



5 Year Strategic Plan
2015-2020

Baby TALK Early Head Start's Mission is to positively impact child development and nurture healthy parent-child relationships during the critical early years.

The following program goals for the remainder of the 5 year grant cycle were determined based on data collected by the BTEHS Self-Assessment, the BTEHS Community Needs Assessment, and with input from BTEHS Management Team, Staff, Board and Policy Council Members.

Goal 1	BTEHS will promote healthy lifestyle choices throughout the program as a way to reduce obesity and chronic disease.
Goal 2	BTEHS will provide high quality child developmental center- and home-based services.
Goal 3	BTEHS will strengthen partnerships with other agencies serving homeless people and teens in Macon County.
Goal 4	Strengthen data systems.

Goal 1: BTEHS will promote healthy lifestyle choices throughout the program as a way to reduce obesity and chronic disease.

Objective 1) By December 2016 families will report increased opportunities for physical/outdoor activity for their children at home.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2016	Collect information on Parents' attitudes toward outdoor play and the opportunities they offer their children for physical/outdoor play	Wellness Coordinator	Pre-Surveys
By June 30, 2016	Conduct Part 1 of Parent Education Campaign on the Importance of physical/outdoor activity, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By September 30, 2016	Conduct Part 2 of Parent Education Campaign on the Importance of physical/outdoor activity, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By December 31, 2016	Collect information on Parents' attitudes toward outdoor play and the opportunities they offer their children for physical/outdoor play	Wellness Coordinator	Post-Surveys

Objective 2) By December 2017 parents will display increased knowledge of the negative effects of smoking and environmental causes of asthma, allergies and other preventable chronic health conditions.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2017	Collect information on parent's knowledge of the negative effects of smoking and other environmental factors.	Wellness Coordinator	Pre-Surveys
By June 30, 2017	Conduct Part 1 of Parent Education Campaign on the negative effects of smoking and environmental causes of asthma, allergies, and other preventable chronic health conditions, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By September 30, 2017	Conduct Part 2 of Parent Education Campaign on the negative effects of smoking and environmental causes of asthma, allergies, and other preventable chronic health conditions, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By December 31, 2017	Collect information on parent's knowledge of the negative effects of smoking and other environmental factors.	Wellness Coordinator	Post-Surveys

Objective 3) By December 2018 parents will display increased knowledge of the benefits of a healthy diet.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2018	Collect information from parents about their nutritional knowledge and attitude toward healthy living.	Wellness Coordinator	Pre-Surveys
By June 30, 2018	Conduct Part 1 of Parent Education Campaign on the benefits of a healthy diet, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By September 30, 2018	Conduct Part 2 of Parent Education Campaign on the benefits of a healthy diet, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By December 31, 2018	Collect information from parents about their nutritional knowledge and attitude toward healthy living.	Wellness Coordinator	Post-Surveys

Objective 4) By December 2019 parents will display an increased knowledge of the negative effects of toxic stress on their child’s long-term health.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2019	Collect information from parents about their knowledge of how environmental factors affect their child’s stress, overall well-being, and future health.	Wellness Coordinator	Pre-Surveys
By June 30, 2019	Conduct Part 1 of Parent Education Campaign on the negative effects of toxic stress on their child’s long-term health, including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By September 30, 2019	Conduct Part 2 of Parent Education Campaign on the negative effects of toxic stress on their child’s long-term health., including handouts, parent workshops, Individual family goals, etc.	Wellness Coordinator/Education Staff	Workshop Sign-in Sheets, Goal Documentation, Handouts
By December 31, 2019	Collect information from parents about their knowledge of how environmental factors affect their child’s stress, overall well-being, and future health.	Wellness Coordinator	Post-Surveys

Family Outcomes:

Parents will be better educated and make healthier lifestyle choices for their families.

Long-term Impact:

- Better long-term health of the child and family.
- Improve quality of life.

Goal 2: BTEHS will provide high quality child developmental center- and home-based services.

Objective 1) By December 2016 BTEHS will participate in ExceleRate

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2016	Gain Gateways credentials	All teaching staff/ directors	Gateways
By June 30, 2016	Professional ITERS-R assessment	Ed Coordinator & teaching staff	ITERS-R assessment
By September 30, 2016	PAS Assessment	Director- PAS assessor	PAS Assessor
By December 31, 2016	Application	Director/ Ed Coordinator	Application

Objective 2) By December 2017, BTEHS will implement System using CLASS for Infants, Toddlers, and Two Year olds

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2017	Set up CLASS training	Ed Coordinator	Scheduled training
By June 30, 2017	CLASS training for staff	Ed Coordinator/ trainers	CLASS training
By September 30, 2017	Practice CLASS assessments in classrooms	Ed Coordinator	CLASS score sheets
By December 31, 2017	CLASS assessment	Ed Coordinator/ Assessor	CLASS Assessment

Objective 3) By December 2018, Create a Teacher Coach Position

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2018	Create Teacher Coach position/ job Identification	Director/ Ed Coordinator	Teacher Coach Job Description
By June 30, 2018	Review financials & applicants	Director/ Ed Coordinator/ Financial & HR director	Financial reports, T/TA Plan, resumes
By September 30, 2018	Teacher coach hired	Director/ Financial & HR director/ Ed Coordinator	New Hire Form
By December 31, 2018	Teacher Coach Training	Ed Coordinator/ Teacher Coach	Training

Objective 4) By December 2019, Fully implement Practice-Based Coaching

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2019	Attend PBC training	Ed Coordinator/ Teacher Coach	training
By June 30, 2019	PBC training for Teachers	Ed Coordinator/ teaching staff	training
By September 30, 2019	Initiate camera use in classrooms	Ed Coordinator/ Teacher Coach	Video
By December 31, 2019	Review PBC quality	Ed Coord/ Teacher Coach, staff	Monthly meeting

Expected Outcome:

- BTEHS will have systematic support for education staff

Impact:

- The high quality of BTEHS services will have increased improvement school readiness of enrolled children

Goal 3: BTEHS will strengthen partnerships with other agencies serving homeless people and teens in Macon County.

Objective 1) By December 2016, BTEHS will form formal collaborative agreements with established homeless shelters in Macon County.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2016	Develop a Collaborative Agreement Form to use with Homeless Shelters and other agencies who serve homeless families	Julie	Collaborative Agreement Form
By June 30, 2016	Meet with Directors of the Homeless Shelters in Decatur to complete Collaborative Agreements	Julie	Completed Collaborative Agreement
By September 30, 2016	Meet with Directors of agencies that serve Homeless families to complete Collaborative Agreements	Julie	Completed Collaborative Agreement
By December 31, 2016	Attend functions designed to meet the needs of homeless families.	Julie	

Objective 2) By December 2017, BTEHS will set up a system to regularly distribute information about BTEHS to all high schools in Macon County.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2017	Identify contact person in Macon County Junior and High Schools to share information about BTEHS	Julie	List of Contacts at Local High Schools
By June 30, 2017	Distribute flyers/information to Junior and High Schools in Macon County(either by mail or in person)	Julie	Flyers and Distribution List
By September 30, 2017	Attend Parenting classes at local high schools to discuss BTEHS Services	Julie	Record of High Schools Visited
By December 31, 2017	Meet with parents transitioning from Foundations into High Schools to register for BTEHS	Julie	Registration Paperwork for Parents transitioning from Foundations to BTEHS

Objective 3) By December 2018, BTEHS will have a system to regularly distribute information about BTEHS to all libraries and some churches in Macon County. (parish nurses)

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2018	Develop a list of libraries and churches in Macon County	Julie	List
By June 30, 2018	Mail current flyers to all libraries in Macon County	Julie	
By September 30, 2018	Mail Current flyers to churches in Macon County		
By December 31, 2018	Set up meetings with parish nurses to discuss BTEHS services	Julie	

Objective 4) By December 2019, BTEHS will show an increase in enrollment of families who are homeless or headed by a teen parent.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2019	Increase in registration and enrollment of families who are homeless or headed by a teen parent	Julie	Waiting and enrollment lists Child Plus Reports
By June 30, 2019	Increase in registration and enrollment of families who are homeless or headed by a teen parent	Julie	Waiting and enrollment lists Child Plus Reports
By September 30, 2019	Increase in registration and enrollment of families who are homeless or headed by a teen parent	Julie	Waiting and enrollment lists Child Plus Reports
By December 31, 2019	Increase in registration and enrollment of families who are homeless or headed by a teen parent	Julie	Waiting and enrollment lists Child Plus Reports

Expected Outcomes:

- BTEHS will serve more families experiencing homelessness and/or headed by a teen parent.
- The community will be better informed about the services BTEHS provides.

Impacts:

- Teen Parents and Homeless families in Macon County will have better access to services and support.
- The rate of chronic homelessness and generational reoccurring teen pregnancy will decrease in Macon County.

Goal 4: Strengthen data systems.

Objective 1) By December 2016, BTEHS will transition CACFP meal count documentation from paper to electronic tracking.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2016	Contact Champaign County EHS to obtain a copy of their CACFP Meal Count Policies and Procedures.	Wellness Coordinator	Contact/Response from Champaign EHS
By June 30, 2016	Contact USDA Office regarding using ChildPlus for MealCount Tracking and obtain approval	Wellness Coordinator	Contact/Written Approval to use ChildPlus to track CACFP Meal Counts
By September 30, 2016	Update Meal Count Procedure and Train Staff on new Procedure	Wellness Coordinator	Training Sign In Sheets/New Procedure with PC and Board Approval
By December 31, 2016	Fully implement new paperless meal count documentation.	Wellness Coordinator	ChildPlus Meal Count Documentation

Objective 2) By December 2017, BTEHS will have a system for tracking CLASS/ITERS-R Scores on a bi-annual basis.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2017	Contact Other EHS Programs and T/TA Support Person to determine procedures used by other programs to track CLASS and ITERS-R Scores and Progress toward improvement	Education Coordinator	Contact/Response and Resources Collected
By June 30, 2017	Review Resources , Create a Tracking Plan and System and Conduct Assessment 1/2	Education Coordinator and Education Staff	Resources, new tracking plan with board and pc approval, documentation of assessment 1/2
By September 30, 2017	Analyze results of Assessment 1/2 and Conduct Assessment 2/2	Education Coordinator and Education Staff	Results and analysis summary of assessment 1/2 and documentation of assessment 2/2
By December 31, 2017	Analyze Results of Assessment 2/2 and embed in the following year self assessment improvement plan	Education Coordinator/Director	Results and analysis summary of assessment 2/2

Objective 3) By December 2018, BTEHS will have a comprehensive system in place to track family outcomes and increase support toward family goals.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2018	Review all sources of data collected by BTEHS on family outcomes and find a way to align these sources	Family Services Coordinator/Director	All sources of family data compiled and reviewed
By June 30, 2018	In addition to family partnership agreements (FPAs), BTEHS will collect family outcome data quarterly and align the families' progress with their FPAs	Family Services Coordinator/Director	Newly aligned FPA with quarterly family outcome data
By September 30, 2018	BTEHS will review FPAs with each family and update based on progress reported	Family Services Coordinator/Director	Updated FPAs showing family progress
By December 31, 2018	Program level data will be analyzed and community resources will be drawn in based on findings	Family Services Coordinator/Director	Program level family outcomes data

Objective 4) By December 2019, BTEHS will have a paperless registration process in place.

Timeline	Action/Strategy	Who	Documentation/Data Source
By March 31, 2019	Review ChildPlus Registration application and determine which forms need to be added as fields in Childplus and which need to be scanned into the system.	Family Services Coordinator/Compliance Coordinator	ChildPlus Registration Section
By June 30, 2019	Update Registration Procedure	Family Services Coordinator/Compliance Coordinator	New Procedure signed by Director
By September 30, 2019	Work with Administrative Support Staff to update ChildPlus fields to accommodate new procedure, obtain technical equipment needed to make registration process possible (signature pad, portable	Family Services Coordinator/Compliance Coordinator	ChildPlus reflects new procedure, new equipment purchases

	scanner, registration tablet or laptop).		
By December 31, 2019	Fully implement new paperless registration process.	Family Services Coordinator/Compliance Coordinator	Registration of new families done in ChildPlus

Expected Outcomes:

BTEHS will be able to track progress and be more immediately responsive to changes in data.

Impact:

The efficacy of BTEHS services will be better demonstrated by the increased collection of data.