

Baby TALK Early Head Start

Self-Assessment Summary and Improvement Plan 2019



The Process

BTEHS recognizes that self-assessment is an on-going process and is done year-round. The timeline follows on the next page. As a culmination of a year's worth of data collection and on-going self-assessment, a group of BTEHS Staff Members, BTEHS Parents, Baby TALK Inc. Board Members, and Community Partners/Members met throughout the months of March and April and as a large group on April 12, 2019 9-1 to review program data, provide feedback, and brainstorm solutions to up-coming challenges. The schedule for the Self-Assessment Meeting was as follows:

- ✓ Introductions
- ✓ Small Group Investigations and Sharing
- ✓ Lunch and Large Group Sharing



Self-Assessment Timeline 2019

<u>January</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Self-Assessment Team Members will be invited to participate by February 15, 2019
<u>February</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Self-Assessment Teams will be given packets and assignments by March 15, 2019
<u>March</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Collect Parent and Community Feedback through surveys • Self-Assessment Teams will individually complete assigned tasks before March 31, 2019
<u>April</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Self-Assessment Data Review and Share—April 12, 2019, 9:00-1:-00
<u>May</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Director will analyze feedback from Self-Assessment Teams and prepare the 2019 Summary and Improvement Plan.
<u>June</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • The Summary and Improvement Plan will be presented to the Board and Policy Council for approval. Upon approval, the document will be shared with BTEHS parents and the community, including addition to the BTEHS webpage. • BTEHS Management Team will meet for a 2 day planning retreat using data from the self-assessment to plan for the 2019-2020 program year. Updates to the Program Goals and Objectives will be made at that time as well.
<u>July</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • The Director will write a draft of the Program Narrative for 2020 and draft a T/TA Plan using information obtained from these meetings and process. • Conduct ITERS-R to identify environmental changes needed.
<u>August</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. Updated program goals and objectives will be presented to the Board and Policy Council for approval.
<u>September</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Director will finalize the Program Narrative, Program Budget, T/TA plan and budget to prepare for refunding application and submission. All final documents will be approved by Board and Policy Council.
<u>October</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month. • Director will submit refunding application, including self-assessment summary and improvement plan to the OHS.
<u>November</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month.
<u>December</u>	<ul style="list-style-type: none"> • Management Team will meet on 2nd Wednesday of the month to review ongoing monitoring reports from previous month.

2019 Self-Assessment Teams

Administration and Program Governance

Courtney Kirk, Baby TALK Child and Family System Director
Tara Winter, Baby TALK Director of Development
Cindy Bardeleben, Baby TALK Executive Director

Fiscal Integrity

Michele Stine, Baby TALK Business Director
Tanya Brooks, Baby TALK Fiscal Assistant
Andy Cave, President of First Mid Illinois Bank, Baby TALK Board Member
Cathy Mansur, Auditor, May, Cocagne and King
Ian Bain, Auditor, May, Cocagne, and King



Wellness, Safety, and Facilities

Coordinator: Debby Durbin
Dr. M Scott, SIU Clinic (local FQHC)
Kelsey Althouse, Decatur Housing Authority
Jessie Khearmen Speech Therapist
Karen Shiflett WIC/Family Case Management
Carol Carlton Nursing division MCHD
Marquez "Q" Woods, Anna Waters Head Start
Shawn Rodger, BTEHS Wellness Assistant
Sharrhonda Horne, BTEHS Parent



Education and Services for Children with Special Needs

Coordinator: Heather Seitz
Dr. Georgette Page, Baby TALK Board Member and Millikin University Early Childhood Faculty
Amy Steck, Kids N' Fitness South
Michelle Matusas, Kids N' Fitness North
Dr. Darlene Hoffman, Baby TALK Board Member and Retired Millikin University Education Faculty
Sara Lowry, BTEHS Teacher
Trish Erikson, Baby TALK Board Member and United Way
Karen Dennis, Baby TALK Learning Institute Faculty

Family and Community Engagement and Transportation

Coordinators: Julie Howard and Debra Baltimore
Mike Shaw, BTEHS Policy Council Chair
Daciena Simmons, Homeward Bound
Rebecca Jones, BTEHS Home Visitor
Sandra Puhlman, Youth Advocate
Joyce Clay, Nursing instructor at Richland Community College

Administration and Program Governance

Strengths

- ✓ Overwhelming positive parent feedback from surveys and anecdotes were collected supporting the belief that BTEHS comprehensive system of support is successful
- ✓ Program Governance, Planning, Reporting, Key Dates, and Training Calendar supports a transparent process for program leaders and governing bodies and includes all required actions and deadlines for the entire year
- ✓ Policy Council and Board meet monthly and approve monthly reports, new/updated policies, and personnel changes
- ✓ Policy Council and Board use data to make informed decisions about the program and to stay informed

Recommendations for Becoming Ever Better

- ✓ Manage merging of Baby TALK Decatur programming, intentional support to staff and families during the transition, which might include scheduling and location changes

Action Plan

<u>Action Needed</u>	<u>Timeline</u>	<u>Person (s) Responsible</u>
Identify and find EAP for staff to access mental wellness supports	July 2019	Child and Family System Director, Executive Director, Business Director

Fiscal Integrity

Strengths

- ✓ Clean 2018 Audit
- ✓ Financial Reports are given to Board and Policy Council monthly for them to make program decisions
- ✓ Fiscal policies and procedures in place to maintain effective internal controls
- ✓ Record Keeping, invoices, bills are all done efficiently and paid on time and haven't touched the endowment in 2 years.

Recommendations for Becoming Ever Better

- ✓ Learn more about EHS 5 year grant cycle
- ✓ Learn more about cost allocation
- ✓ Continue to update Human Resources and Fiscal Manuals

Action Plan

<u>Action Needed</u>	<u>Timeline</u>	<u>Person (s) Responsible</u>
Hire a Human Resources Manager	December 2019	Executive Director, Program Director, and Fiscal Director

Child Development and School Readiness

Strengths

- ✓ Relationship-based practice
- ✓ Focus on child within context of the family
- ✓ Transition partnerships and process
- ✓ Home visiting center-based families over the summer strengthens relationships with families
- ✓ Teachers and Home Visitors are qualified and compassionate

Recommendations for Becoming Ever Better

- ✓ Identify and hire qualified substitutes
- ✓ Finding and training qualified staff for classrooms and program—expanding CDA Training Program or identifying community partners willing to fill the need
- ✓ Strengthen coaching system—find funding and hire a full-time teacher coach

Action Plan

<u>Action Needed</u>	<u>Timeline</u>	<u>Person (s) Responsible</u>
Identify KinderCharts Filter Updates for School Readiness Data Tracking	July 2019	Director, Education Coordinator

Wellness, Facilities and Safety

Strengths

- ✓ Manager has strong ties in the healthcare community, including serving on the board of one of two FQHCs in Decatur
- ✓ Strong Collaboration with Crossing and Macon County Health Department
- ✓ Wellness Staff have great working relationship with BTEHS Parents
- ✓ Tracking Systems are strong
- ✓ BTEHS offers comprehensive health services
- ✓ Many health initiatives and events focused on supporting wellness in staff and families

Recommendations for Becoming Ever Better

- ✓ Work with the Macon County Health Department to start a WIC Clinic on site in the new building
- ✓ Continue to build partnerships with medical providers to share information such as hearing, vision, and developmental screening results
- ✓ Create a system in which the wellness staff help parents schedule their three year well child check to support the transition process to their next school

Parent, Family, and Community Engagement

Strengths

- ✓ Program focus is always on the families
- ✓ Family outcomes data is collected to identify areas for individual family support and to guide program planning

Recommendations for Becoming Ever Better

- ✓ Continue to build relationships with community partners
- ✓ Identify motivators for parents to become more engaged
- ✓ Update selection determination form to provide increased points for DCFS involvement and those with substance abuse challenges.
- ✓ Look into PATS—a tool for mental health evaluation and parenting courses

Action Plan

<u>Action Needed</u>	<u>Timeline</u>	<u>Person (s) Responsible</u>
Update Selection Determination Criteria	July 2019	Family Services Coordinator