

**Nueces County Community Action Agency
Birth-to-Five Head Start Program
Training & Technical Assistance Plan 2020-2021**

New Staff Orientation – All Staff

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.92 § 746.1201 § 746.1203 § 746.1205 § 746.1301 § 746.1303	1. Eight of the twenty-four clock hours of New Staff orientation for classroom staff must be completed before a caregiver is given responsibility for a group of children: New staff receive orientation that includes the following: <ul style="list-style-type: none"> • Handling, storing, and disposing of hazardous materials including compliance with §746.3425 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); • Operational policies including Discipline and Guidance Practices and Procedures for the release of children; Overview of Minimum Standards; Overview of Performance Standards. • An overview of agency policy on the prevention, recognition, and reporting of child maltreatment, including: <ol style="list-style-type: none"> a) Factors indicating a child is at risk of abuse or neglect; b) Warning signs indicating a child may be a victim of abuse or neglect; c) Procedures for reporting child abuse or neglect; d) Community organizations that have training programs available to employees, children, and parents • Emergency procedures; • Administering Medication; • Preventing and responding to emergencies due to food or an allergic reaction; • Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic; • Use and location of fire extinguishers and first aid equipment; 	Human Resource Manager Content Coordinators, TTA Specialist Maintenance Supervisor	Site Base Managers,	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation -EDUCATION

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.21 1302.30 1302.31 1302.32 1302.33 1302.34 1302.47 1302.50 1302.51 1302.53 1302.90 1302.92 § 746.1203 § 746.1205 § 746.1301 § 746.1303	<p>1. NCCAA Birth-to-Five Head Start Program provides training on:</p> <ul style="list-style-type: none"> • Head Start Early Learning Outcomes Framework (HSELOF) and School Readiness. • Operational Policies and Procedures: Release of children, fostering self-esteem, positive interactions, developmental stages, developmental screenings, ongoing assessments, children’s portfolios, age appropriate materials. • Education Service’s: Curriculum with Fidelity, lesson planning, individualization, culture and diversity, creating environments, and routine, • Active Supervision and Safety Practices: appropriate indoor/outdoor supervision and the care of children at all times, Safety Transition Checklists and Transitions, classroom binder, and magic number. • Classroom Observation’s, the power of two, continuity of care. • The importance of building relationships with families: Home Visits and Parent Conferences 	Curriculum and Instruction Coordinators	Education Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

New Staff Orientation – T/TA

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.92	<ul style="list-style-type: none"> • New Staff is trained on the Goals and Philosophy of the Birth-to-Five Head Start Program; Mission Statement, Vision Statement, Overview of Minimum Standards, and Overview of Performance Standards, Compliance Binders & Educational Assistance, Training and Professional Development. 	T/TA Specialist	Administrative Secretary	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation – Nutrition

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
CACFP 1302.31(e)(2) 1302.44(a)(1) (2)(iii) 1302.47(7)(vi) § 746.1203 § 746.1303 § 746.801 § 746.3301 § 746.3303 § 746.3305	6. NCCAA Birth-to-Five Head Start Program provides training on the CACFP Food Program Requirements for New Staff such as the following: <ul style="list-style-type: none"> • Civil Rights, • Forms H1535, H-1530, H-1530A, • Program Meal Patterns, • Claims Submissions • Claims Review Procedures • Family Style Meal Service, • Special Dietary Needs • Operational Policies and Procedures • Financial Records • Recordkeeping Requirements • CACFP Monitoring 1606 • WIC Guidelines • Justice for All Poster • Sanitizing and Hand Washing • Preventing and responding to emergencies due to food allergies 	Nutrition Coordinator	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

New Staff Orientation -ERSEA

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.11 1302.12 1302.13 1302.14 1302.15 1302.16 1302.17 1302.18 1303.22	New Staff are trained on: <ul style="list-style-type: none"> • Operational Policies and Procedures • Enrollment, Recruitment, Selection, Eligibility, Attendance • Children’s Applications • Database tracking and monitoring systems • Program Plans • Selection Criteria • Confidentiality of Children’s Records (PII) • Case Notes • Fraud • Children’s Records and Monitoring and Tracking 	ERSEA Coordinator	ERSEA Technician	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation – Health

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.42 1302.47 (b)(4)(i) (A)(B)(C)(F)(G)(J) 1302.47 (b)(6)(i)(iii) 1302.47 (b)(1)(vi) 1302.47 (b)(7)(iii)(iv) §746.1309(c)(8) §746.801 §746.1315 (a)(b)(1-2)	7. NCCAA Birth-to-Five Head Start Program provides training on the following: <ul style="list-style-type: none"> • SIDS / Safe Sleep Practices / Infant-Sleep Exception • SBS / Abusive Head Trauma • Early Childhood Brain Development • Medication Administration • Hand Washing; • Handling of bodily fluids; • Diapering / Toileting; • Preventing Contagious disease; • Immunizations. • Operational Policies and Procedures for Health & Safety • 45- and 90-day screening • Dentals and Physicals • Incident and Illness Reports / Supplemental Reports • First Aid Kits/Fanny Packs • First Aid/CPR and Choking Posters • Health Services Advisory Committee • Health Forms • IHCP • Daily Health Checks • EPSDT • Crib, Cot, and Toy Sanitation • Just a Reminder • Health Emergency Procedures 	Health Coordinator, Health Staff	Health Staff, TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

New Staff Orientation -FCP

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.50 1302.51 1302.52 1302.53 1302.70 1302.71 1302.72	New Staff are trained on: <ul style="list-style-type: none"> • Operational Policies and Procedures • Family Engagement • Fatherhood Engagement • Open Door Policy • Volunteer and In-Kind • Transition Services • PFCE Framework/School Readiness • Family Partnership Agreement, • Community Partnerships 	FCP Coordinator	FCP Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation –Mental Health/Disability

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.45 1302.60 1302.61 1302.62 1302.63 1302.92(d)(2) 1302.90(c) (1)(ii) §746.1303(2-3) §746.1305 (a)(3)(6)	New Staff are trained on the NCCAA Child Maltreatment Reporting Policy and Procedures which includes: <ul style="list-style-type: none"> • Operational Procedures <ul style="list-style-type: none"> ○ Prevention, ○ Recognition, ○ Responding and ○ Reporting-Child Maltreatment • Factors indicating abuse or neglect, <ul style="list-style-type: none"> ○ warning signs, ○ procedures for reporting and ○ community organizations that have training programs • The What, Why and How about IEP/IFSP • ECI/LEA Referral Process • 45-Day Initial Social/Emotional Screening • NCCAA Non-Discrimination Policy, Americans with Disabilities Act, Section 504 of the Rehabilitation Act • Role of Special Needs Assistants • Discipline and Guidance Policy agency form • Positive discipline and guidance methods for children, ensure staff, consultants and volunteers respect and promote the unique identify of each child accordingly to the NCCAA Standards of Conduct • Mental Health Referral Process • Personally Identifiable Information (PII) Provisions for IDEA Part B or Part C • Operational Policies & Procedures Disability Services • Lesson Plan Entry – Disability & Mental Health • Terms and Acronyms related to Disability Services • Operational Policies & Procedures Mental Health Services • ABC Behavior Plan • Behavior and Developmental Strategies – Disabilities & Mental Health • Mental Health Consultant Services • Disability/Mental Health Support Group • Suspension and Expulsion Policy 	Disability/Mental Health Coordinator	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation –Facilities

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.47 §746.501 §746.401 §746.403 §746.503 §746.801 §746.4801 §746.4901 §746.4305 §746.4307 Texas Child Care Licensing Subchapter W	<p>New staff are trained on:</p> <ul style="list-style-type: none"> • Operational Policies and Procedures • Emergency Preparedness Overview <ul style="list-style-type: none"> ○ Procedures to follow in handling emergencies ○ Sharing Emergency Preparedness Plan ○ Fire, Explosion, Tornado, Toxic Fumes, Volatile Person, • Security of Facilities • Safety & Injury Prevention <ul style="list-style-type: none"> ○ Understanding Building and Physical Premises ○ Identification and Protection from Hazards ○ Precautions in Transporting Children ○ Fire Drill ○ Shelter in Place ○ Health & Safety Checklist ○ Fire Extinguishers ○ Work Orders ○ Evacuation Route ○ Chemical Safety ○ Relocation Plans ○ Disposing of Hazardous Materials • Care of Facilities • Health and Fire Inspections • Systematic Awareness 	Maintenance Specialist	Site Base Management/ Facilities Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

New Staff Orientation –Site Based Management

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.47 1302.90 Texas Child Care Licensing Subchapter C, D, F, H, I, J, & U §746.501 §746.801 §746.901	<p>Site Based Management reviews with New Staff the following:</p> <ul style="list-style-type: none"> • Child Care Personnel Information Record • New Staff Orientation Training Log • New Staff Orientation Active Supervision and Safety Transition Checklist • New Staff Orientation Continued Overview of Minimum Standards Checklist • Classroom Binder • Child Record and Portfolio • Environmental Checklist 	Site Based Management	Relief Managers	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

New Staff Orientation –Specialized Training

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.47	1. Specialized Training for New Staff is conducted based on job description/position.	Content Area Coordinators	Technicians Health Staff Site Base Managers Food Production Specialist	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92 CACFP	2. NCCAA Birth-to-Five Head Start Program ensures that kitchen staff receives training on Food Manager’s Certification for Nutrition staff, as needed.	Nutrition Coordinator, Food Production Specialist	Birth-to-Five HS Director	ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.93(b)	3. NCCAA Birth-to-Five Head Start Program ensures that mental health and wellness information is available to staff regarding health issues that may affect their job performance, and provides regularly scheduled opportunities to learn about mental health, wellness, and health education.	Disability/Mental Health Coordinator, Birth-to-Five HS Director	Content Area Coordinators	ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.90(c) (1)(ii) 1302.102 1302.92 1302.45 1302.63 §746.1305 (a)(1-6) §746.1309(b) (f)(1)(7)(8)(9) §746.1311(b)	4. NCCAA Birth to Five Head Start Program ensures the Special Needs Assistants will receive eight training hours in departmental procedures and process which will include the One Hour Conscious Discipline Webinar: Simple Steps to Self-Care for Educators with Amy Speidel and have an open discussion with Disability/Mental Health Coordinator and/or Disability/Mental Health Technician. Three weeks of shadowing a seasoned Special Needs Assistant.	Disability/Mental Health Coordinator, Disability/Mental Health Technician	Seasoned Special Needs Assistant	On-going	Refer to EHS/HS T/TA Consolidated Budget
1302.92	5. NCCAA Birth-to-Five Head Start Program Education Team will complete a classroom observation and a Teaching Needs Assessment	Education Team	Site Based Manager	ongoing	Refer to EHS/HS T/TA Consolidated Budget

SUMMER INSTITUTE

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.102 1302.92	1. NCCAA Birth-to-Five Head Start Program provides training on Child outcomes and data results.	Content Area Coordinators	Coach(s), Mentors, Technicians,	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.31 (e)(4)	2. NCCAA Birth-to-Five Head Start Program provides educational information for staff and families on physical activity and healthy food choices through I am Moving, I am Learning (IMIL) training	Health & Nutrition Coordinators	FCP and Curriculum & Instruction Coordinators	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.102 1302.92 1302.45 1302.63	3. NCCAA Birth-to-Five Head Start Program provides training on effective classroom management, positive learning environments, and strategies for supporting children with disabilities and/or challenging behaviors. The What, Why and How on IFSP/IEP, boosting one's resilience by managing emotional triggers and Special Transportation Requirements for Children with Disabilities Policy and Procedures	Disability/Mental Health Coordinator	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.102 1302.92 1302.45 1302.63	4. NCCAA Birth to Five Head Start Program provides training and tips on recognizing stress and learning how the stress you experience affects the behavior in children in your life utilizing the "Take Care of Yourself: Reduce Your Stress Guide and other resources.	Disability/Mental Health Coordinator	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

Annual Fall Training

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1301.3 (b)(1)(2) (c)(1)(2) (d)(1)-(4) (e) 1304.4 (a)(b)(1)-(3) 1301.5	1. NCCAA Birth-to-Five Head Start Program provides training on the following: <ul style="list-style-type: none"> • Consolidated Budget; • Non-Federal Share; • Purpose and responsibilities of the center level Parent Committees; • Purpose and responsibilities of the Policy Council members 	Birth-to-Five HS Director	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1301.5	2. NCCAA Birth-to-Five Head Start Program provides training on the Community Needs Assessment, Self-Assessment and the update on the Strategic Plan.	Birth-to-Five HS Director	Planner	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1301.5	3. NCCAA Birth-to-Five Head Start Program provides training on the program's systematic approach to communication with parents, Policy Council, staff and the community.	Birth-to-Five HS Director	FCP Coordinator, TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.90(a) 1302.90(c) 1302.90(c)(2) 1302.47 (c) § 746.1309 (c)(3)	4. NCCAA Birth-to-Five Head Start Program provides training on the following: <ul style="list-style-type: none"> • Personnel Policies & Procedures • Agency Structure, History and Programs • NCCAA’s Mission statement; • Standards of Conduct; • Advocacy & Confidentiality & HIPPA; • Work Ethic; • Sexual Harassment; • Workplace Violence; • Drug and Alcohol Policy; • Leave of Absence/FMLA; • Safety & Workers Compensation • Time & Attendance (EWS) • Blood borne Pathogens 	Human Resources Manager	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.47(b)(8)	6. NCCAA Birth-to-Five Head Start Program provides training on Emergency Preparedness.	Planner	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.47(b)(4) (i)(K) 1302.47(b)(5) (i) 1302.90(c) (1)(i-v) §746.1309 (c)(1-4) §746.501 (25)(a-e)	7. NCCAA Birth-to-Five Head Start Program provides training on an overview of NCCAA Child Maltreatment Reporting Policy and Procedures which includes: <ul style="list-style-type: none"> • Operational Procedures <ul style="list-style-type: none"> ○ Prevention, ○ Recognition, ○ Responding and ○ Reporting Child Abuse and Neglect • Factors indicating abuse or neglect, <ul style="list-style-type: none"> ○ warning signs, ○ procedures for reporting and ○ community organizations that have training programs • NCCAA Discipline and Guidance Policy • Non-discrimination Policy and PII Provisions for IDEA Part B and Part C , Americans with Disabilities Act, Section 504 of the Rehabilitation Act • Role of Special Needs Assistants • Inclusion • Review of NCCAA Birth-to-Five Head Start Program Standards of Conduct • Recognizing the importance of identifying and managing 	Disability/Mental Health Coordinator	Disability/Mental Health Technician TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
	<p>your emotional triggers.</p> <ul style="list-style-type: none"> • Role of Special Needs Assistants • Positive discipline and guidance methods for children, ensure staff, consultants and volunteers respect and promote the unique identify of each child accordingly to the NCCAA Standards of Conduct • Parent S.E.A.T. (Social Emotional Awareness Team) Meeting • Staff Disability/Mental Health Support Group 				
1302.47 (b)(4)(i)(B)(F) 1302.47 (b)(5)(ii) §746.1309	8. NCCAA Birth-to-Five Head Start Program provides training on Shaken Baby Syndrome – Abusive Head Trauma, Sudden Infant Death Syndrome – Safe Sleep Practices and Early Childhood Brain Development.	Health Coordinator Site Based Management	Relief Manager	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1301.5 746.1309 (c)(13)	9. NCCAA Birth-to-Five Head Start Program provides training on how to implement the Head Start Performance Standards and NCCAA Birth-to-Five Head Start Program Plans.	Content Area Coordinators	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.52(b)	10. NCCAA Birth-to-Five Head Start Program provides training on: <ul style="list-style-type: none"> a. Parent, Family and Community Engagement (PFCE) Outcomes Framework b. Fatherhood Initiative. c. Family Engagement in Transitions 	FCP Coordinator	FCP Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.34(b)(1) (5) § 746.1309 (c)(13)	11. NCCAA Birth-to-Five Head Start Program provides training on Minimum Standards.	Site Based Management	Relief Manager	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
CACFP 1302.31(e)(2) 1302.44(a)(1) (2)(iii) 1302.47(7)(vi) § 746.801 § 746.3301 § 746.3303 § 746.3305	12. NCCAA Birth-to-Five Head Start Program provides training on the CACFP Food Program Requirements such as the following: <ul style="list-style-type: none"> • Civil Rights, • Meal Counts, Forms H1535, H-1530, H-1530A, • Program Meal Patterns, • Claims Submission/Claims Review & Procedures • Record Keeping Requirements • Family Style Meal Service, • Sanitation, • Special Dietary Needs 	Nutrition Coordinator	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.47 (b)(4)(i)A(C) (J) 1302.47 (b)(6)(i)(iii) 1302.47 (b)(7)(iii)(iv) §746.1309 (e) (2)	13. NCCAA Birth-to-Five Head Start Program provides training on the following: <ul style="list-style-type: none"> • Hand Washing; • Handling of bodily fluids; • Diapering / Toileting; • Preventing infectious disease; • Medication Administration • Immunizations. • Seizures • First Aid Kits/Fanny Packs 	Health Coordinator, Health Staff	Health Staff, TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.47(7)(iv) 1302.47(b)(4) (D) § 746.1309 (e) (4)	14. NCCAA Birth-to-Five Head Start Program provides training on recognizing and responding to Asthma and Allergies, as well as the use of a nebulizer.	Health Coordinator	Health Staff, TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.42(c)(1)- (3) 1302.43	15. NCCAA Birth-to-Five Head Start Program provides training on Dental Hygiene, including Sour Mouth Habit and Baby Bottle Tooth Decay.	Health Coordinator	Health Staff, TTA	Ongoing	Refer to EHS/HS T/TA Consolidate d Budget
1302.46(a) 1302.42(b)(1) (i)(ii) §746.1309 (e)(2)	16. NCCAA Birth-to-Five Head Start Program provides training on how to read the EPSDT schedule, immunizations and dental information; also how to develop a follow-up plan for children who need additional services.	Health Coordinator, Health Staff	TTA	Ongoing	Refer to EHS/HS T/TA Consolidate d Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.12 (m)(1)-(4)	17. NCCAA Birth-to-Five Head Start Program provides training on the Health forms.	Health Coordinator	Health Staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.60 1302.61 1302.62 1302.63 §746.1309 (c)(1)-(4)(g)(1)	18. NCCAA Birth-to-Five Head Start Program provides training on being inclusive of children with disabilities and utilizing the IEP/IFSP strategies in the classroom, the referral process and Non-Discrimination Policy and PII Provisions for IDEA Part B and Part C	Disability Coordinator	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.47	19. NCCAA Birth-to-Five Head Start Program provides training on Fire Extinguisher Safety.	Maintenance Specialist	General Building Specialist	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.12(m)(1) (4)	20. NCCAA Birth-to-Five Head Start Program provides training on the eligibility process including selection criteria, interviewing with dignity and respect, program policies on falsifying information.	ERSEA Coordinator	ERSEA Tech	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.102	21. NCCAA Birth-to-Five Head Start Program provides training on self-assessment outcomes, Child outcomes, and data driven results. <ul style="list-style-type: none"> • Teaching and learning environments • Curriculum with fidelity • Parent and family engagement in Education • Safety Practices: Safety and Injury Prevention (Active Supervision) • Dual Language Learners • CLASS National Scores and NCCAA Fall Results • Practice Base Coaching systems, and coordinated approaches 	C&I Coordinator. Coach Coordinator	Education Staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.17(a)(1-4) 1302.17(b)(1-3) 1302.45(a)(1-4) 1302.45(b)(1-6)	22. NCCAA Birth-to-Five Head Start Program provides training to support and promote children’s mental health and social emotional well-being on the following topics: <ul style="list-style-type: none"> • Effective classroom management • Positive learning environment • Strategies for supporting children with challenging behaviors • Mental health referral process • ABC-Positive Behavior Support Plan • Staff Disability/Mental Health Support Group • Parent S.E.A.T. (Social Emotional Awareness Team) Meeting • NCCAA Suspension and Expulsion Policy • Working Together with Mental Health Consultants • How to Integrate Conscious Discipline into your classroom 	Disability/Mental Health Coordinator	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

SPRING ANNUAL TRAINING

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.31 (e)(4)	1. NCCAA Birth-to-Five Head Start Program provides educational information for staff and families on physical activity and healthy food choices through I am Moving, I am Learning (IMIL) training.	Health & Nutrition Coordinators	FCP and Curriculum & Instruction Coordinators	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.61(c)(2)(i) 1302.70 1302.71 1302.72 1302.82(b)	2. NCCAA Birth-to-Five Head Start Program provides training on how to prepare parents to become their child’s advocate through transition periods.	FCP Coordinator	FCP Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.102	<p>3. NCCAA Birth-to-Five Head Start Program provides training on self-assessment outcomes, Child outcomes, and data driven results.</p> <ul style="list-style-type: none"> • Teaching and learning environments • Curriculum with fidelity • Parent and family engagement in Education • Safety Practices: Safety and Injury Prevention (Active Supervision) • Dual Language Learners • CLASS National Scores and NCCAA Fall Results • Practice Base Coaching systems, and coordinated approaches 	C&I Coordinator, Coach Coordinator	Education Staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.93(b)	<p>4. NCCAA Birth-to-Five Head Start Program ensures that mental health and wellness information is available to staff regarding health issues that may affect their job performance and provides regularly scheduled opportunities to learn about mental health, wellness, and health education.</p>	Disability/Mental Health Coordinator,	Disability/Mental Health Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.90(c)(1)(ii)	<p>5. Specialized services training for staff to gain an understanding of rules and regulations that governs services for children with disabilities examine the impact of building positive relationships when working with children with disabilities and/or children with challenging behaviors.</p>	Disability/Mental Health Coordinator	Disability/Mental Health Technician External /Trainer	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

Management Staff

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
§746.1311(c)-(d) 1306.23	<p>1. NCCAA Birth-to-Five Head Start Program provides training for management staff in topics such as but not limited to: administration of a child-care facility, accounting, goal and objective setting, performance planning and evaluation, management techniques, risk management, leadership, and time management.</p>	Human Resources Manager	Site Base Management and Facilities Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1304.52 (j)	<p>2. NCCAA Birth-to-Five Head Start Program provides training for management staff on how to complete and conduct staff performance appraisals; which include identifying staff training needs and establishing and following up on professional development needs.</p>	Human Resources	Site Base Management and Facilities Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

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Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.1 1302.102 1302.47	3. NCCAA Birth-to-Five Head Start Program provides ongoing training on safety practices to implement at their job location. <ul style="list-style-type: none"> Safety & Injury Prevention, Active Supervision, Conscious Discipline, and Content Area Training as needed reflected by monitoring and data collection. 	Site Base Managers	Relief Manager	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92(b)	4. NCCAA Birth-to-Five Head Start Program also provides additional Safety training topics based on the analysis of safety issues in the areas surrounding each site. These trainings are individualized for the campus	Human Resources Manager	Content Area staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92(b)	5. NCCAA Birth-to-Five Head Start Program provides training on the ongoing monitoring process, compliance, record keeping, and forms.	Compliance Officers, Site Base Management and Facilities Coordinator	Site Based Managers	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.12 (m)(1)-(4)	6. NCCAA Birth-to-Five Head Start Program provides training on the ERSEA/Health ongoing processes including enrollment policies and procedures, documents, and forms.	ERSEA Coordinator, Health Staff	ERSEA Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1306.23	7. NCCAA Birth-to-Five Head Start Program provides training on the management forms such as EANFs, appraisals/evaluations, professional development plans, disciplinary action forms, background checks, fingerprinting, and corrective action plans.	HR, Manager Site Base Management and Facilities Coordinator	Birth to Five Head Start Director, TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92(b)	8. NCCAA Birth-to-Five Head Start Program provides training on Monitoring Child Records.	Compliance Officers, Site Base Management and Facilities Coordinator	Content Area Coordinators	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.90(c)(1)(ii), 1302.92(b)(5) 1302.45(a)(1) 1302.46(b)(iv) 1302.61 1302.93(b) §746.501(7) §746.1309(b) §746.1309(f)(1,6,7,9) §746.1311(b) §746.2201 §746.2205	9. Site Based Manager and Disability/Mental Health Coordinator will provide onsite training to their assigned program staff utilizing the ECLKC 15 Minute In-Service Suites Engaging Interactions and Environment and CLASS Topics in the area of emotional support and include relaxation exercises to help manage and reduce staff stress.	Disability/Mental Health Coordinator Site Based Managers Birth to Five Head Start Administration	Disability/Mental Health Technician	Ongoing monthly cluster meetings	Refer to EHS/HS T/TA Consolidated Budget
1302.90(c)(1)(ii), 1302.92(b)(5) 1302.45(a)(1) 1302.46(b)(iv) 1302.61 1302.93(b) §746.501(7) §746.1309(b) §746.1309(f)(1,6,7,9) §746.1311(b) §746.2201 §746.2205	10. Supervisors of each Birth-to-Five Head Start Program will post Combat Posters in different areas of the program such as breakrooms, kitchens, and back of bathroom stalls. Site Based Managers will utilize the Educational Environmental Checklist to monitor the posters are posted and in good condition.	Disability/Mental Health Coordinator Site Based Managers Birth to Five Head Start Administration	Disability/Mental Health Technician	Ongoing monthly cluster meetings	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.90(c)(1)(ii), 1302.92(b)(5) 1302.45(a)(1) 1302.46(b)(iv) 1302.61 1302.93(b) §746.501(7) §746.1309(b) §746.1309(f)(1,6,7,9) §746.1311(b) §746.2201 §746.2205	11. External training opportunities for program staff with a professional life coach. Topics to be discussed include physical, mental, and financial health, skills to improve time, and stress management.	Disability/Mental Health Coordinator Site Based Managers Birth to Five Head Start Administration	Disability/Mental Health Technician	Ongoing monthly cluster meetings	Refer to EHS/HS T/TA Consolidated Budget

Administration

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.92(b)	1. NCCAA Birth-to-Five Head Start Program provides training to the Fiscal Director on Grant Administration & Fiscal Compliance. (via workshops, training seminars, webinars as authorized by CEO and compliance regulations)	Fiscal Director	Fiscal staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92(b)	2. NCCAA Birth-to-Five Head Start Program provides training to the Human Resources Director on a variety of topics regarding HR. (via workshops, training seminars, webinars as authorized by CEO and compliance regulations)	Human Resources	HR staff	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Family Advocates

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.53(a)(1)(2) (i)-(viii) 1302.46(b)(2)(i)	1. NCCAA Birth-to-Five Head Start Program provides training to Family Advocates on topics such as, but not limited to: <ul style="list-style-type: none"> • Family Partnership Process • Assisting families to access Health Insurance • Family Violence Signs & Support • Database entry and ongoing monitoring • Effective Communication with families • Time & Stress Management and Teamwork • Eligibility, Recruitment, & Enrollment Process • In-Kind • Community Resources • Parent, Family and Community Engagement Outcomes Framework • Fatherhood Initiative • Monitoring Child Records • Financial Literacy • Transitions • Relation Based Competencies, etc. 	FCP Coordinator, ERSEA Coordinator	FCP Technician ERSEA Technician	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.91(e)(7)	2. NCCAA Birth-to-Five Head Start Program provides training to Family Advocates on the Family Development Credential.	FCP Coordinator FCP Technician	FDC Trainers	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget

Maintenance

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1303.72	1. NCCAA Birth-to-Five Head Start Program provides training on the -Maintenance Work Order thru a Database.	Site Base Management and Facilities Coordinator	Maintenance Supervisor	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget

Conferences / Travel

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.92	1. NCCAA Birth-to-Five Head Start Program sends staff to attend the National Head Start Conference. Infant / Toddler program will send up to 6 staff; Preschool will send up to 2 staff.	Birth to Five Head Start Director	TTA	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.92	2. NCCAA Birth-to-Five Head Start Program sends staff to attend the Agency Database training	Birth to Five Head Start Director	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92	3. NCCAA Birth-to-Five Head Start Program sends staff to attend the Texas Head Start Association/ National Head Start Association Conference.	Birth to Five Head Start Director	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92	4. NCCAA Birth-to-Five Head Start Program sends Management staff to attend the annual WIPFLi Conference	CEO	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1301.5	5. NCCAA Birth-to-Five Head Start Program plans a Board and Policy Council Orientation which provides training on the roles and responsibilities of program governance, budget, parliamentary procedures, etc. for Policy Council members and Board of Directors.	CEO	Birth to Five Head Start Director TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92 1302.90(c)(1)(i)	6. Special Needs Assistants and Disability/Mental Health Services Department will attend training opportunities in the areas of working with children with disabilities with or without challenging behaviors.	Birth to Five Head Start Director	TTA Disability/Mental Health Coordinator	Ongoing as opportunities arise	Refer to EHS/HS T/TA Consolidated Budget

Staff Education

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.91(e)(1) Head Start Act 648A(a)(2)(B)(ii)	1. NCCAA Birth-to-Five Head Start program will train staff for their Child Development Associate Certification (CDA).	TTA	Birth to Five Head Start Director	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.91(e)(1) Head Start Act 645A(h)	2. NCCAA Birth-to-Five Head Start program will pay for Associates of Arts courses and Bachelors level courses for staff who qualifies for the Education Assistance to further their education.	TTA	Birth to Five Head Start Director	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.91 648A Head Start Act	3. NCCAA Birth-to-Five Head Start Program will allocate money to purchase books for staff that are attending college and qualify for the Education Assistance.	TTA	Birth to Five Head Start Director	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
					ed Budget
1302.52 1302.92 648A Head Start Act	4. NCCAA Birth-to-Five Head Start Program will allocate money for staff to become certified with the Family Development Credential.	Birth to Five Head Start Director	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92	5. NCCAA Birth-to-Five Head Start Program provides training for-(C&I Coordinator/, Coach Coordinator, Coaches, Site Base Managers, Education Mentors, education technicians, support staff to become certified and re-certified (as needed) as CLASS reliable observers.	Curriculum and Instruction Coordinator	Education Dept.	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.92 1302.47 (b)(4)(i)(J) §746.1315 (a)(b)(1-2)	6. NCCAA Birth-to-Five Head Start Program provides training for health support staff to obtain their CPR and First Aid Instructor certification	Birth to Five Head Start Director, Health Coordinator	TTA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.91 1302.92	7. NCCAA Birth-to-Five Head Start Program will provide leadership skills training through contracted resources	Birth to Five Head Start Director, Facilities and Site Base Manger Coordinator, and Planner	T/TA	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

Parent Engagement

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.46(b)(1) (iii)(iv) 1302.53(a)(1)(i) (iii)(vii) 1302.60	1. NCCAA Birth-to-Five Head Start Program provides training/ information for families on Mental Health issues such as: <ul style="list-style-type: none"> • Substance Abuse; • Child Maltreatment • Domestic Violence • Social Emotional (Typical Behaviors) • Positive Guidance and Discipline • Importance of Stress Management and Self-care 	FCP Coordinator, Family Advocates, Site Based Management	Disability & Mental Health Coordinator, FCP Tech	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.53(a)(1)(2) (iv)(b)(iii) 1302.60	2. NCCAA Birth-to-Five Head Start Program provides training/ information for families on continuing education and/or employment services.	FCP Coordinator, Family Advocates	TTA Specialist, FCP Technician	Ongoing	Refer to EHS/HS T/TA Consolidated Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.46(b)(1)(i) (iii) 1302.50(b)(1) 1302.60 1302.80(b)-(d) 1302.81	3. NCCAA Birth-to-Five Head Start Program provides training/ information for pregnant women and families on the following: <ul style="list-style-type: none"> • Prenatal education on fetal development; • Risks from smoking and alcohol; • Labor & delivery; • Postpartum recovery (including maternal depression) • Breastfeeding benefits 	Pregnant Women Program Staff Health Staff	FCP Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.33(b)(1)(2) 1302.34(a)(b)(6) 1302.50(b)(1) 1302.60	4. NCCAA Birth-to-Five Head Start Program provides training/ information for families on School Readiness Goals and developmentally appropriate practices.	FCP Coordinator, Teaching Staff, Site Based Managers	FCP Technician	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.51(b)	5. NCCAA Birth-to-Five Head Start Program provides parents with the opportunity to participate in a research-based parenting curriculum that builds on parent's knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.	FCP Coordinator, Site Based Managers	FCP Technician , Family Advocates	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.46(b)(2)(i) 1302.50(b)(3) 1302.53(a)(2)(i) 1302.60	6. NCCAA Birth-to-Five Head Start Program provides training/ information for families on how to enroll and participate in a system of ongoing family health care.	FCP Coordinator, Family Advocates, Site Based Management	Health Coordinator, Health Staff	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.41(a) 1302.46(b)(2)(i) 1302.50(b)(3) 1302.53(a)(2)(i) 1302.60	7. NCCAA Birth-to-Five Head Start Program provides training/ information for families on being active partners in their child's medical and dental health care preventative care and setting appointments.	FCP Coordinator, Family Advocates, Site Based Management	Health Coordinator, Health Staff	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.46(b)(1)(i) (v) 1302.50(b)(1) 1302.53(a)(2)(b) (iii) 1302.60	8. NCCAA Birth-to-Five Head Start Program provides training/ information for families on occupational and environmental hazards and safety practice in the classroom and/or at home, including pedestrian safety.	FCP Coordinator, Family Advocates, Site Based Management	Maintenance	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget
1302.34 (b)(1)(5) 1302.46(b)(1)(i) 1302.50(b)(3) 1302.60 1302.47 (b)(4)(B)(F)	9. NCCAA Birth-to-Five Head Start Program provides training/ information for families on Sudden Infant Death Syndrome, Shaken Baby Syndrome and Early Brain Development.	FCP Coordinator	Health Coordinator, Health Staff	Ongoing	Refer to EHS/HS T/TA Consolidat ed Budget

**Nueces County Community Action Agency
Birth-to-Five Head Start Program**

Regulatory Reference	Action Steps	Primary Person Responsible	Other Persons Responsible	Target Date	Estimated Costs
1302.46(b)(1)(ii) 1302.50(b)(1)(3) 1302.53(a)(2)(1) 1302.60	10. NCCAA Birth-to-Five Head Start Program provides training/ information for families on the selection and preparation of foods to meet family needs and food budgets.	FCP Coordinator	Nutrition Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.45(a) 1302.46(b)(1)(iv) 1302.50(b)(1) 1302.53(a)(2)(i) 1302.60	11. NCCAA Birth-to-Five Head Start Program provides opportunities for families to identify and discuss issues related to child mental health in a group setting.	FCP Coordinator	Disability and Mental Health, Coordinator	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.52(a) 1302.53(a)(1) 1302.60	12. NCCAA Birth-to-Five Head Start Program provides training/ information to support families to become community advocates.	FCP Coordinator, Family Advocates, Site Based Management	FCP Tech	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.52(d) 1302.50(a) 1302.53(a)(1) 1302.60	13. NCCAA Birth-to-Five Head Start Program provides training/ information for families on community resources.	FCP Coordinator, Family Advocates, Site Based Management	FCP Tech	Ongoing	Refer to EHS/HS T/TA Consolidated Budget
1302.34(a) 1302.50(b)(1) 1302.62(a)(1)(2) 1302.60 1302.70 1302.71 1302.72 1302.81(b)	14. NCCAA Birth-to-Five Head Start Program provides training/ information for families on the following topics during the transition process: <ul style="list-style-type: none"> • becoming their child’s advocate • parent’s rights and responsibilities; • continued involvement of parents in their child’s education 	Site Based Management, Family Advocates Teaching Staff	FCP Coordinator, Content Area Coordinators	Ongoing	Refer to EHS/HS T/TA Consolidated Budget