

COMMUNITY PARTNERSHIPS

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
1304.41 Community Partnerships (a) Partnerships (b) Advisory Committee (c) Transition Services				

COMMUNITY PARTNERSHIPS

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<p>1304.41(a)(1)</p> <p>(a) Partnerships</p> <p>(1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).</p>	<ul style="list-style-type: none"> ✓ Develop networks of contacts from a wide range of community organizations ✓ Ensure that privileged information is shared so that service delivery is enhanced, with respect to family's privacy, in accordance with agency's confidentiality policy ✓ To initiate or join in community interagency councils to ensure that Head Start principles are well represented ✓ Build on state and national Head Start collaboration 	<p>Mohawk Valley Community Action Memorandum of Understanding, Advisory Committees</p> <p>Review and case conference</p> <p>Confidentiality Policy</p> <p>members of community organizations Advisory Committees</p> <p>literacy, child support, male involvement, Special Quest</p>	<p>total staff, Community members</p> <p>Classroom Staff, Family Advocate, community agencies, representative from each service area and parents</p> <p>total staff, community members</p> <p>total staff</p>	<p>ongoing</p> <p>as needed</p> <p>ongoing</p> <p>ongoing</p>

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<p>1304.41(a)(2)</p> <p>(2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:</p>	<ul style="list-style-type: none"> ✓ Develop community assessment ✓ Discuss with staff and parents, community organizations that provide services responsive to children and families ✓ Develop forums ✓ Develop formal written agreements 	<ul style="list-style-type: none"> community assessment family partnership agreements/ community assessment, Family Survey, Recruitment, Resource List community forums, Advisory committees memorandum of understanding 	<ul style="list-style-type: none"> total staff, families, and community total staff and families total staff, families, community total staff, community agencies 	<ul style="list-style-type: none"> ongoing ongoing ongoing ongoing

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1304.41(a)(2)(i), (ii) & (iii) (i) Health care providers, such as clinics, physicians, dentists, and other health professionals; (ii) Mental health providers; (iii) Nutritional service providers	<ul style="list-style-type: none"> ✓ Collaborate with Oneida/Herkimer County health clinics local pediatric offices, local family practitioners, medical and dental clinics within Oneida and Herkimer Counties ✓ Special Services Manager obtains collaborative agreements with community mental health providers, colleges and universities for mental health interns ✓ Collaborate with WIC, Cooperative Extension 	<p>health paperwork, recruitment, advisory committees</p> <p>Memorandum of understanding</p> <p>Memorandum of understanding</p>	<p>Family and Community Partners office, Family Advocates, Health Manager, Classroom aides, Home visitors, Health Specialists, Health/Nutrition Managers</p> <p>Special Services Manager, Education Coordinator, and Community Representative</p> <p>Family Advocates, Home Visitors, Health Specialists, center staff, Health/Nutrition managers</p>	<p>ongoing</p> <p>ongoing</p> <p>as needed</p>

OUTCOME: To ensure children with disabilities have service providers to meet individual needs through Head Start and the local education and disabilities service providers

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1304.41(a)(2)(iv) (iv) Individuals and agencies that provide services to children with disabilities and their families (see 45 CFR 1308.4 for specific service requirements);	<ul style="list-style-type: none"> ✓ A collaborative agreement between Head Start and the local school district is completed for the year ✓ Individual plans are specified on the children's IEP 	<p>memo of understanding, contract of services from local CPSE, CSE, EI</p> <p>IEP, IFSP (see <i>Special Services Disability Plan for specifics</i>)</p>	<p>Special Services Manager, local school district, County Health Department</p>	<p>ongoing</p>

COMMUNITY PARTNERSHIPS

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<p>1304.41(a)(2)(v) & (vi)</p> <p>(v) Family preservation and support services;</p> <p>(vi) Child protective services and any other agency to which child abuse must be reported under State or Tribal law;</p>	<p>✓ To participate in the coordination of support services for families including the families in the planning process</p>	<p>review and case conferencing, Memorandum of understanding</p>	<p>community agencies and Head Start staff and families</p>	<p>ongoing</p>
	<p>✓ To develop relationships with child protective services and Child Advocacy Network</p>	<p>Memorandum of understanding provide training to Head Start staff, reporting</p>	<p>Local, community and state agencies, Head Start staff, Special Projects Coordinator, Family Services, Health Manager</p>	<p>ongoing</p>
	<p>✓ To develop/participate in parenting classes</p>	<p>parent meetings, parent activities, Exploring Parenting</p>	<p>Parent Involvement Manager, Family Advocate, Home Visitor, Health Specialist, parents</p>	<p>ongoing</p>
	<p>✓ To encourage involvement in parent groups, parent activities</p>	<p>parent meetings, parent activities, Family Initiative Days, Family Fun Days</p>	<p>total staff, parents</p>	<p>ongoing</p>

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<p>1304.41(a)(2)(vii)</p> <p>(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;</p>	<p>✓ To develop a relationship with the local school districts and libraries for storytelling activities, borrowing books, and other library services</p>	<p>Education Advisory Committee, Parent meetings, parent activities, Memorandum of understanding, resources, training</p>	<p>Public schools, libraries, community agencies, all staff</p>	<p>ongoing</p>

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<p>1304.41(a)(2)(viii)</p> <p>(viii) Providers of child care services; and</p>	<p>✓ To recruit/refer to pre-k and other early childhood programs</p>	<p>Recruitment application: Program Referral form, Recruitment packets, Recruitment opportunities with Health Fairs, community outreach events, WIC clinics, etc.</p>	<p>All Staff</p>	<p>ongoing</p>

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Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.41(a)(2)(ix)</p> <p>(ix) Any other organizations or businesses that may provide support and resources to families.</p>	<p>✓ Involvement in community enhances community awareness</p>	<p>Job fairs, health fairs, etc.</p>	<p>Family Services, Special Projects Coordinator</p>	<p>ongoing</p>
	<p>✓ To involve community representatives in Policy Council</p>	<p>Policy Council, MVCAA Board of Directors</p>	<p>Parent Involvement Manager, Educational and Family Services Directors, Executive Director</p>	<p>ongoing</p>
	<p>✓ To have community organizations donate goods and resources</p>	<p>in-kind</p>	<p>total staff</p>	<p>ongoing</p>
	<p>✓ To collaborate with agencies that lead to job training opportunities and entry level jobs</p>	<p>job fairs, college interns</p>	<p>Special Projects Coordinator</p>	<p>ongoing</p>

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<p>1304.41(a)(3)</p> <p>(3) Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head Start and Head Start programs</p>	<p>✓ Encourage parents to volunteer and participate in classroom or kitchen</p>	<p>Recruitment and Home Visits</p>	<p>All Staff</p>	<p>ongoing</p>
	<p>✓ Foster Grandparent Program</p>	<p>participation in classroom</p>	<p>Special Services Manager</p>	<p>ongoing</p>
	<p>✓ Parents to share information regarding successful involvement with program</p>	<p>Parent meetings, Policy Council</p>	<p>Staff and parents</p>	<p>ongoing</p>

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Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.41(a)(4)</p> <p>(4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEA's) and other agencies within the grantee and delegate agency's service area (see 45 CFR 1308.4 (h) for specific requirements concerning interagency agreements)</p>	<p>✓ Head Start Special Services Manager obtains collaborative agreements with Local Education Agencies (LEA's) for children with disabilities</p>	<p>memo of understanding</p>	<p>CSS, CPSE Chair</p>	<p>revised yearly (October)</p>

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<p>1304.41(b)</p> <p>(b) Advisory Committees.</p> <p>Each grantee directly operating an Early Head Start or Head Start program and each delegate agency, must establish and maintain a Health & Nutrition Services Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community. Grantee and delegate agencies also must establish and maintain such other service advisory committees as they deem appropriate to address program service issues such as community partnerships and to help agencies respond to community needs.</p>	<p>✓ Health Services Advisory Committee meets four times per year January, May, July and October.</p> <p>✓ Education Advisory Committee meets four time a year January, May July and October.</p>	<p>Meeting agenda, minutes</p>	<p>Health and Nutrition Department. Education and Special Services Dept</p>	<p>ongoing</p>

COMMUNITY PARTNERSHIPS

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.41(c)(1)</p> <p>(c) Transition services.</p> <p>(1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:</p>	<p>✓ Transition activities are done with Head Start staff, LEA, as much as other early childhood agencies, including Special Services Manager and LEA's for children with disabilities</p> <p>✓ Meetings will be held with programs, agencies, school representatives to draft memo of understanding</p>	<p>Parent meetings, field trips</p> <p>Memorandum of understanding</p>	<p>All staff, parents and school district staff, Special Services Manager, LEA for children with disabilities, other child care providers</p> <p>All staff</p>	<p>ongoing</p> <p>ongoing</p>

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<p>1304.41(c)(1)(i)</p> <p>(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll from earlier placements to Early Head Start or Head Start;</p>	<p>✓ Release forms is signed by parent with initial paperwork</p> <p>✓ Records on all children with disabilities are sent to the program/agency/or school placement</p>	<p>Program Referral form, Acceptance release, Health Information release</p> <p>IEP, evaluations, transition report</p>	<p>Family Advocate, Classroom staff</p> <p>Classroom staff, Special Services office</p>	<p>ongoing</p>

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1304.41(c)(1)(ii) (ii) Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;	<ul style="list-style-type: none"> ✓ To have school personnel to attend parent meetings on school readiness ✓ To establish transition reports on each family 	<p>parent meeting</p> <p>transition report</p>	<p>Teacher, Family Advocate, parents, school representatives</p> <p>Teachers</p>	<p>annually</p> <p>ongoing</p>

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1304.41(c)(1)(iv) (iv) Initiating joint transition-related training for Early Head Start and Head Start staff and school or other child development staff.	<ul style="list-style-type: none"> ✓ To provide smooth transition to children and families 	<p>Service Area meeting, training outline</p>	<p>Leadership Staff</p>	<p>ongoing</p>

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<p>1304.41(c)(2)</p> <p>(2) To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: the child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program.</p>	<p>✓ Review child's developmental level, to assure appropriate placement – in case of the need to retain a child in Early Head Start classroom, waiver must be obtained from OCFS</p>	<p>Ages & Stages, developmental screening, progress notes, approval of waiver</p>	<p>Teacher, Leadership staff</p>	<p>Ongoing</p>
	<p>✓ To introduce family to new program, encouraging participation</p>	<p>home visit summary</p>	<p>Family Advocate, Health Specialist, Home Visitor</p>	<p>Ongoing</p>
	<p>✓ To follow through with individualized family partnership agreement</p>	<p>individualized Family Partnership Agreement</p>	<p>Family Advocate, family, Health Specialist, Home Visitor</p>	<p>Ongoing</p>

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<p>1304.41(c)(3)</p> <p>(3) See 45 CFR 1304.40(h) for additional requirements related to parental participation in their child's transition from Early Head Start or Head Start</p>	<p>✓ Provide seamless transition from Early Head Start to Head Start promoting continues involvement in program</p>	<p>Individualized Family Partnership Agreement, Home Visit Summary</p>	<p>All Staff, parents</p>	<p>Ongoing</p>