

2017-2018 Systems and Services Managers

Systems Areas:

Program Design and Management

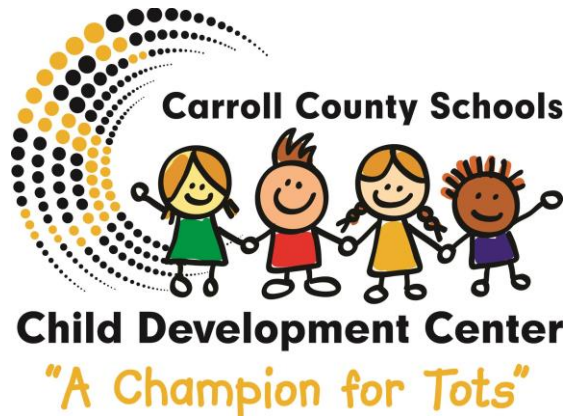
Manager: Leah Spencer

Effective management systems are critical to Head Start programs. Head Start's goal in this area is to ensure that programs design and implement comprehensive systems that in compliance with all standards and regulations and provide quality services to children and families. In order to assess compliance in this area, reviewers should be prepared to conduct a comprehensive analysis of the program's management policies and procedures and governance practices, in addition to assessing the level of implementation throughout the program.

Fiscal Management

Manager: Sandra Byrd

Head Start's goal in this area is for programs to have systems in place that provide for effective control over and accountability for grant funds, property, and other assets. In order to assess the level of compliance in this area, reviewers should be prepared to conduct a comprehensive analysis of the program's systems for budget development and monitoring, financial reporting, processing of funds from the Payment Management Systems, ensuring insurance coverage, timekeeping, salary and compensation, and communicating with governing bodies. Their analysis will also include reviewing documentation of non-federal share and examining the pre-site documents from the Regional Office, in addition to an emphasis on transaction analysis and an enhanced review of facilities, purchases, construction and major renovation.



Eligibility, Recruitment, Selection, Enrollment and Attendance

Manager: Jenny Winkle and Jennifer Spillman

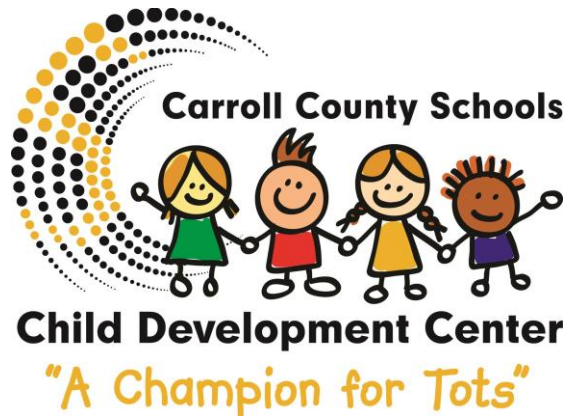
The ERSEA processes are critical to determining those children who qualify for Head Start services and justifying how the program spends Head Start grant dollars. Head Start's goal in this area is for programs to have systems in place to identify children and pregnant women (EHS only) who qualify for Head Start services, confirm their qualifications, and once selected and enrolled, track and monitor participation in program services. In order to assess compliance in this area, reviewers should be prepared to conduct a comprehensive analysis of the program's ERSEA policies and procedures and assess the level implementation throughout the program, including the level of staff training and development in this area.

Service Areas:

Health Services

Manager: Britny Brewer

Promoting the well-being of children is a vital component of the Head Start program. Head Start's goal in this service area is to help ensure that children are getting the health services they need and that programs are working with parents to ensure that they are active participants in the well-being and ongoing health and development of their children. In order to assess whether program are adequately advocating for children's health and wellness, reviewers should be prepared to conduct a thorough analysis of the qualifications and training of staff, tracking and monitoring of screenings/assessments, identification and planning for children's health/safety needs, and the methods for providing assistance to families in accessing health and dental care for their child. Their analysis will also include examining the program's policies and procedures designed to provide health services.



Nutrition Services

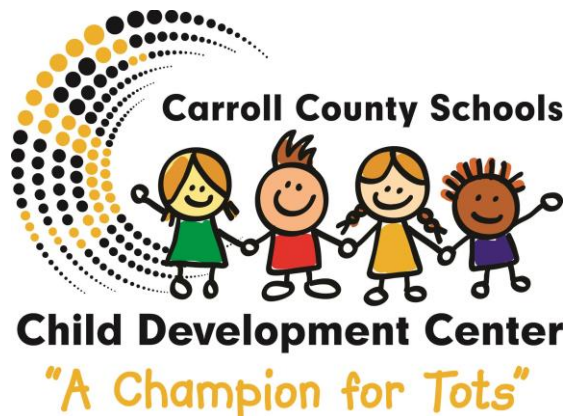
Manager: Britny Brewer

Promoting the nutritional well-being of children is another vital component of the Head Start program. Head Start's goal in this service area is to help ensure that children are getting the nutritional services they need and that programs are working with parents to ensure they are developing positive attitudes toward their child's and family's nutrition. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of staff qualifications and training, the process for assessing and planning nutrition services, the implementation of USDA and CACFP requirements, and the methods for providing nutrition education to families. Their analysis will also include examining the program's policies and procedures designed to provide nutrition services.

Safe Environments

Manager: Kelly Warren

Safety is a priority in Head Start programs. Head Start's goal in this area is to ensure that programs are providing safe environments, both inside and outside, for staff, children and families. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of the safety of internal/external environments and materials, compliance with state/local certification and licensing requirements, group size and ratios, and sanitation and hygiene practices. Their analysis will also include examining the program's policies and procedures for safety drills and maintenance of first aid kits, training of staff, accommodating children with disabilities and food safety and sanitation.



Transportation Services

Manager: Kim Horine

Safety is a priority in Head Start programs. Head Start's goal in this area is to ensure that programs are providing safe methods of transportation for children. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of the program's transportation systems including staff qualifications, training, and licensure; schedule a bus inspection and maintenance; release of children; use of safety restraints; accommodation for children with disabilities; and emergency planning.

Disabilities Services

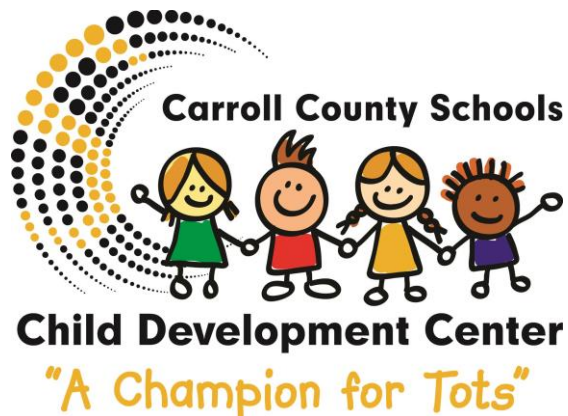
Manager: Elizabeth Brown

Head Start's goal in this area is to ensure the needs of children with disabilities and their families are supported and effectively included in the full range of program activities. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of how the program individualizes for children who need special or additional support and how the program partners with children's families. In addition, reviewers should see evidence that the program provides support and training to teachers and staff so they have the ability to provide the services necessary to meet the needs of the children and families. Their analysis will also include examining the program's processes and procedures designed to provide disabilities services.

Mental Health Services

Manager: Elizabeth Brown

Head Start embraces a vision of mental wellness that includes a collaborative relationship among children, families, staff, mental health professionals, and the community. Head Start's goal in this area is to enhance awareness and understanding of mental wellness and the contribution that mental health information and services can make to the wellness of all children and families. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of the program's program approach to working



collaboratively with parents, securing the services of mental health professionals, and developing a regular schedule of on-site mental health consultation involving mental health professionals, families, and staff. Their analysis will also include examining the program's policies and procedures designed to provide mental health services.

Family and Community Partnerships

Manager: Debbie Roth

The success of Head Start evolves from nurturing strong partnerships with its families and communities. The goal of Head Start in this area is to ensure programs understand with constitutes a positive relationship and partnership. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of how the program is promoting family engagement for all families in a culturally sensitive manner. They should also see evidence of collaboration with community agencies. In addition, reviewers' analysis includes examining the program's policies and procedures designed to facilitate family and community partnerships.

Education and Early Childhood Development Services

Manager: Robin Kates

Head Start is a national leader in Education and Early Childhood Development (ECD). The goal of Head Start in this area is to ensure all children are provided a safe, nurturing, engaging and secure learning environment in order to promote school readiness. Program services should incorporate all developmental domains (social-emotional, cognitive, language-literacy, physical, creative) in a culturally relevant manner. In order to assess compliance in this area, reviewers should be prepared to conduct a thorough analysis of staff qualifications, training plans, and curriculum planning and implementation. Their analysis will also include examining the program's policies and procedures designed to provide education and early childhood development services.