

Program Design & Management

Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coord.
Transportation Coordinator	Trans. Coord.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

1304.51 Management Systems and Procedures

P.S. #	Performance Standard	Implementation	Responsible	Time Frame	Documentation
<p>1304.51 (a)(1)</p>	<p>(a)Program Planning. (1)Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program’s governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include:</p>	<p>Management team, Board of Directors, Policy Council and other staff will be involved in a continuing process of program planning, implementing and assessing in order to provide a quality Head Start and Early Head Start program. Oahe Child Development Center will have an ongoing system of communication and monitoring in place to insure information is shared and decision are made on information provided.</p>	<p>Board PC Ex. Dir. Prog. Dir. Management Team Staff</p>	<p>Ongoing</p>	<p>Agendas PC Minutes Board minutes Shared Decision Making Document By-laws Community Needs Assessment Grant</p>
<p>1304.5 (a)(1)(i)</p>	<p>(a)(i) An assessment of community strengths, needs and resources through completion of the Community Assessment, in accordance with the requirements of 45 CFR 1305.3;</p>	<p>Every three years a Community Needs Assessment is completed. In the following two years the assessment is updated. Surveys are distributed to local schools, medical facilities, social service areas and other entities as appropriate. The assessment identifies the counties served by agency. The counties and communities are listed in the grant application. The CNA includes the following information gathered from within the six county service area: 1. Demographic makeup. The number of eligible children and the racial and ethnic composition of families. 2. Information on child development programs in the area.</p>	<p>Ex. Dir. Prog. Dir FCP</p>	<p>Enrollment and Ongoing</p>	<p>CAN Grant</p>

		<p>3. Number of children with special needs.</p> <p>4. Data gathered regarding the needs of HS families and children for education, health, nutrition and social service.</p> <p>5. Identify resources H.S. will use to meet family needs.</p> <p>6. Information used to develop philosophy on long and short range objectives, program options, determining the recruitment area, determining the location of centers, analyze data and identify target population, and determine unmet needs.</p>			
1304.51 (a)(1)(ii)	(ii) The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start and reflect the findings of the program’s annual assessment; and	<p>Determine priority of the identified community needs. Based on the identified needs, the staff, along with PC and Board, will determine long and short-term goals and objectives. Financial objectives are also reviewed each fall. A budget committee made up of the fiscal officer, directors and parent meets to look at the budget and adjust as needed. The goals and objectives established follow the mission statement and philosophy of the OCDC. Objectives are monitored through monthly reports and the ongoing self-assessment completed each year.</p>	Ex. Dir. Prog. Dir. Management Team	Fall & ongoing	CNA Minutes / Agenda of Meetings Budget Grant
1304.51 (a)(1)(iii)	(a)(ii) the development of written plan(s) for implementing service in each of the program areas covered by this part (e.g.,	<p>Service Area plans are developed for each of the program areas outlined in the Performance Standards; Program</p>	Ex. Dir. Prog. Dir. Management	Fall & Ongoing	Work Plan Meeting minutes /

	Early Childhood Development and Health Service, Family and Community Partnerships, and Program Design and Management). (see the requirements of 45 CFR Parts 1305, 1306, and 1308)	plans reflect the implementation of Performance Standards. Written procedures are included or location of procedure is listed in the service area plans, including responsibility, time table, and documentation. All staff is responsible for monitoring and implementation of service area plan for the area as stated in their job description.	Team		agendas
1304.51 (a)(2)	(a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.	The Service Area Plans are reviewed and updated (as appropriate) annually after completion of the self assessment then given to Board and Policy Council for approval.	Ex. Dir. Prog. Dir. Board PC Management Team	Ongoing August	Self Assessment Board & PC Agenda and Minutes
1304.51 (b)	(b) Communications- general. Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community.	<ul style="list-style-type: none"> • Communication with staff, parents, policy groups, and the general community may occur through e-mail, letter, phone calls, advertisements, etc. • Policy Council, Board and Parent Meetings occur on a monthly basis. • All Staff meet on a monthly basis. • Education meetings are held on a monthly basis. • The Executive Management team and Specialists (called the Management Team) meet every two week. • Executive Management meets 	Board PC	Annually	Board and PC Agenda & Minutes PC Bylaws

		<p>often as needed.</p> <ul style="list-style-type: none"> • Formal and informal meetings are held as needed. • Committees may be established that meet periodically as necessary to conduct business. <p>Blank agendas will be posted for staff to add items to Management Meetings and All Staff meetings. Minutes of Board, PC, and Management meetings will be posted at Pierre site and e-mailed to all staff.</p>			
<p>1304.51 (c) 1304.51 (c)(1)</p>	<p>Communication with families. (1) Grantee and delegate agencies must ensure that effective two-way comprehensive communications between staff and parents are carried out on regular basis throughout the program year.</p>	<p>Staff communicates with families in a variety of ways:</p> <ul style="list-style-type: none"> • Program newsletter, completed Four times a year in October, December, February and April • Weekly classroom newsletters • Scheduled Home visits and Socializations • Parent teacher conferences • Informational fliers • Individual contact • Policy Council meetings • Parent committee meetings • Parent surveys. <p>Communication with parents is through their primary language whenever possible, or through an interpreter if needed.</p>	<p>Ex. Dir. Prog. Dir. All Staff</p>	<p>Ongoing</p>	<p>Newsletters Contact forms filed in child's file Fliers Agendas and Minutes of meetings</p>

		Parent surveys are used as a monitoring tool. They are completed in the fall and again in the spring.			
1304.51 (c)(2)	(2) Communication with parents must be carried out in the parents primary or preferred language or through an interpreter, to the extent feasible.	Primary language is determined at time of application or during enrollment. Communication with parents is through their primary language whenever possible, or through an interpreter if needed.	FCP All Staff	August Ongoing	Application
1304.51 (d)	(d) Communication with governing bodies and policy groups. Grantee and delegate agencies must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:	Policy Council, Board and Parent meetings occur on a monthly basis. Policy Council members share information from PC with parents during the parent meetings. This information is included in the parent meeting minutes. If a Policy Council representative is not present at the parent meetings, staff will give an update of the PC meeting and a copy of the latest minutes. Policy Council minutes are posted at the Pierre site and e-mailed to all staff.	Ex. Dir. Prog. Dir.	Sept	PC Membership Roster PC Bylaws
1304.51 (d)(1)	(d)(1) Procedures and timetables for program planning:	Board, Policy Council & staff contribute to program planning. A strategic planning meeting is held yearly for Board and Policy Council. Long range program goals are made and a time line is created.	Ex. Dir. Prog. Dir Management Staff Board & PC	Fall and Winter	Agendas and Minutes of Board, PC and Management meetings
1304.51 (d)(2)	(2) Policies guidelines, and other communications from HHS;	Board, Policy Council and all staff receive all ongoing communication from OHS. This includes regulations, policies and Information Memorandums. This information is	Ex.Dir. Prog. Dir. Board PC	Monthly Ongoing	Board & PC Agenda and Minutes

		brought to Policy Council and Board meetings, management meetings and when appropriate to all staff meetings.			
1304.51 (d)(3)	(3) Program and financial reports; and	Each month a financial statement and credit card statement is prepared and given to Policy Council, Board members, Directors and Specialists for review. These reports must be approved at the monthly Board & PC meetings	Ex. Dir. Prog. Dir. Fiscal	Monthly	Fiscal Reports Board & PC Agenda and Minutes
1304.51 (d)(4)	(4) Program plans, policies, procedures and Early Head Start and Head Start grant applications.	Program Management service area plans and policies and procedures are given to Board and Policy Council annually. Input is sought by Management team to be used in the development of the grant applications.	Ex. Dir. Prog. Dir.	Annually	Board & PC Agenda and Minutes
1304.51 (e)	(e) Communication among staff. Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.	<p>Management Team meetings are held every other week. Executive management meets every other week or when necessary.</p> <p>Staffings are done regularly on each child to discuss progress, concerns and family goals. Family service, health, mental health, education, nutrition and disabilities specialists and the director (if necessary) meet with each individual teacher or home visitor.</p> <p>Directors and specialists meet every other week. An agenda is completed prior to the meeting and minutes are completed after the meetings. The minutes are posted and e-mailed to staff.</p>	Ex.Dir. Prog. Dir PC Specialist All Staff	Ongoing	Agenda and minutes of meetings

		<p>An all staff meeting is held each month.</p> <p>Pre-service is held annually in August to update staff before the new school year starts. Trainings in Child Abuse and Neglect, Blood Borne Pathogens and others are held at this time. All staff update emergency contact forms and sign confidentiality forms.</p> <p>A yearly program calendar is handed out at this time.</p> <p>New information to share with all staff is e-mailed as it is received. These memos describe happenings in the program, calendar changes, personal information and much more.</p>			
1304.51 (f)	(f) Communication with delegate agencies. Grantees must have a procedure for ensuring that delegate agency governing bodies, Policy Committees, and staff receive all regulations, policies, and other pertinent communications in a timely manner.	N/A			
1304.51 (g)	(g) Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.	<p>Records are maintained on all personnel and are kept in a locked file in the Administration office. Child and family records are maintained that document health record, referral information, disabilities and family plans. All child and family records are kept in a locked file room and handled in confidence.</p> <p>Only appropriate staff has access to all</p>	<p>Ex. Dir. Prog. Dir. Fiscal HR</p>	Ongoing	<p>Personnel Files Child Family Files</p>

		<p>child tracking information. Head Start and EHS use a computer tracking system (Child Plus) for a majority of the record keeping for the children and families.</p> <p>All lesson plans, education documents and newsletters are kept on file.</p> <p>All staff are required to sign an agreement regarding confidentiality.</p>			
1304.51 (h)	(h) Reporting systems. Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that:				
1304.51 (h)(1)	Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups, and staff of program progress; and	<p>Quick Books financial accounting package is used to produce financial reports. Reports are used to monitor budgets and plan for future fiscal needs. Reports are shared with Board, Policy Council, Directors and staff monthly.</p>	<p>Fiscal Ex.Dir. Prog. Dir. PC Board</p>	<p>Monthly Ongoing</p>	<p>Monthly Reports PC & Board minutes</p>
1304.51 (h)(2)	(2) Generate official reports for Federal, State, and local authorities, as required by applicable law.	<p>Audit is completed annually and report is presented to Board and Policy Council. Other reports include: Federal reports 269, 272,CANS, Unemployment, workmen’s compensation, IRS reports</p>	<p>Fiscal Ex. Dir. Prog. Dir. PC Board</p>	<p>Monthly Quarterly Ongoing</p>	<p>Monthly Reports Audit Reports GABI 269 272 Other reports as stated PC & Board minutes</p>
1304.51 (i)	(i) Program self-assessment and monitoring.	<p>See Self Assessment process below</p>			

<p>1304.51 (i) (1)</p>	<p>(1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.</p>	<p>Policy Council and Board take an active part in the annual program self assessment. Each member selects a program area to review. This is done in the winter each year. Training on the self assessment tool is done in December for all staff members.</p> <p>All staff members are to a program area to review. Each program area will have between 2 and 6 staff members and 1 to 2 PC and Board. Each staff member is responsible for the program area they are assigned to and for meeting with all the members to review their program area. During this meeting, they will review the service area plans, policies & procedures, and information asked in the self assessment tool being used. After meeting, the program groups will compile the strengths, weaknesses, and recommendations that were cited during this process. An action plan will be created and a report submitted to the Executive Management team. The results of the self assessment are shared with the Board, Policy Council, staff, and Regional office each year. All staff are responsible for answering questions on their particular area's strengths and weaknesses. Items needing correction are discussed at Management meetings. Health and</p>	<p>Ex. Dir. Prog. Dir. Fiscal Board PC All Staff</p>	<p>Annually</p>	<p>Self Assessment Reports Work Plans PC and Board Agendas and Minutes Training sheets</p>
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<p>1304.51 (i)(2)</p>	<p>(i)(2) Grantees must establish and implement procedures for the ongoing monitoring of their own early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations.</p>	<p>To ensure that the program services meet the goals and purposes of the Head Start Act and performance standards a process of internal controls and monitoring is followed using a system of measures, tools, and procedures.</p> <p>The information collected is analyzed and used in reports to the Governing Board and Policy Council on the Program’s progress towards its own goals for quality.</p> <p>Findings or weaknesses identified through on-going monitoring, self-assessment process, program information report and annual federal Risk management meeting are reported to the Policy Council, Board and regional program specialist. Needed corrections are made with follow-up monitoring. Refer to the Ongoing Monitoring Procedure for a</p>			

		more detailed monitoring outline.			
1304.51 (i)(3)	(3) Grantees must inform delegate agency governing bodies of any deficiencies in delegate agency operations identified in the monitoring review and must help them develop plans, including timetables, for addressing identified problems.	N/A			