

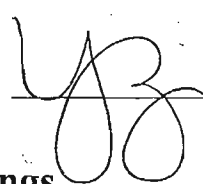


DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson
Mr. Rolland Sizemore, Jr.
Board Chairperson
Washtenaw County
1661 Leforge Rd.
Ypsilanti, MI 48198-9611

From: Responsible HHS Official
Ms. Yvette Sanchez Fuentes
Director, Office of Head Start

 12/09/10
Date

Overview of Findings

From 10/24/2010 to 10/29/2010, the Administration for Children and Families (ACF) conducted an on-site monitoring review of the Washtenaw County Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Rolland Sizemore, Jr., Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, your Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

Since 2009 two new features were added as applicable to triennial and first year reports. First, if during the course of a review an area of noncompliance was identified and corrected on site, the report will include a narrative to describe the area of noncompliance and a narrative to describe the corrective action the grantee took to correct the finding.

Secondly, program strengths identified during the on site review will also be included in triennial and first year review reports.

If you are a grantee serving preschool age children in the center-based option, a sample of your preschool classrooms will be observed using the Classroom Assessment Scoring System (CLASS). This classroom observation instrument looks at the teacher/child interactions, as well

as interactions between children. If you operate a center-based program for preschool age children, the results of CLASS will be included in your monitoring report as a separate attachment. The Office of Head Start encourages grantees to consider the CLASS results in planning ongoing efforts to improve classroom quality.

The ACF Regional Office will contact you soon to address any questions you may have about this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Kay Willmoth, Regional Program Manager
Ms. Mary Phillips-Smith, Policy Council Chairperson
Ms. Verna McDaniel, CEO/Executive Director
Ms. Patricia Horne McGee, Head Start Director

Overview Information

Review Type:	<i>Triennial</i>
Organization:	<i>Washtenaw County</i>
Program Type:	<i>Head Start</i>
Team Leader:	<i>Ms. Sharon Thigpen</i>
Funded Enrollment HS:	<i>561</i>
Funded Enrollment EHS:	<i>Not Applicable</i>

Area of Strength

The grantee established and implemented an innovative process and procedure for the ongoing monitoring of its own and its three delegates' sites. The monitoring system was intentional, comprehensive, and integrated into the overall continuous planning process and was Microsoft Access-based. Delegate Site Leaders were responsible for monitoring their respective sites. In addition, two grantee Site Monitors visited sites monthly, and a Fiscal Monitor visited each site once a quarter.

Priorities for monitoring were based on the program calendar. For example, in August, before children arrived, files were monitored; in September, Health and Safety was monitored; October was governance; November was Family Partnerships and Fiscal; and December was curriculum and child outcomes. In January, the focus was Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); in February, individualization, Fiscal, and follow-up on Family Partnerships; March was governance and planning; April was parent involvement, curriculum/assessment and recruitment; May was child outcomes, Health tracking, and Fiscal; June was transitions; July was service plans; and August was Community Partnerships, Fiscal, and Human Resources. Systems were reviewed each month based on the service area prioritized.

Monitors were able to access the software from any site, as it was network-based. Monitoring was based on service plans and the Head Start Program Performance Standards. The grantee believed monitoring was a priority and important in the planning process. The Microsoft Access

software enabled the grantee to provide feedback immediately after completing each monitoring visit and generate and share reports with Delegate Directors, Site Managers, and the Policy Council. Follow-up occurred within a week for health or safety issues, and other program issues received follow-ups within a month. The Monitoring report format included space for reporting on follow-ups, and follow-ups were included in the Policy Council reports.

Furthermore, a summary of all monitoring activities for each delegate and grantee site was developed in June based on trends in each site's Monitoring reports. Monitoring trends from last year were incorporated into the agenda for the management team to review at its bi-weekly meetings. Trends included parent involvement and education; meaningful family partnerships, increasing community partnerships, and promoting parent advocacy; accurate reflection of the budget in service plans; completing Fiscal Reimbursement packets; decreasing children's exclusion from classrooms due to illness, with complete health documentation; use of a single format for delegate and grantee site reports to the Policy Council; increasing follow-up on parents' areas of need, interest, or concern; extending accommodations to Site Monitors on visits when the Delegate or Site Director was not available; and maintaining up-to-date physicals, tuberculosis screenings, credentials, CPR/First Aid training, professional development plans, and performance evaluations for all personnel.

Children's records for both the grantee and the delegates were also part of the monitoring system. Children's records tracked ERSEA, Health data, Family Partnership Agreement goals, and developmental screening results. The long-range goal was to incorporate child development and outcomes data into the system.

The grantee's innovative, intentional system of ongoing monitoring was effective and promoted quality service provision at both its own and its delegates' sites.

New Area of Noncompliance Determinations

At least one area of noncompliance was documented at Washtenaw County Head Start program.

Applicable Standards	Program Type	Status
<i>648A(g)(3)(A)</i>	<i>HS</i>	<i>Noncompliance</i>

Head Start Act

Sec. 648A. STAFF QUALIFICATIONS AND DEVELOPMENT [42 U.S.C. 9843a]

(g) Staff Recruitment and Selection Procedures- Before a Head Start agency employs an individual, such agency shall--

(3) obtain--

(A) a State, tribal, or Federal criminal record check covering all jurisdictions where the grantee provides Head Start services to children;

The grantee did not obtain criminal record checks (CRCs) for all staff prior to employment. A review of the grantee's staffing plan found, of the grantee's 35 current employees, 1 teacher assistant hired in August 2010 did not have documentation of a completed CRC. The grantee used two types of CRCs: the State check from the Family Independence Agency (FIA), required for all childcare staff in Michigan, and a County Internal Employee Check, required for all

Washtenaw County employees. While the County stopped requiring the check in July 2010, the Head Start program continued to use it. The County CRC for the teacher assistant was submitted 2 weeks prior to the August 16, 2010 hire date; however, the completed CRC was not received by the Head Start program as of the time of the review.

The Head Start Director sent an email to the County Human Resources Director requesting the results of the staff member's CRC, and the County Human Resource Department provided the results the same day. A review of the County CRC found the staff member was cleared as of August 26, 2010. In addition, the FIA background check application for the teacher assistant was submitted October 26, 2010 but the results were not available at the time of the review.

A review of the grantee's Personnel Policies and Procedures found the policy for pre-employment and orientation for new employees stated applicants accepting offers of employment with the County were to complete all necessary forms and receive orientation to County employment before commencing employment. A review of the Pre-Employment Authorization and Release form found it indicated CRCs were to be conducted. The County CRC was identified in the Human Resources' Recruitment and Hiring Updates as an addendum to the grantee's Personnel Policies and Procedures. Furthermore, completion of the check was identified as taking 5 days; however, the Head Start Director and Program Administrator stated it actually took 6 to 8 weeks.

The grantee did not obtain a State and County CRC as required for one teacher assistant prior to employment; therefore, it was not in compliance with the regulation.

Timeframe for Corrective Action

The area(s) of noncompliance cited in this report must be corrected within 120 days of the receipt of this report. Pursuant to Section 637(2)(C) of the Head Start Act, a grantee that fails to correct an area of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected within the time period required by the responsible HHS official.

— END OF REPORT —