

DRAFT

Training & Technical Assistance Plan

The City of San Antonio's, Department of Human Services (DHS) Head Start Program's Early Head Start implementation process will include a specific sequence of training that will: 1) build a community of learners, 2) scaffold the learning process, 3) build capacity across the program, and 4) build a culture of excellence. DHS retains primary responsibility for providing ongoing training and technical assistance for Edgewood Independent School District (EISD) staff and families. DHS staff will collaborate with EISD in the development of annual training plans to ensure needed trainings support the direct service staff in the delivery of high quality services. This system ensures staff and families have access to ongoing training opportunities.

Through this application, DHS is applying for \$50,632 in training and technical assistance funds (\$45,632 for the first twelve months of the awarded project period from July 1, 2020 to June 30 2021 and \$5000 for start-up to be utilized from April – June 2020).

Section 1: Planning for Training

DHS and EISD will ensure that at the beginning of employment all new EHS program staff receives orientation that meets organizational expectations and Child Care Licensing minimum standards. DHS staff will work with EISD to include required training on the goals and philosophy of Head Start, the mission and vision of EHS, Approach to School Readiness and the School Readiness Plan of Action. DHS staff will provide training by request for EISD and work to support specific request outside of the DHS staff expertise. In addition, EISD will leverage paraprofessionals currently employed by the district to provide the needed class work and training to either receive a CDA and/or complete the infant/toddler endorsement. This will take

place between April and June. The training plan for new staff during the 2020-2021 period, in addition to the training plan during the start-up phase, associated with this application are detailed on Table 1 and Table 2.

Table 1. Training Plan for New Early Head Start Staff – Start-Up Period

Event	Timeframe	Participants
Orientation for current Paraprofessional staff with a PreK CDA	April 2020	Edgewood ISD Paraprofessionals
Infant Toddler CDA classes	May 2020	Edgewood ISD Paraprofessionals
Infant Toddler classroom experience	June – July 2020	Edgewood ISD Paraprofessionals
EHS 101 – Mission; Vision; Program Approach to Quality Infant/Toddler Care	June 2020	Grantee Edgewood ISD
EISD New Employee Orientation	July 2020	Edgewood ISD
Child Abuse: Neglect & Prevention	July 2020	Grantee Staff Edgewood ISD, Policy Council Members, and Parents
The Program for Infant Toddler Care (PITC) – Responsive Caregiving	July 2020	Grantee Edgewood ISD
EHS Home Based 101	July 2020	Grantee Edgewood ISD
Texas Minimum Standards – Child Care Licensing	July 2020	Grantee Edgewood ISD TX Department of Health and Human Services
Ages and Stages Questionnaire	August 2020	Grantee Edgewood ISD
E-LAP and LAP-3	August 2020	Grantee Edgewood ISD

Home Visits/Parent-Teacher Conferences – Purpose and intentionality	August 2020	Grantee Edgewood ISD
Creative Curriculum Lesson Plans	August 2020	Grantee Edgewood ISD
Disabilities/ECI – 101	August 2020	Grantee Staff Edgewood ISD, Policy Council Members, and Parents
Safe Sleep Practices for Infants	August 2020	Grantee Edgewood ISD
EHS Health Services – Special Diets, Chronic Health Concerns	August 2020	Grantee Edgewood ISD

Table 2. Training Plan for New Early Head Start Staff – July 2020 – November 2020

Event	Timeframe	Participants
EISD New Employee Orientation	July 2020	Edgewood ISD
Child Abuse: Neglect & Prevention	July 2020	Grantee Staff Edgewood ISD, Policy Council Members, and Parents
The Program for Infant Toddler Care (PITC) – Responsive Caregiving	July 2020	Grantee Edgewood ISD
EHS Home Based 101	July 2020	Grantee Edgewood ISD
Understanding Adult Learning Styles: Strategies and Approach	July 2020	Grantee Edgewood ISD
Texas Minimum Standards – Child Care Licensing	July 2020	Grantee Edgewood ISD TX Department of Health and Human Services
School Readiness/HSELOF	July 2020	Grantee Staff Edgewood ISD,

		Policy Council Members, and Parents
Parent Family Community Engagement	July 2020	Grantee Staff Edgewood ISD, Policy Council Members, and Parents
The Program for Infant Toddler Care (PITC) – Learning through Routines	July 2020	Grantee Edgewood ISD
Creative Curriculum Lesson Plans	August 2020	Grantee Edgewood ISD
Disabilities/ECI – 101	August 2020	Grantee Staff Edgewood ISD, Policy Council Members, and Parents
Ages and Stages Questionnaire	August 2020	Grantee Edgewood ISD
Safe Sleep Practices for Infants	August 2020	Grantee Edgewood ISD
EHS Health Services – Special Diets, Chronic Health Concerns	August 2020	Grantee Edgewood ISD
E-LAP and LAP-3	August 2020	Grantee Edgewood ISD
Introduction to Infant CLASS - Concepts	August 2020	Grantee Edgewood ISD, Policy Council Members, and Parents
Introduction to Toddler CLASS - Concepts	August 2020	Grantee Edgewood ISD, Policy Council Members, and Parents
Home Visits/Parent-Teacher Conferences – Purpose and intentionality	August 2020	Grantee Edgewood ISD
E-LAP and LAP-3	September 2020	Grantee Edgewood ISD

Effectively Using Child Outcome Data	September 2020	Grantee Edgewood ISD
Safe Environments for Infants and Toddlers	October 2020	Grantee Edgewood ISD
Individualization	October 2020	Grantee Edgewood ISD
Creative Curriculum Lesson Plans	November 2020	Grantee Edgewood ISD

Training and technical assistance for child care staff is necessary to ensure a quality program. DHS will work directly with the Edgewood ISD leadership to ensure that newly hired staff acquires the needed training to meet not only minimum standards, but also Head Start expectations.

Section 2: Professional Development & Training

DHS and Edgewood ISD will offer numerous training opportunities throughout the program year using a variety of training methods and consultants including online modules, webinars, scheduled trainings, on-site training, conferences, and events. Training delivery methods are designed to be flexible and topics vary in order to meet requirements and program-wide training needs. Topics and number of participants may vary based on identified program and/or individual needs and all topics fall within the five areas of focus.

The program has professional networks and services to assist staff in continuing their educational goals including: completion of additional coursework, obtaining a degree, or becoming credentialed. These professional educational opportunities are designed to build staff capacity and to meet the requirements of the Head Start Act, the Head Start Performance Standards, DHS policies and furthering staff's education.

The program will work to build capacity within both DHS staff and EISD staff. The program values staff pursuits of various training certifications to grow trainers and leaders within specific service areas. DHS Early Head Start management staff currently holds certifications in the following:

- Car Seat Proxy Technician and Technicians
- Infant CLASS-Reliability
 - Two staff are certified Observation Trainers
- Toddler CLASS-Reliability
 - Two staff are certified Observation Trainers
- Pre-K CLASS Reliability
 - One staff is a certified Observation Trainer
- Family Service Credential
- NAEYC – Developmentally Appropriate Practices
- Program for Infant/Toddler – (PITC) Level I & II
- Period of PURPLE Crying
- Two Child Care Health Consultant
- Early Childhood Outdoor Learning Environments
- Ages and Stages Questionnaire Trainer

In addition to the new staff orientations, DHS will collaborate with EISD to organize an annual pre-service event in early August prior to the new program year beginning. In addition to annual pre-service, DHS will collaborate with EISD to plan ongoing professional development

opportunities for staff throughout the school year to include the following: online modules/webinars, scheduled trainings, on demand/on-site training, and mini-conferences.

Training delivery methods are designed to be flexible and training topics vary in order to meet the varied needs of all staff. By offering a rich portfolio of training opportunities, the program ensures staff is meeting the requirements of childcare licensing, Head Start and program-wide training needs.

In addition to scheduled trainings for the 2020-2021 program year, DHS will bring together both the Early Head Start- Child Care Partnership Program and the Edgewood EHS Program to participate in the third annual designated half-day professional development days offered six times throughout the program year. Service providers will close their centers at noon in order for all staff to attend specified four-hour trainings. Parents have been strongly supportive of the idea and plans are to continue the approach bring both programs together to share resources and learn together. Table 3 indicates the six half-day professional development days that are planned for DHS' Early Head Start-Child Care Partnership (EHS-CCP) 2019-2020 program year. We will learn from these opportunities and gain input from program staff to develop a similar calendar of sessions for the 2020 – 2021 grant year to include Early Head Start staff.

Table 3. EHS-CCP 2019-2020 Half-Day Professional Development Sessions

Date	Topics
September 20, 2019	<ul style="list-style-type: none">▪ Deeper Dive into Infant CLASS Concepts▪ School Readiness Goals▪ Parent Engagement and Attendance Matters
October 7, 2019	<ul style="list-style-type: none">▪ Dr. Travis Wright – Too Scared to Learn: Teaching Young Children Who Have Experienced Trauma – Part 1 of 2▪ What’s the big deal about CLASS and why it matters
November 8, 2019	<ul style="list-style-type: none">▪ Taking Care of You in Order to Take Care of Little Ones – Mental Wellness▪ Texas Department of Family and Protective Services – Reporting Child Abuse and Neglect
January 6, 2020	<ul style="list-style-type: none">▪ Engaging Learning Environments to Support Dual Language Learners – Part 3 of a 4 part series
March 20, 2020	<ul style="list-style-type: none">▪ Dr. Travis Wright – Too Scared to Learn: Teaching Young Children Who Have Experienced Trauma – Part 2 of 2
May 28, 2020	<ul style="list-style-type: none">▪ Engaging Learning Environments to Support Dual Language Learners – Part 3 of a 4 part series

Professional Development Plans (PDP) will be implemented for EISD staff. Edgewood ISD will be responsible for the development and ongoing assessment of their staff’s PDP. Grantee staff will support EISD in identifying opportunities for growth in their EHS teachers through one-on-one technical assistance, monitoring data and direct observations.

Section 3: Parent Leadership Programs and Training

DHS has implemented several parent programs and initiatives available throughout the program year to support parents and empower them to serve as not only leaders in their families but also in the community.

DHS utilizes ReadyRosie as its research-based parenting curriculum. ReadyRosie builds on

parents' knowledge and provides tools that are focused on equipping and engaging families and caregivers of children 0-6 years old. The curriculum includes a one-year subscription for the digital tool provided to all DHS Head Start parents and staff through text, email, or smart phone app. Subscribers receive "Modeled Moments" of real families, rather than actors, engaging in learning activities within the context of their own homes, grocery stores, restaurants, and cars. In addition to the digital tool, DHS implements the ReadyRosie Family Workshops. Initiated during the 2017-2018 school year, the six session workshop series for parents and caregivers addresses positive discipline strategies, healthy routines, language development, developmental milestones, fostering play and social emotional development.

In an effort to prevent and reduce child abuse and neglect, DHS collaborates with the prekindergarten Head Start program on the implementation of SafeCare, a parent training program. Initiated during the 2017-2018 school year, SafeCare is an evidence-based home visitation program that has been shown to reduce child maltreatment among families with a history of maltreatment or with risk factors for maltreatment. The Head Start SafeCare Counselor may serve up to 24 families at one time. Two additional SafeCare Counselors were added in the 2018-2019 program year.

Section 4: Policy Council and Governing Body Training

In accordance with Head Start Performance Standards and the Head Start Act, all Policy Council and Governing Body members receive Head Start orientation and ongoing training throughout the program year. Training topics include: Effective Meetings, Council & Committee Structure, Parliamentary Procedures, Roles & Responsibilities, Refunding

Application, Community Assessment, Strategic Planning, Self-Assessment, Governance Requirements, Budget Planning & Development, and Content Area Training. Additional training may be provided based on an identified need.

Section 5: Effectiveness of Training and Technical Assistance

Throughout the course of the program year, staff regularly evaluates the effectiveness of training and technical assistance provided and determines if additional follow-up or re-training is needed. Various evaluation tools, such as surveys, training evaluation forms and focus groups, review of the professional development plans, annual performance reviews, and results of ongoing monitoring are used to determine effectiveness of training and technical assistance. The program uses the DHS Five Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

DHS Head Start is seeking a total of \$50,632 T&TA budget from July 1, 2020 through June 30, 2021.

Onsite Trainings & Conferences

Quality Teaching and Learning

Titles	
<ul style="list-style-type: none">● Safe Sleep Practices for Infants● E-LAP and Lap-3● Infant / Toddler CLASS● EHS Home Base 101● Conscious Discipline in the Classroom● Early Learning Summit Conference● Effectively Using Child Outcome Data● Disabilities/ECI – 101	<ul style="list-style-type: none">● Individualization● Language & Literacy● Practice Base Coaching & Coaching Support● Creative Curriculum● Supporting Varying Abilities for Infant and Toddlers● Best Practices in the Early Childhood Classroom

<ul style="list-style-type: none"> ● School Readiness/HSELOF 	<ul style="list-style-type: none"> ● PITC
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Family & Community Engagement

Titles	
<ul style="list-style-type: none"> ● Case Management Training ● Community Resources ● Effectively Using Family Outcome Data ● EHS Home Base 101 ● ReadyRosie and Parent Engagement ● Working with Expectant Moms and Families 	<ul style="list-style-type: none"> ● McKinney-Vento Training ● Parent, Family, and Community Engagement ● Poverty Training ● Disability Resources & Services

Health & Safety

Titles	
<ul style="list-style-type: none"> ● Active Supervision for Infants and Toddlers ● Car Seat Safety ● CPR/First Aid ● Child Abuse: Neglect & Prevention ● Active Supervision and Playground Safety 	<ul style="list-style-type: none"> ● Effectively Using Health Outcome Data ● Health Services in Head Start ● Nutrition & Early Childhood Education ● Creating Safe Environments ● Emergency Preparedness

Program Leadership

Titles	
<ul style="list-style-type: none"> ● ChildPlus & Data Entry ● Effectively Using Child & Family Outcome Data ● Roberts Rules of Order 	<ul style="list-style-type: none"> ● Governance in Head Start ● Advocacy for Parents ● Conflict Resolution

Wellness Support

Titles	
<ul style="list-style-type: none">• Compassion Fatigue• Conscious Discipline• Parenting Strategies that Work	<ul style="list-style-type: none">• Trauma Informed Care• Wellness Support for Staff

Online Trainings & Webinars

Quality Teaching and Learning

Providers	
<ul style="list-style-type: none">• Early Childhood Investigation• ELCKC• Loving Guidance• Office of Head Start	<ul style="list-style-type: none">• T&TA Specialists• Texas A&M Agri-Life Extension• Texas Rising Star• ESC Region XX

Family & Community Engagement

Providers	
<ul style="list-style-type: none">• Early Childhood Investigation• ELCKC• ESC Region XX• Loving Guidance	<ul style="list-style-type: none">• Office of Head Start• T&TA Specialists• Annie E Casey Foundation

Health & Safety

Providers	
<ul style="list-style-type: none">• Child Safe• ELCKC• Safe Schools• Office of Head Start	<ul style="list-style-type: none">• T&TA Specialists• Texas A&M Agri Life Extension• Western Kentucky T/TAS
Titles	

<ul style="list-style-type: none"> ● Hand washing - A Clean Defense ● Administration of Medication ● Blood Borne Pathogens ● Building & Physical Premise Safety ● Identification of Child Abuse and Neglect and Prevention ● Infections Disease Control & Prevention ● Emergency Preparedness ● Family Style Meals ● Fire Safety for Schools: Sound the Alarm ● Food Safety & Allergic Reactions 	<ul style="list-style-type: none"> ● Handling & Storage of Hazardous Materials & Bio-Contaminants ● Playground Safety ● Transportation Safety ● Transporting Preschoolers ● Tooth brushing ● Students with Chronic Illnesses ● SIDS & Safe Sleep Practices ● Shaken Baby Syndrome & Abusive Head Trauma
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Program Leadership

Providers	
<ul style="list-style-type: none"> ● Early Childhood Investigation ● ELCKC ● Loving Guidance 	<ul style="list-style-type: none"> ● Office of Head Start ● Annie E Casey Foundation

Wellness Support

Providers	
<ul style="list-style-type: none"> ● Early Childhood Investigation ● ELCKC ● ESC Region XX 	<ul style="list-style-type: none"> ● Loving Guidance ● Office of Head Start