



*Self Assessment
Summary and
Improvement
Plan
2014-2015*

BTEHS Self Assessment Process

BTEHS used a new self-assessment process this year. In years past, the process has taken almost 2 months and the OHS Monitoring Protocol was used. This year, we used a new method, promoted by OHS, by gathering the data collected by BTEHS on services provided between the months of February 2014 and February 2015, presenting the data to teams of volunteers, staff members, parents and Policy Council and Board Members and facilitating discussion around compliance and improvement. Everyone met together for a 4 hour session on 3-25-15. The schedule was as follows:

10-10:45 Introductions/Overview
10:45-12 Team Time---Investigation
12-12:30 Lunch
12:30-1:15 Team Time--Discussion
1:15-2:00 Group Discussion

Team Leaders were key personnel in the area being reviewed and each team developed a list of challenges they presently face and asked their team to brainstorm new ways to tackle those challenges. Each team leader assigned team members individual tasks the completed in the morning after the introduction. Those tasks included reviewing data for compliance, observations, inspections/checklists, policy/procedure review and feedback, etc. In the afternoon, teams met and discussed the findings of their individual assignments and developed a team report that was later presented to the group.

In reflecting on this new process, we plan to schedule the group meeting to be longer and to communicate individual assignments ahead of time to allow team members time to prepare. Shortage of time was the biggest challenge faced using this method of self-assessment.

Self-assessment is an on-going process and done all throughout the year. The following page contains the timeline for self-assessment for the upcoming year.

BTEHS 2015 Self-Assessment Timeline

January	Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
February	Present Proposed Self-Assessment Process to Board and Policy Council for feedback and approval Set date for Self-Assessment Think Tank Meeting (sometime in March) and select people to invite and send out invitations Management Team to work on gathering data from the last year to prepare for Meeting Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
March	Host Self-Assessment Think Tank Meeting—Management Team will provide all data collected from February 2013-February 2014 to their sub team. Participants will analyze data and ask question based on observations. Areas for improvement will be recommended by the entire team. Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
April	Director to analyze feedback from Self-Assessment Team Think Tank Meeting and prepare a Report Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
May	Present Self-Assessment summary and Self-Assessment Team Recommendations to Board and Policy Council for Approval Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
June	Prepare for planning retreat using data from Self-Assessment Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
July	BTEHS Management Team to have a planning retreat to talk about recommendations and how to implement new strategies for improvement. During this retreat, the team will determine the 5 year Broad Goals and SMART Objectives. Director will write draft of Program Narrative for next Fiscal Year and draft T/TA Plan using the information obtained from these meetings and this process. Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
August	Report Broad Goals for the 5 year grant cycle and SMART objectives for this program year to the Board and Policy Council for approval Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
September	Director will finalize Program Narrative, Program Budget, T/TA plan and budget to prepare for refunding application for submission. Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
October	Director will submit Refunding Application, including the Self-Assessment Summary and Improvement Plan to the Regional Office. Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
November	Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.
December	Management Team will meet on the 2 nd Tuesday to review ongoing monitoring reports from the previous month.

BTEHS 2014-2015 Self Assessment Teams

Program Governance/Management Systems,

Team Leader: Courtney Kirk, BTEHS Director

Trish Erikson, Baby TALK Board Vice Chair and Richland Community College Psychology Faculty

Cindy Bardeleben, Baby TALK Local Programming Director

Tamica Hatchett, Baby TALK Early Head Start Parent and Policy Council Member

Claudia Quigg, Baby TALK Executive Director

Dr. Darlene Hoffman, Baby TALK Board Member and Retired Millikin University Early Childhood Education Department Chair and Faculty

Family and Community

Engagement and Transportation

Team Leader: Julie Howard, BTEHS

Family Services

Coordinator

Rachael Wiley, Baby TALK Family Literacy Coordinator

Kristene Zimmerman, Millikin Human Services Student and BTEHS Intern

Debra Baltimore, BTEHS Compliance Officer

Cozette Cliff, Anna Waters Head Start Family Services Manager

Lauren Peterson, BTEHS Home Visitor

Fiscal Integrity

Team Leader: Penny Kotal, Baby TALK Business Director

Jennifer Walker, Baby TALK Board Member

Alicia Leonard, Lincoln Land Credit Union

Lucy Lundt, Baby TALK Fiscal Assistant

Sadee Gulick, Decatur Earth Movers Credit Union

Dawn Yuhas, Fiscal Consultant

Alice Reed, BTEHS Teacher and CCRS Specialist

Joel Fletcher, Baby TALK Board President

Pen Shade, Baby TALK Board Member

Child Health and Safety,

Team Leader: Debby Durbin, BTEHS Wellness Coordinator

Kathy Phillips, Retired Hearing/Vision Technician from Macon County Health Department

Pamela Black, Baby TALK Social Worker at CHIC

Judy Busing, Service Coordinator Child and Family Connections

Betsy Osman, Baby TALK Director of Development

Anquetette Hicks, Baby TALK Board Member

Dinah Gray, Macon County Health Department

Matt Naber, Baby TALK Board Member

Child Development and Education

Team Leader: Heather Seitz, BTEHS Education Coordinator

Georgette Page, Millikin University Early Childhood Education Faculty

Felicity Williams, Millikin University Early Childhood Education Faculty

Jill Hughes, Teacher, Decatur Public Schools

Kasina Blockton, Former BTEHS Parent

Katie Gross, Baby TALK Board Member, BTEHS Policy Council Member, and

Director of the Decatur Public Library Children's Department

Julie Bilbrey, Baby TALK Development Manager

Administration and Program Governance

Summary

Members of this team reviewed Board and Policy Council Minutes and Reports as well as the 2015 Community Needs Assessment and 2014 Annual Report, provided feedback on the new Performance Evaluation Rubrics, and helped to draft and provide feedback on School Readiness Goals that are broadened to encompass family outcomes. Members also conducted classroom observations and recorded general impressions, which were all very positive.

Strengths

- Policy Council and Board meet and review all required policies, program plans, and other significant events on a monthly basis (July is email or phone approval)
- Program Governance, Planning, Reporting, Key Dates and Training Calendar creates transparency for Program Leaders and Governing Bodies and includes all required actions and deadlines for entire year.
- Classroom Observations noted positive interactions between children, teacher and volunteers and environments established to promote development

Recommendations to Become Ever Better

- To make suggested changes to performance evaluation rubrics to make promote consistency across the board.
- Update School Readiness Goals to encompass a focus on family outcomes and progress.
- During classroom observations, one team member observed there were a few children missing because of transportation challenges. It was recommended we address this issue program-wide and determine how to better support families in acquiring transportation to and from the center.

Action Plan

None required

Human Resources/Fiscal

Summary

The group reviewed Fiscal and Human Resources Plans, Policies and Procedures, Monthly and Annual Financial and Credit Card Reports for the past year, the new Uniform Guidance from the OMB, current fiscal and HR systems and documentation.

Strengths

- Clean 2014 Audit
- Transactions reviewed seems to be reasonable, allowable, and allocable and 100% for BTEHS
- Credit Card use is consistent with policy
- Hiring Procedures and documentation are followed and files are in order

Recommendations to Become Ever Better

- Begin Process of BTEHS Director approving aged payables weekly
- Tie timesheet activity and CACFP personnel activity reports
- Check with insurance agent on level of employee dishonesty coverage; possibly increase fidelity bond.

Action Plan

Objectives	Tasks/Activities	Person(s) Responsible/Completion Date
Fiscal Plans, Policies, and Procedures will reflect current regulations	Update Fiscal Plans, Policies, and Procedures Handbook and align with current regulations, obtain Board and Policy Council approval	Penny Kotal , Business Director 8/31/15
Human Resources Plans, Policies, and Procedures will reflect current regulations	Update Human Resources Plans, Policies, and Procedures Handbook and align with current regulations, obtain Board and Policy Council approval	Penny Kotal , Business Director 9/30/15

Family Services/Transportation/ERSEA

Summary

Team Members reviewed all existing BTEHS policies, plans and procedures in each of the areas, as well as current data including enrollment and attendance reports, files of currently enrolled children in BTEHS, Home Visit documentation, and other Family Services, ERSEA, and Transportation program level data.

Strengths

- Program is fully enrolled and has a waitlist of 55 children
- Files are maintained according to procedure and HSPS/DCFS Requirements
- Family Engagement is a way of being; relationships are the most important aspect of every service area
- Buses are inspected and maintained according to IDOT and OHS regulations

Recommendations to Become Ever Better

- BTEHS is serving less than 5% of the eligible children in Macon County—increased capacity to serve more families is needed when funding is available
- Registration and Enrollment requires a lot of paperwork—streamline processes, utilize ChildPlus Database more and go partially paperless.
- Update Recruitment Plan
- Meet monthly with Baby TALK Home Visitors in other programs
- Create an agreement with Parents to be signed prior to starting Home Visits to outline expectations and improve communication.
- Create an Index Page for the Collaborative Agreements Binder

Action Plan

Objectives	Tasks/Activities	Person(s) Responsible/ Completion Date
ERSEA Plans, Policies, and Procedures are aligned with new Final Rule on Eligibility	Update ERSEA Plans, Policies and Procedures, and Forms to reflect current Final Rule, obtain Board and Policy Council approval	Julie Howard (Family Services Coordinator)5/31/15
Transportation Plan for 2015-2016 Program Year	Identify and purchase vehicles, determine driver qualifications and complete all required inspections, etc.	Julie Howard (Family Services Coordinator) Courtney Kirk (Director) 7/31/15

Education and Disabilities

Summary

Members of this team reviewed Education and Disabilities Plans, Policies, Procedures, and forms, education files of currently enrolled children, School Readiness Data, Disabilities enrollment and services data, IFSPs and therapy collaboration efforts, documentation of three-year-olds' transition plans and placements. Team members also spent time observing in BTEHS classrooms and interviewing teachers and Education Coordinator.

Strengths

- Education Staff promote independence and social skills
- Positive culture of Baby TALK and Baby TALK Early Head Start
- Parental Engagement is a way of being
- Parent input is sought out and valued
- Strong systems in place including data collecting and sharing of information

Recommendations to Become Ever Better

- Continue to work with community partners to find suitable center-based placements for children aging out of BTEHS after September 1st.
- Align school readiness goals to monthly group lesson plans
- Intentionally embed objectives multiple times into both monthly group lesson plans and individual child development weekly plans
- Reduce the amount of bright colors and plastic in classrooms—replace with more natural colors and materials

Action Plan

None Required

Wellness, Facilities, and Safety

Summary

Team Members did a walkthrough of the unfinished playground and center using a safety checklist. Team Members also reviewed Nutrition, Health, Mental Health, Facilities and Safety Plans, Policies and Procedures and program level data in each area.

Strengths

- Coordinator has strong ties to healthcare community
- Strong Collaboration with CHIC with new Baby TALK Social Worker and Behavioral Counselor dedicated to working with Baby TALK Families each Monday.
- Strong systems in place for ensuring a safe environment

Recommendations to Become Ever Better

- A larger area designated for parking is needed. Parents, staff and volunteers need to park on the road and this presents some safety concerns.
- A larger area for locked storage for prescription drugs is needed.
- ASQ-SE should be administered regularly in conjunction with the HELP Assessment to better identify families needing more social-emotional support.
- Parents should be given more intentional assistance when working out health insurance needs, including use of the center phone.

Action Plan

Objectives	Tasks/Activities	Person(s) Responsible/ Completion Date
Acquire a Safer Area for Parking	Follow-Up with Landlord and City to Acquire empty lot west of building and create a parking area.	Courtney Kirk (Director) 5/31/16
Ensure all medications are secure	Acquire a larger locked storage area for prescription medications and breathing machines	Debby Durbin (Wellness Coordinator) 7/31/15