Display (1) Limited functional print or labeling in the classroom in children’s home language. (2) Not all classrooms have materials or displays that reflect diversity of children and families enrolled.</p>	<p>Provide resources to create functional print or labeling in the classroom in children’s home languages.</p> <p>Provide classrooms with materials and display items that reflect diversity of children and families enrolled.</p> <p>Responsible Persons: Doris Reese, Coordinator Resource Teacher: Lauri Mayfield, Charlotte Bier, Theresa Perez, Sally Evey, Amy Ronsheimer, Lauri Mayfield, and Christ Andlovec</p>	<p>October 2016</p>

	<p>Evidence of Completion of Corrective Action:</p> <ul style="list-style-type: none"> • Training agenda and sign-in sheet on Inclusive Practices and Anti-bias Education • Multicultural materials ordered. • Staff Communications. <p>Internal Monitoring Procedures:</p> <ul style="list-style-type: none"> • Classroom monitoring visits includes Inclusive Practices and materials reflective of student population. 	<p>December 2016</p>
<p>4.1 A-Eligibility, Recruitment & Selection.</p> <p>1) Finding: Limited Head Start recruitment materials seen at school sites</p> <p>2) Finding: Not all school sites or classrooms have recruitment materials in languages of the community served (Hmong and Spanish).</p>	<p>Banners and flyers will be placed at schools sites with missing recruitment information. Post cards, flyers and mailings will go out to the community. Registration Supervisor will provide recruitment materials to the teachers each month at Professional Learning.</p> <p>Responsible Persons: Registration Supervisor: Rose Moya and Classroom Teachers</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> • Copies of recruitment efforts • Copies of work orders <p>Internal Monitoring:</p> <ul style="list-style-type: none"> • Coordinators: Noel Estacio, Jennifer Osalbo, Doris Reese, Tammy Sanchez and Vicki Wasson, will check to see that recruitment material is available at the sites. <p>Department worked with the district matriculation office and obtained translations in other languages of the recruitment flyer. The languages obtained were Spanish, Hmong, Chinese, Vietnamese, and Russian. Registration Supervisor will provide these flyers to teachers each month to share with families inquiring about preschool.</p> <p>Responsible Persons: Registration Supervisor: Rose Moya and Classroom Teachers</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> • Copies of flyers <p>Internal Monitoring:</p> <ul style="list-style-type: none"> • Coordinators: Noel Estacio, Jennifer Osalbo, Doris Reese, Tammy Sanchez and Vicki Wasson, will check to see that recruitment material is available at the sites. 	<p>8/1/16</p> <p>In progress</p> <p>In progress</p>

<p>1) Finding: Missing information, names of school/child care facility and address in Child Care licensing Parents' Rights, Personal Rights and Child Abuse Reporting forms (CCL forms)</p>	<p>Training will be provided to enrollment staff on assuring all enrollment forms are completed and signed at time of enrollment.</p> <p>The new two-step tiered enrollment process, applications are being reviewed twice for accuracy and completion. A second staff member will review files for accuracy and completion before accepted and enrolled.</p> <p>Responsible Persons: Registration Supervisor: Rose Moya, CDS :Denae Derby, Liz Avila, Schonette Walker, Crystal Davis, Chao Xiong and Sue Gearin</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> • Children's files will have completed forms. <p>Internal Monitoring:</p> <ul style="list-style-type: none"> • Coordinators: Noel Estacio, Jennifer Osalbo, Doris Reese, Tammy Sanchez and Vicki Wasson, will check to see that recruitment material is available at the sites. 	<p>In process</p> <p>In process</p>
<p>2) Missing information on the Head Start application forms, do not have the accepted/enrollment date and/or the child's attendance/entry date.</p>	<p>A written process will be created to provide teachers on which date to enter on forms. This will help to eliminate any confusion with teaching staff. The education's accountability record will be turned in to the data specialist that will then track and monitor entry dates. Files will be pulled at Random to monitor and check for accuracy.</p> <p>Responsible Persons: Registration Supervisor: Rose Moya, CDS :Denae Derby, Liz Avila, Schonette Walker, Crystal Davis, Chao Xiong and Sue Gearin</p> <p>Evidence of Completion:</p> <ul style="list-style-type: none"> • Children's files will have completed forms. <p>Internal Monitoring:</p> <ul style="list-style-type: none"> • Children's files will be reviewed quarterly 	<p>In process</p>

Date: _____ / _____ / _____ Governing Board Notification Date: _____ / _____ / _____

Due to Robyn Caruso and/or Melanie Nicolas within 30 days of receipt of Quality Assurance Summary Report.