

**Self-Assessment Results**  
**Program Year 2018-2019**  
**Identified Areas for Program Improvement**  
**& Program Strengths**  
BISHOP INDIAN HEAD START  
INYO COUNTY STATE PRESCHOOL



The 2018-2019 Self-Assessment Results was received, reviewed, discussed and approved by the Policy Council on April 26<sup>th</sup>, 2019 and signed by Jasmine Andreas, Policy Council Secretary.

The 2018-2019 Self-Assessment Results was received, reviewed, discussed and approved by the Bishop Paiute Tribal Council on April 29, 2019 and signed by Allen Summers, Tribal Council Chair.

**Signatures on file.**

**Program Name:** Bishop Indian Head Start

**Dates of Self-Assessment:** February-April Year: 2018-2019

**Participants in the Self-Assessment Process:** Provide the positions or titles of various stakeholders who participated in the Self-Assessment process such as staff, parents, Policy Council, governing body, and community partners

**Team Members:**

Bishop Paiute Tribal Council and the Bishop Indian Head Start Policy Council  
 The BIHS Parent Committee and Tribal Community Members  
 Health Advisory  
 BIHS Partners  
 BIHS Staff and Supporting Tribal Employees

**See 2017-2018 Annual Report for a list of the Bishop Indian Head Start Partnerships**

**Resources/ Data Used:**

Head Start Program Performance Standards 45 CFR Chapter XIII September 2016

Parent Surveys  
 School Readiness Goals

Prior-Self Assessment Program Improvement Plan and Prism  
 Positive Child Outcomes  
 Desired Results Developmental Profile  
 Parent/Teacher Conferences  
 Staff Needs Surveys  
 BIHS 5-Year Plan  
 LEA Transition Meetings  
<http://ers.fpg.unc.edu/early-childhood-environment-rating-scale-ecers-r>

Parent, Family, Community, Engagement Outcomes  
 Community Assessment Data  
 Minutes: Health Advisory, Parent Committee, Policy Council  
 Child Plus Data

Classroom Assessment Scoring System  
 California Adult Child Food Program Triennial Review-Summation Report 2017  
 Health Tracking Reports

Indian Health Survey and Action Plan  
 Recent Head Start Triennial Review

Transportation Monthly Records  
 California Highway Patrol  
 Single Fiscal Audits  
 State Preschool Program Report-QRIS  
 ASQ & ASQ IE outcomes

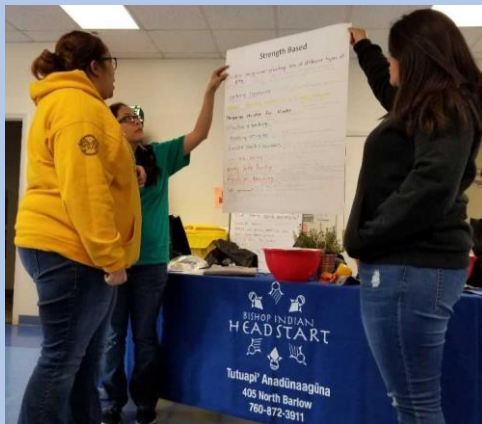
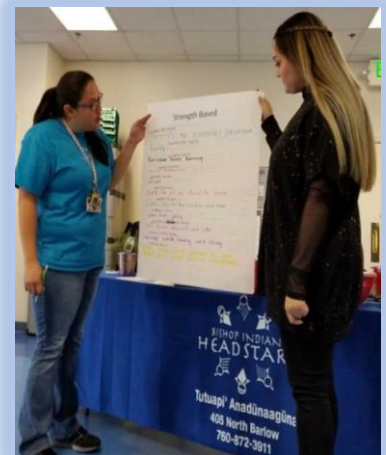
Ongoing Monitoring Reports  
 Record Keeping and Tracking  
 State Preschool Audits

Risk/Threat Assessment Checklist  
 Classroom Portfolios, IEP Folders, and Enrollment Folders



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**Progress Made from the Previous Self-Assessment (2017-2018)**  
**Part 1302 Program Operations-Subpart C Education and Child Development**

**1302.34 Parent and family engagement in education and child development services**

**1302.36 Tribal language preservation and revitalization**

**Areas of Improvement:** (1) Parent Involvement in lesson planning and continue to increase parent child activities. (2) Create a Cultural Curriculum for Preschool

**2018-2019 Progress:**

Parent Input	Paiute Language Classes at Head Start	Monthly Paiute Language Activities at the Language Center	Beading and or Weaving	Cultural Story Telling at BIHS	Cultural Meal Preparation and Cooking	Cultural Dance and Music																
2016-2017	72%	55%	58%	62%	50%	72%																
2017-2018	69%	56%	54%	70%	54%	69%																
2018-2019	<ul style="list-style-type: none"> <li>✚ Monthly Paiute Language Activities at the Language Center took place once a month for each BIHS classroom.</li> <li>✚ In addition, to cultural activities within the classrooms, Cultural music, story and song is now taking place schoolwide each month.</li> <li>✚ Parents, staff and the OVDC also contribute to the Tribal Language translations and Tribal Vocabulary in the school Newsletters.</li> <li>✚ BIHS partnered with Bishop Tribal Food Sovereignty to provide cultural cooking activities for children, parents and staff.</li> <li>✚ Parents involved in planning the following Health Awareness Days including literacy for children, families, staff and community (Hemophilia, Kidney Health, Congenital Heart Disease, resources, and menu planning).</li> <li>✚ 2018-2019 Parent Survey:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Question 6 - How satisfied are you with these characteristics of your child's program?</th> <th>% Very Satisfied</th> <th>% Satisfied</th> <th>% Not Satisfied</th> </tr> </thead> <tbody> <tr> <td><b>Section L – Cultural activities</b></td> <td align="center">90%</td> <td align="center">10%</td> <td align="center">0%</td> </tr> <tr> <td>Question 1 - How satisfied are you with the overall quality of this program?</td> <td align="center">93%</td> <td align="center">7%</td> <td align="center">0%</td> </tr> <tr> <td>Section Q – How the program promotes your child's learning and development</td> <td align="center">93%</td> <td align="center">7%</td> <td align="center">0%</td> </tr> </tbody> </table> <p align="center">Compared to 2017-2018 Parent Survey 71% of our families indicated they were very satisfied with Cultural Activities while 25% were satisfied and 4% unsatisfied. <b>Significant improvement.</b></p>						Question 6 - How satisfied are you with these characteristics of your child's program?	% Very Satisfied	% Satisfied	% Not Satisfied	<b>Section L – Cultural activities</b>	90%	10%	0%	Question 1 - How satisfied are you with the overall quality of this program?	93%	7%	0%	Section Q – How the program promotes your child's learning and development	93%	7%	0%
Question 6 - How satisfied are you with these characteristics of your child's program?	% Very Satisfied	% Satisfied	% Not Satisfied																			
<b>Section L – Cultural activities</b>	90%	10%	0%																			
Question 1 - How satisfied are you with the overall quality of this program?	93%	7%	0%																			
Section Q – How the program promotes your child's learning and development	93%	7%	0%																			

**Suggestions provided over the last two surveys:**

- ✚ Working with Elders program to bring Elders into the classroom.
- ✚ Fieldtrips that focus on cultural activities (pine nut harvest, gathering wild onions, dances, etc.)
- ✚ Provide a dinner or meal
- ✚ Elders for reading/ story telling
- ✚ Doing cultural activities or discussions about our history. Drum making, baskets, moccasins, beading or just the idea of it.
- ✚ Cultural day once a month or focus on a topic for the month
- ✚ Paiute Language immersion in classroom
- ✚ Regalia making
- ✚ Focus on learning who they are as a native people.
- ✚ Dancing Pow Wow classes for the kids



**Overall Team Consensus:** Although there is significant improvement, BIHS will: Continue to enhance goal 1 and 2.

**Part 1302 Program Operations-Subpart D Health and program Services**

1302.44 Child nutrition

1302.45 Child mental health and social and emotional well-being

1302.45 Family support services for health, nutrition, and mental health

1302.47 Safety Practices

**Areas of Improvement:** (1) Contingency (emergency plan) needs to be updated to reflect the 2016-OHS Regulations (2) Improve ECERS #12Toileting/Diaper-score and Personal Care Routines Score. (3) Increase Native American Cultural Foods

**2018-2019 Progress:**

- ✚ (1) The Contingency (emergency plan) and Health and Safety Policies continue to be reviewed at pre-service with staff. The Child Development and policies and procedures related to Health and Safety are updated and online. However, the Emergency Plan has not been updated since 2015.
- ✚ (2) 2018-2019-ECERS #12Toileting/Diaper-1 indicating no improvement. State ECERS auditors ensure we can never get higher than a 1 or 2. Based on the tool they use. However, the Teaching Team and Health Manager continue to promote hand washing routines and the health benefits to children and their families. Indian Health Service finds BIHS to be in full compliance.
- ✚ (3) BIHS will continue to seek Cultural Food Advisors/Elders from other Tribes who have included traditional foods in their menus. Including seeking resources from Tutuwapi Library and Nüümü Yodaha for recipe ideas. BIHS partners with the Bishop Tribal Food Sovereignty program to host Family Cook nights featuring traditional foods.

**Additional Information:** The Tribal Police and Tribal Administration has a copy of the 2015 Emergency Plan. State- ECERS is a scoring system that does not allow for a total picture of the overall improvements of the program facility. If you score low in just 1 area a program cannot obtain further points. It is our understanding we scored low due to sinks being used for tooth brushing and handwashing after toileting. BIHS parents over that three program years did not indicate they were not satisfied with health and safety policies and procedures.

**Overall Team Consensus:** (1) Continue goal (2) Continue goal (3) BIHS will continue to enhance goal

**Part 1302 Program Operations-Subpart E Family and Community Engagement Program Services**

**1302.50 Family engagement**

**1302.51 Parent activities to promote child learning and development**

**1302.52 Family Partnership services**

**1302.53 Community partnership and coordination with other early childhood and education programs**

**Areas of Improvement:** (1) BIHS Management Team will continue to provide information on the identified areas: Where to report health and safety concerns and complaints and Experience and training of Head Start Staff. (2) Improve frequency of one to one meeting with families to review the family partnership agreements, document progress in attaining goals, and adjust goals. (3) Increase and or strengthen program and agency Partnerships (4) continue to increase parent activities to promote child learning and development and include Parent Involvement in Events Planning. New Strategy for 2019: During Special Events (Ice Cream and Strawberry Social) to play and educational video related to parent needs, interest, safety or School Readiness parent strategies to reach a larger audience.

(1)

**2018-2019 Progress: 2018-2019 Parent Survey**

<b>Question 2 - Do you feel that:</b>		
	<b>% Yes</b>	<b>% No</b>
<b>Section A – Your child is safe in this program?</b>	100%	0%

<b>Question 3 - Have you received information from the program about the following:</b>	<b>Yes</b>	<b>No</b>	
<b>Section H – Where to report health or safety concerns and complaints?</b>	95%	5%	In 2017-2018: 84%indicated they knew (Where to report health and safety concerns and complaints a 6% decrease from 2016-2017.

✚ Parent Suggested: As a friendly reminder, BIHS is adding this information on where to report health and safety concerns to each monthly calendar and newsletter.

✚ Significant improvement in 2018-2019.

<b>Question 3 - Have you received information from the program about the following:</b>	<b>Yes</b>	<b>No</b>	
<b>Section I - Experience and training of program staff?</b>	95%	5%	In 2017-2018 Parent Survey 98% of parents surveyed 84% received information regarding the Experience and training of Head Start Staff a 7% decrease from 2016-2017.

✚ Parent Suggested: BIHS Teachers provide classroom newsletters and collaborate on a school wide newsletter and ensure information regarding staff qualifications are included in monthly issues accordingly.

✚ Significant improvement in 2018-2019.

✚ (2) Currently, between the BIHS ERSEA and Health Manager, families are being contacted at least 3x or more a year. Documentation is being entered in Child Plus regarding family meetings. Despite turnover in the ERSEA/PFCE service area, success of forming relationships during the initial enrollment interview process and touching bases with families during enrollment has continued to make significant improvements. The ERSEA/PFCE is using Child Plus to track families who have not completed a Needs Assessment and or Partnership forms. Outreach to these families to form partnerships is ongoing and successful. Health Manager has consistently met with her families to go over the Summary of Screenings and communicate their Child upcoming Health Care screenings. ERSEA Manager attempts monthly phone calls and in person meetings to outreach to families. The ERSEA/PFCE Manager is the door greeter and is able to make daily contact with families.

- ✚ (3)BIHS received several support letters signed by the representing agency as community partnership documentation. All active Memorandum of Understanding and contracts have been updated and organized in a partnership binder and uploaded in HSES. BIHS leadership team has been able to meet with the following collaborative groups: First 5 Commission, Inyo County Education Services, Toiyabe Indian Health Project-Trauma Informed Collaborative Meeting, Bishop Tribal Social Service Collaborative Meetings, and the Cerro Coso Child Development planning group.
- ✚ (4) BIHS Director, Teachers, and PFCE Team maintain a full calendar of parent/child activities each month. Parent Interest and Needs Survey was maintained by PFCE Manager and Program Director and outcomes was discussed with Parent Committee and Policy Council for the purpose of events planning. However, due to low attendance among the parent committee meetings, activities planned by the parent committee were not as frequent. In addition, a turnover in the ERSEA/PFCE may have impacted the support to the Parent Committee. Parent Involvement is Picture Day was significant because the day was planned by parents and a parent was selected to use his talents to take the school pictures. The Bishop Paiute Parade was organized by parents with the support of the BIHS staff. Parents designed the float and won first place. Parents have provided educational information regarding Health Awareness at meetings and have made suggestions for children to wear red during Hemophilia Awareness Day and Green on Kidney Health Day. It was a parent suggestion for children to learn a school song to be shared through the generations (in progress). Parents are currently working on raising funds for the end of the year celebrations. In addition, PFCE Team summarized interest by classroom and presented summary to teachers for classroom events planning. We did not organize a Paiute Language Binder for each teacher with a training overview, cultural events and elder involvement. Paiute Vocabulary and phrases were integrated though-out events. However, Teachers indicated they would like to discuss Paiute Language enrichment activities each month. Family education and volunteer interest data was summarized in the beginning on the year and not at the end of the year. Participation and attendance is documented in Child Plus.

Question 3 - Have you received information from the program about the following:		
<b>Section K – How you can get involved with your child's program?</b>	100% Yes	0%
2017-2018 Parent survey 100% of Families indicated they know "How to get involved in their Child's program.		

<b>Question 6 - How satisfied are you with these characteristics of your child's program?</b>	% Very Satisfied	% Satisfied	% Not Satisfied	
<b>Section J – Parent involvement</b>	78%	21%	2%	2017-2018 Parent Survey 76% of parents indicated they were very satisfied with parent involvement and 20% were satisfied and 4% indicated they were not satisfied.

**Additional Information:**

Below demonstrates a sample report of parent and community volunteers.

4/21/2019  
3:33 PM

## Bishop Indian Head Start Program

### 4310 - In-Kind Amount and Value

Transaction Date: 8/1/2018 - 4/21/2019

< No Site >: Total Volunteers	1 Volunteers		
< No Site >: Parent/Former Parent Totals	0 Transactions	Quantity: N/A*	\$0.00
< No Site >: All Volunteer Totals	1 Transactions	Quantity: N/A*	\$72.10
<b>Bishop Indian Head Start: Total Volunteers</b>	174 Volunteers		
<b>Bishop Indian Head Start: Parent/Former Parent Totals</b>	120 Transactions	Quantity: N/A*	\$2092.90
<b>Bishop Indian Head Start: All Volunteer Totals</b>	383 Transactions	Quantity: N/A*	\$18054.10
<b>Bishop Indian Head Start Program: Total Volunteers</b>	175 Volunteers		
<b>Bishop Indian Head Start Program: Parent/Former Parent Totals</b>	120 Transactions	Quantity: N/A*	\$2092.90
<b>Bishop Indian Head Start Program: All Volunteer Totals</b>	384 Transactions	Quantity: N/A*	\$18126.20
<b>Report Grand Totals</b>			
Total Volunteers			175
Parent or Former Parent Volunteers			71
Volunteers who volunteered at more than one site			0
Parent or Former Parent Volunteers who volunteered at more than one site			0
Total Volunteer Dollars			\$18126.20
Parent or Former Parent Volunteer Dollars			\$2092.90
Total Volunteer Hours			1142.82
Parent or Former Parent Volunteer Hours			157.57

0/2018 5 AM	<b>Bishop Indian Head Start Program</b> <b>4310 - In-Kind Amount and Value</b> Service Types: T - Time (In Hours), Transaction Date: 8/1/2017 - 3/30/2018	Page 1 of 1 scisneros
Bishop Indian Head Start Program: Total Volunteers	143 Volunteers	
Bishop Indian Head Start Program: Parent/Former Parent Totals	606 Transactions	Quantity: 1125.5
Bishop Indian Head Start Program: All Volunteer Totals	987 Transactions	Quantity: 2307.4
<b>Report Grand Totals</b>		
Total Volunteers		143
Parent or Former Parent Volunteers		78
Volunteers who volunteered at more than one site		0
Parent or Former Parent Volunteers who volunteered at more than one site		0
Total Volunteer Dollars		\$36704.95
Parent or Former Parent Volunteer Dollars		\$16028.30
Total Volunteer Hours		2307.40
Parent or Former Parent Volunteer Hours		1125.50

In-Kind hours are significantly low compared to 2017-2018. However, we did have a full-time parent volunteer. The parent volunteer was able to use her BIHS experience to gain full time employment. State preschool hours and Policy Council volunteer hours need to be entered in Child Plus. Majority of parents are working or have found employment which may reflect the decrease in volunteer hours.

<b>Has your child's enrollment in this program made it easier for you to:</b>				
Program Year	Accept a job?	Keep a job?	Accept a better job?	Attend educational or training programs?
2018-2019	61%	80%	57%	69%
2017-2018	48%	67%	42%	56%
2016-2017	50%	68%	45%	55%

**Overall Team Consensus:** (1) Goal is met (2) Goal is met. (3) Goal is met and due to staffing needs being met, BIHS will improve consistency of attendance and participation in collaborative partner meetings (4) Goal is met but will continue to focus on using seeking creative ways to provide parent education to celebration events.



**Part 1302 Program Operations-Subpart I Human Resources****1302.90 Personnel Policies****1302.91 Staff qualifications and competency requirements****1302.92 Training and Professional Development****1302.93 Staff Health and Wellness**

- ✦ **Areas of Improvement:** (1) Employee evaluations will be completed on time (new). (2) New hires and returning employees still needed guidance in policy and procedures (3) BIHS must contract for CLASS Observation Reliability Certification -No one on site (4) Director and BIHS Team will develop an incentive program for outstanding performance and achievement of individual professional goals (new) (5) Head Start Job Descriptions have not all been updated to reflect the 2016 OHS regulations. (6) 2019-suggestion: to add staff wellness and safety discussions and reminders to each staff or case management meeting. (Example: lifting, proper she support and drinking water.)

**Progress:**

- ✦ (1) Employee evaluations were completed on time (new).
- ✦ (2) BIHS Director and Management utilized the orientation checklist and scheduled time for new employees to work with key employees to ensure New and Returning employees are knowledgeable in Head Start, State Preschool, Bishop Paiute Tribal, and Indian Health Services regulations and policies and procedures before assuming duties.
- ✦ (3) *Director or Coach was not able to take a full CLASS training in order to retest for program year 2018-2019.* State Pre-school has Reliable CLASS Observers that observed BIHS classrooms. OHS provided a CLASS review and State Preschool completed CLASS training in 2018 and in 2019. OHS and State reports indicated successful CLASS scores within the norm of State and Federal average scores.
- ✦ (4) During pre-service staff was provided aprons, bags, cups and pens with the BIHS logo. During employee trainings staff was presented with raffle items for their participation. BIHS Director is implementing an employee of the year reward. Voting will be completed by staff. Staff Survey Outcomes: **Employee recognition and incentives:** 2018-2019-26% very satisfied; 60% satisfied; 13% not satisfied/2017-2018-44% very satisfied; 28% satisfied; 28% not satisfied.
- ✦ (5) The following job descriptions have been updated: Health and Disabilities Manager, ERSEA/PFCE, Bus driver, Gardener and Bus Monitor. Human Resource department is currently working towards updating job descriptions. BIHS provides suggestions and presents to the Policy Council and Tribal Council for suggestions and approvals.
- ✦ (6) Safety Sessions are provided by Indian Health Service and other Safety trainers during pre-service but not consistently through out year.

**Additional Information:**

2018-2019 Staff Needs Survey	Yes	No
Question 16 - Do you feel comfortable expressing your needs to your employer when it comes to work/family concerns?	100%	0%
Question 17 Do you feel your teammates communicate respectfully towards you?	100%	0%
Question 23 – Do you have the tools you need to be successful in your position?	100%	0%
Question 24-Do you plan to return to Bishop Indian Head Starting 2019-2020?	100%	0%
Are you willing to extend the school year for training?	100%	0%

**Overall Team Consensus:** (1) Goal met (2) Goal in progress, Director needs to plan observations of teaching staff and support staff to support further training needs (3) Goal deleted for the remainder of the year 5 (4) Goal continue until 95% of staff are very satisfied or at least satisfied. (5) Goal Continue until all 10 job descriptions are updated.

**Part 1302 Program Operations-Subpart J Program Management and Quality Improvement**

- 1302.101 Management Systems
- 1302.102 Achieving Program Goals
- 1302.103 Implementation of program performance standards

**Areas of Improvement:** (1) Implementation of program performance standards- Review of compliance will be determined in the Focus Area 2 Review scheduled for May 7.

**2018-2019 Progress:**

**MONITORING REVIEW & FISCAL SINGLE AUDIT (4)**

**1304.60 Deficiencies and Quality Improvement Plans /1304.51 Noncompliance:** Since 2013, BIHS has been in full compliance with the Office of Head Start Performance Standards.



**ADMINISTRATION FOR CHILDREN & FAMILIES**

Office of Head Start 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**Program Performance Summary Report**

**To: Board Chairperson**  
 Mr. William Vega  
 Tribal Chairperson  
 Bishop Indian Head Start Program  
 405 North Barlow Lane  
 Bishop, CA 93514-8046

**From: Responsible HHS Official**

  
 Dr. Deborah Bergeron  
 Director, Office of Head Start

Date 7/15/18

From May 7-10, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the Bishop Indian Head Start program. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*. We would like to thank your governing body, policy council, parents, and staff for their engagement in the review process.

Based on the information gathered during this review, your Head Start program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

**DISTRIBUTION OF THE REPORT**

Copies of this report will be distributed to the following recipients:  
 Ms. Angie Godfrey, Regional Program Manager  
 Ms. Arlene Brown, Policy Council Chairperson  
 Mrs. Gloriana Bailey, Tribal Administrator  
 Mrs. Susie Cisneros, Head Start Director

**FISCAL SINGLE AUDIT**

Melissa B Peterson, CPA LLC, Certified Public Accountant	2017-2018	2016-2017
	No Finding were reported	No Finding were reported

**Overall Team Consensus:** (1) Goal is met. BIHS will focus on updating all plans, policies and procedures and forms to align with the 2016 Head Start Regulations.

### Part 1303 Financial and Administrative Requirements

#### Subpart E-Facilities

**Areas of Improvement:** (1) All Fall Zones meet the required State preschool requirements of 9 inches of sand and 12 inches of bark.

#### Progress:

- ✚ The 2018-2019 ECERS #7 Space for Gross Motor scored a 2 despite the 54,000 square increase to yard. The 2017-2018 ECERS assessment indicated #7 Spaces for Gross Motor scored a 1.75 despite moving climbing equipment to extended yard. Subscale: Space & Furnishings score in 2018-2019 was a 5.08 a decrease from 5.88. The 2017-2018 and 2018 -2019 Indian Health Service did not indicate any finding related to sufficient cushioning under climbing equipment. BIHS assigned Tribal Maintenance will continue to rototill sand 4 or more times a year and use a pitch fork and or shovel to loosen bark. Tribal Maintenance and or Gardener will continue to rake both areas daily as a Health and Safety precaution.
- ✚ BIHS purchased additional fall zone woodchips funded from a one-time funding grant.
- ✚ BIHS purchased our own large rototiller to maintain the sand after rain.
- ✚ In 2016-2017, BIHS scored 5.75 for Gross Motor equipment and for the past two program years, BIHS scored a 7. Top score is a 7.

**Additional Information has not changed:** State- ECERS is a scoring system that does not allow for a total picture of the overall improvements of the program facility. If you score low in just 1 area a program cannot obtain further points. It is our understanding we scored low due to the fall zone and the latches on gates are too low, even though they are locked, and not all bolts were cut below 2 threads and we do not have a double fence surrounding our play yard even though we actually do. In addition, the ECERS team said we did not meet the fall zone in the swing and slide area (Indian Health Service said we did). We continue to get conflicting scores between State and Indian Health Service. Sand measures over 12 inches. Please refer to Indian Health Service Reports: Proper rototilling should prevent sand from compacting.

**Overall Team Consensus:** (1) BIHS will not be able to improve this score no matter what we do according the State auditors because we do not have a double barrier around our playground. Even though our playground is away from the main street, our side parking lot is next to play yard. BIHS changed the delivery of the propane and disposal pickup to times other than recess. Goal will continue until a solution can be provided by the State Preschool program.

**Part 1302 Program Operations-Subpart A- Eligibility, Recruitment, Selection, Enrollment, and Attendance**

**1302.16 Attendance**

**Area of Improvement** identified from daily attendance book and classroom sign in sheets: (1) 1302.16-BIHS will provide information about the benefits of regular attendance and promote school punctuality.

**2018-2019 Progress:**

- ✚ Director shared sample policies and procedures of possible School Punctuality policies with PC. PC feels policy should reflect positive incentives such as recognizing families for arriving to school and continue to provide education. Stress the importance of SR Readiness and school attendance and punctuality.
- ✚ Overall school wide attendance as of April is 90%.
- ✚ 5% of children who attend school regularly are at least 30 to 45 minutes late despite the encouragement from staff.
- ✚ 5% of children who are below the required 85% required ADA may not qualify for clothing allowance due to the 90% ADA requirement for TANF.
- ✚ Director sent out attendance letters in 2018 school year and the same families are struggling with punctuality and or attendance.

**Overall Team Consensus: (1) Goal continued until 100% of BIHS families are maintaining an 85% or better attendance and 100% of families are in school ready to learn by 8:30 am.**

Improvement Strategies or Objectives	Timeline and Documentation	Person(s) Responsible	Funding or Training Need
<ul style="list-style-type: none"> <li>❖ BIHS staff will promote regular attendance of each individual child.</li> <li>❖ BIHS will continue to track attendance and tardiness for each child.</li> <li>❖ Inform families on the importance of school attendance and our polices for promoting regular attendance.</li> <li>❖ Home visit will take place if not able to contact family when child is absent to ensure child's safety.</li> <li>❖ In some cases, the Bishop Tribal Social Service Department will be contacted to assist in intensive case management.</li> <li>❖ Only after all attempts have been made as outlined in the performance standards and BIHS policies and procedures will consider the slot vacant.</li> <li>❖ Policy Council and Staff will draft a tardiness policy. Tardiness policy may require re-enrollment for second year students if ADA is below 85% at the end of the school year.</li> </ul>	<p>BIHS calls each child by 8:30 am, if a child is unexpectedly absent and a parent has not contacted the program within one hour of our 7:45 am start time to ensure the child's well-being.</p> <p>Schoolwide attendance binder.</p> <p>Classroom Sign in Sheet</p> <p>TANF support letters</p> <p>Attendance letters</p>	<p>Enrollment Staff, Lead Teachers ERSEA Manager, Health and Disabilities Manager, Program Director</p>	<p>None</p>

**Part 1302 Program Operations-Subpart D Health and Program Services**

**1302.44 Child Nutrition**

**1302.46 Family support services for health, nutrition, and mental health**

**1302.47 Safety Practices**

**Area of Improvement** identified in the 2017-2018 Self-Assessment discussion and proposed as an idea for time management and not a finding. (1) The Lead Teachers will assemble 10 months of menus that have been previously approved.

**2018-2019 Progress:**

- ✚ Monthly Menus are approved by the month by staff and a Registered Dietician
- ✚ Monthly Menus and meal production sheets have been prepared over the summer by a community volunteer.
- ✚ BIHS is still turning in menus monthly because Director does not have time to review all 10 menus in one day this program year.

**Overall Team Consensus: (1) Goal continues until 10 months of menus can be submitted to Registered Dietician.**

Improvement Strategies or Objectives	Timeline and Documentation	Person(s) Responsible	Funding or Training Need
<ul style="list-style-type: none"> <li>❖ BIHS will complete a 10-month menu and turn in by Mid July to TIHP Registered Dietician</li> <li>❖ BIHS staff will use prior year approved menus to plan current year menus.</li> </ul>	Registered Dietician menu suggestions and signature of approval.	<ul style="list-style-type: none"> <li>❖ Program Director, Data Clerk and TIHP Registered Dietician</li> </ul>	None

**Areas Identified for Program Improvement in 2018-2019**

**Part 1301: Program Governance**

Program Goal: 1301.5-The BIHS Policy Council will receive Program Governance and Financial Training to ensure members understand the information they receive and can effectively oversee and participate in the Head Start program within the first three months of the BIHS new school year.

Objectives (s)	Progress, Outcomes, and Challenges
<p><b>Revise-2019:</b> The Tribal Council and Policy Council will complete the program governance screener before the start of each school year. BIHS Policy Council and Tribal Council will receive training in Leadership and Governance to include all areas under Program Management, Planning &amp; Oversight Systems Including Financial Training. Program Governance Training will take place the first 45 minutes of each meeting until complete. Followed by Fiscal Training for Governing Bodies.</p>	<p><b>Program Finding from Self-Assessment:</b> The Governance, Leadership and Oversight Capacity Screener was not completed within the first 3 months of receiving our grant continuation funding letter. Program governance training 1 out of 6 current PC complete. 4 out of 6 in progress. Tribal Council had been informed each meeting. All TC members have experience in Head Start Program Governance. However, not current training <i>Head Start Tribal Council and Program Governance Training in Governing Body and Tribal Council Certification for program year 2018-2019.</i></p> <p><b>Challenge:</b> ECLKC online site was difficult to open and due to time management challenges the Director did not call site for assistance until April. Guidance from IT was able to overcome challenge.</p> <p><b>Solution:</b> Program Governance Training will take place the first 45 minutes of each meeting until complete. Followed by Fiscal Training for Governing Bodies.</p>

**Part 1302: Program Operations**

**Subpart F: Additional Services for Children with Disabilities:**

**Note: 1302.62 is not a finding because BIHS does partners with** State Council on Developmental Disabilities, San Bernardino Regional Office to provide information to parents and the community regarding: Rights in the IEP Process, Evaluations, Compliance Complaints, Due Process Hearing, Resources, Inyo County Superintendent of Schools -SELPA and Kern Regional -Exceptional Family Center. All information is provided on our webpage and information sessions are provided at least 2x a year.

Program Service Enhancement Goal:

Program Goal: 1302.62- BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children’s needs and to have knowledge where to obtain information and skills to help understand and support their child’s disability.	
Objectives (s)	Progress, Outcomes, and Challenges
<p><b>Addition-2019:</b></p> <ul style="list-style-type: none"> <li>❖ BIHS will continue to partner with State Council on Developmental Disabilities, San Bernardino Regional Office, Inyo County Superintendent of Schools-SELPA and Kern Regional - Exceptional Family Center to provide site information sessions to parents, staff and the community.</li> <li>❖ BIHS will collaborate with the Tribal Webpage staff to organize BIHS webpage by services to improve access to online information for parents, staff and the community.</li> <li>❖ BIHS will continue to include links and information in the school wide newsletters.</li> <li>❖ BIHS staff will show parents where to locate information at enrollment and in-home visits using their laptops.</li> </ul>	<p><b>Program suggestion from Self-Assessment:</b>  <i>“Parents need to be more informed of what disabilities are and what is offered.”</i></p> <p><b>Challenge: No challenges</b>  <b>Solution:</b> The following links are currently found on our webpage</p> <p>INYO COUNTY SELPA (SPECIAL EDUCATION LOCAL PLAN AREA)  PARENTS AND THE IEP PROCESS  ABC’S OF IEP  SPECIAL EDUCATION BASICS  IEP BASICS AND WHAT YOU SHOULD KNOW  18 Tips for Getting Quality Special Education Services for Your Child  Special Education Rights of Parents and Children  FACT SHEET FOR FAMILIES AND SCHOOL STAFF  SOLVING SPECIAL EDUCATION DISPUTES BETWEEN PARENTS AND SCHOOL DISTRICTS</p>

**Subpart D: Health Program Services:**

**Note: 1302.44** is not a finding but an observation made by a teacher(s) regarding the promotion of healthy alternatives when celebrating events.

Program Service Enhancement Goal:

Program Goal: 1302.62- BIHS will improve communication between parents regarding healthy alternatives when celebrating events to decrease and or eliminate the consumption of high fat and high sugary foods.	
Objectives (s)	Progress, Outcomes, and Challenges
<p><b>Addition-2019:</b></p> <ul style="list-style-type: none"> <li>❖ Continue to review the Creating Healthy Schools for our Children with new enrollments and re-enrollments.</li> <li>❖ Send out the letter on the first day of school and during months that special events may take place.</li> <li>❖ Teachers and staff will be asked to review letter at preservice and sign that they understand the purpose of</li> </ul>	<p><b>Program suggestion from Self-Assessment:</b> “Promote Health Alternatives to birthdays other than food.”</p> <p><b>Challenge: BIHS teaching team need to encourage the implentation of the nutrition letter to parents signed during enrollment. Sometimes parents just show up with outside food.</b>  <b>Solution:</b> ERSEA Manager, Health Manager, Teachers and Directors will maintain a log of birthdays and call in advance to encourage families not be bring in outside food and offer alternative ways to celebrate. Staff can also remind families it is due to some children having health needs and outside foods can negatively affect their health if not monitored properly. See link posted on webpage:</p>

<p>the letter. Especially the health risk to children in their care.</p> <ul style="list-style-type: none"> <li>❖ Health Manager will plan nutrition workshops related to the health concerns in our community such as child hood obesity and the additional health risks related to poor nutrition in children as it related to their development and add suggestions in the schoolwide newsletter.</li> <li>❖ The BIHS Director and ERSEA Manager will plan Fun Fitness activities for families during special events and bring back Fun Fitness Fridays for families starting in program year 2019.</li> </ul>	<p><u>DEAR PARENT LETTER</u>: Creating Healthy Schools for our Children.</p>
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**Subpart J: Program Management and Quality Improvement:**

**Note: 1302.101: Management Systems**

<p>Program Service Enhancement Goal: 1302.101 BIHS during the program the beginning of the school year and throughout the year design a program calendar that meets the required federal and state classroom hours and meets the professional development needs for the BIHS staff.</p>	
<p>Objectives (s)</p> <p><b>Addition-2019:</b></p> <ul style="list-style-type: none"> <li>❖ Draft School Calendar by May 1<sup>st</sup>, 2019 with half days off on Mondays. Calculate days of service and hours.</li> <li>❖ Analyze the results and verify BIHS meets the August 1 2021 requirement of 1020 hours. Adjust days if needed.</li> <li>❖ Revise budget due to the possible impact on the budget from payroll for increasing days needed to the calendar.</li> <li>❖ The Director and PC to review and update Staff development Policy and procedures. Present for approval.</li> <li>❖ Due safety of children and staff, school calendars will not be posted online and only provided to parents and staff. BIHS may share calendar with community partners for planning purposes and will post onsite.</li> </ul>	<p>Progress, Outcomes, and Challenges</p> <p><b>Program suggestion from Self-Assessment:</b> Teaching team would like to have ½ day Mondays rather than take full days off for professional development and case management. The local school district takes ½ days off for professional development and IEP meetings. To improvement the lineup of our calendar and the school calendar.</p> <p><b>Challenge: Ensuring BIHS meets the required 175 school days for the State Preschool contract and meeting the August 1, 2021 OHS requirement of 1,020.00 hours of planned class operations over the course of 10 months.</b></p> <p><b>Solution:</b> The Director and Assistant Director will calculate the required about of hours and days needed to be in compliance if BIHS closed for half days on Mondays. If BIHS follows the Bishop School District calendar, we will provide 178 school days and clock 1056.5 school hours. 36.5 hours over our required 1020 clock hours. BIHS could use the additional hours for out of town travel for professional development pending approval of a revised budget. Total staff hours for the year would be 1,760 hours, but staff would have 1 day to finalize year end paperwork.</p>

**Subpart I: Human Management**

**1302.92: Training and Professional Development**

**Note: Although training is provided by State Preschool partners, OHS trainers, and peer coaching is taking place. Efforts to purposefully plan inhouse observations have been hindered by staffing shortages.**

Program Service Goal: The BIHS Director will ensure the implementation of a coordinated researched based-coaching strategy to assess all education staff and support staff to identify strengths, areas of support, and which staff would benefit from intensive coaching.	
Objectives (s)	Progress, Outcomes, and Challenges
<p><b>Addition-2019:</b></p> <ul style="list-style-type: none"> <li>❖ BIHS Director will plan out observation days and follow-up coaching time with staff (Monday-half days).</li> <li>❖ BIHS Director will observe Teaching Team at least 3x a year and focus on strength base areas to observe.</li> <li>❖ The Director will observe specific areas in CLASS such as Instructional Support (Concept Development, Quality of Feedback, language Modeling and Literacy Focus).</li> <li>❖ The Director will plan of T/TA support for the BIHS staff for the above concepts.</li> <li>❖ BIHS will also encourage teachers to video lessons for self-assessment of CLASS strategies.</li> <li>❖ Support staff will be monitored for compliance of Policies and Procedures and Director will plan out additional training needs or review of operational procedures not being observed.</li> </ul>	<p><b>Self-Assessment Concern:</b> “Director needs to observe classroom child development needs and teacher improvement areas”</p> <p><b>Challenge:</b> Director has not been able to observe classrooms due to the fact she is driving 3.5 hours of the day and covering breaks and kitchen duties on occasion due to staffing challenges for the majority of the year. In addition to required monitoring, documentation and enrollment duties.</p> <p><b>Solution:</b> Cross train support staff to cover kitchen when cook is absent. Utilize sub drivers to assist a few days a week until bus driver is trained. Staffing will be complete at the start of the 2019-2020 school year and time will be scheduled into school planning calendar each week. Documentation of coaching will be uploaded into child plus.</p>

Other program areas in 2018-2019 that are being addressed:

✚ **1303-Financial and Administrative Requirements: Subpart F Transportation (1303.71): Broad Goal:** BIHS will ensure the following important infrastructures: Facilities, materials, equipment, transportation, and technology systems support program operations. Due to a California School Bus Regulations-2018, BIHS was directed to install Child Safety Alarms to ensure no children are left on the bus. **Objective:** BIHS objective was to provide information to the Policy Council and Tribal Council and seek funding through the Bishop Paiute Tribe in order to provide transportation services on the first day of school. Goal accomplished.

✚ **1302 Program Operations-Subpart D Health Program Services (1302.47): Broad Goal:** BIHS will establish, train staff on, implement, and reinforce a system of health and safety practices that ensure children are kept safe at all times. Due to Indian Health Service Priority findings for corrective action conducted on February 28<sup>th</sup>, 2019 and recent change implemented from the 2017 FDA Food Code. BIHS must establish, train staff on, implement, and reinforce a vomit/diarrhea event in the food establishment policy. **Objective:** BIHS will establish and implement policies and procedures for kitchen staff on how to respond to a vomit/diarrhea event in the food establishment by May 1<sup>st</sup>, 2019. The policies must outline appropriate cleaning and disinfecting procedures for affected areas and food contact surfaces. A draft of this policy has been written and being prepared for the BIHS and Tribal Council to review, discuss and approve.



## Bishop Indian Head Start Program Strengths

**1301 Program Governance**

Source: Parent Survey, Signed Statements and minutes from Tribal, Tribal and Policy Council Minutes, OHS Monitoring Protocol-Management Systems and Program Governance guides
100% of our families indicated they child is happy in this program.
Parent Committee meetings are held monthly; opportunities for parents to engage in parent child events planning.
All areas comply; Governing Bodies meet regularly to discuss Head Start operations and participate in program governance training and are aware of the 2016 New regulations.
Program Governance Policies and Procedures and Bylaws are currently approved by Policy Council and Tribal Council.
Policy Council and Tribal Council receive monthly program Director Report; report includes: Agendas and minutes; Family and Community Partnership activities; School Readiness Progress; individualization and tracking; ERSEA Data; goals and achievements; any deficiencies, quality improvement; or non-compliance areas; State Preschool monthly reimbursement, CACFP (meals and snacks data, expenditures and reimbursement); Head Start and Tribal Match Expenditures; facilities, materials, and equipment; Transportation Data; Child Health and Safety data; Health Manager Tracking (absences related to: illness, health appointments, communicable diseases, injury); speech services, referrals; health follow-ups; and professional growth of Health manager. Tribal Council and Policy Council participate in the annual self-assessment process and receive data on the community assessment.
Impasse procedures are in place and discussions to strengthen procedures can be found in minutes.
Planning Policies and Procedures are currently approved by Policy Council and Tribal Council. Community, staff, parents, families, and all stakeholders are involved in planning process.

**1302 Program Operations****1302 Subpart A—Eligibility, Recruitment, Selection, Enrollment, and Attendance**

Source: Staff and parent needs survey, self-assessment, community assessment, health data, Policy Council meetings, ERSEA policies and procedures
The BIHS Community Assessment is current and located online. Information is used for program planning and advocating for community needs such as: additional childcare programs, Safety workshops, nutrition and gardening and parenting classes.
Policy Council consistently involved in ERSEA; Selection Criteria sheet based on parent, community, and staff greatest needs. Wait list in place that ranks children according to selection criteria. Enrollment slots are consistently filled with 30 days or sooner.
Attendance Policy in place, tracked, recorded, and families are kept informed regarding their ADA. ADA for the year is above 90%. Parents must document reasons for children being absent.
ERSEA Policies and Procedures are currently approved by Policy Council and Tribal Council and reflect all ACF-HS current regulations.

**1302 Subpart B—Program Structure**

Source: Staff, parent and community surveys, self-assessment, community assessment, health data, Policy Council meetings, planning policies and procedures, 2016 Head Start Regulations
BIHS meets all requirements for a center base setting and staff and child ratios.
BIHS provides 1,138 annual hours of planned class operations over the course of 10 months per year for 100 percent of its Head Start center-based funded enrollment. BIHS provides 6.5 hours of service five days a week.
Calendar planning is in place and updated regularly.
BIHS has at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.
BIHS facilities are monitored by Indian Health Services 3x a year, Inyo County State Preschool and the Bishop Fire Department.
2018-2019 Parent Survey indicated -93% of our parents were very satisfied with the overall quality of our program and 7% were satisfied. 83% of our parents were very satisfied with the hours of operation and 16% were satisfied. 88% of our parents were very satisfied with the location of the program, 12% were satisfied.

**1302 Subpart C—Education and Child Development Program Services**

Source: Parent Survey, Staff Survey and observations, Self-Assessment Interviews, ECERS, DRDP, DECA, Dial 4, ASQs
Teachers are trained in using ongoing assessment to provide accurate and consistent information on children's progress.
All screenings have been completed and summarized. Referrals made by teacher and or parents based in screening outcomes and services provided by specialist to children who qualified for an IEP or behavior plan. 1302.47
2018-2019-90% of our parents were very satisfied with the Languages spoken by staff, 10% were satisfied.
2018-2019-91% of our parents were very satisfied and 9% were satisfied with the Interaction between staff and children.
2018-2019-90% of our parents were very satisfied with the cultural activities, 10% were satisfied.
2018-2019-90% of our parents were very satisfied with the daily activities and 10% were satisfied.
2018-2019-90% of how the program promotes your child's learning and development, 10% were satisfied.
All Child Development Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS curriculum is consistent with performance standards. Curriculum is individualized through assessments, teacher observations, use of Head Start Early Learning Outcomes Framework and State Preschool Foundations.
Parents are involved in curriculum development and reporting child progress through Director reports, parent meetings and activities, parent teacher conferences, newsletters, displayed lesson plans, written surveys, and implementation of parent ideas (gardening, cooking, and fitness).
Gardening is helping children realize the importance of living off the land and having healthier choices in nutrition and cultural beliefs. The Outdoor Classroom supports life science: respect for nature, increased natural outdoor area includes trees, grass, and running area.
School Readiness: Collaboration with Kindergarten Elm Street Teachers. School Readiness Goals are reviewed and revised as needed. All teachers working on social emotional goals through free play, feeling cards, and FLIP It. Teachers individualizing school readiness goals for children.
Parents are aware children are learning social skills, school readiness skills, confidence, and group interaction. Parents participate in parent teacher conferences and home visits and find the interaction helpful in keeping up with child and family goals. Information is set home to help children's age group and in newsletters.
Partnerships and strong collaborations have provided funding to carry out planning goals. Triple P Positive Parenting Program Meetings facilitated by First 5: Goal of meeting: countrywide implementation of program proven to reduce child abuse and neglect. OVDCD Tuniwa-Motherhood and fatherhood is Sacred classes.
2018-2019-100% received information on: How children develop at different ages; 100% How your child is growing and developing; 100% How your child is doing in the program; 100% Schedule of daily activities; 98%What you can do to help your child learn and develop; 98% Parenting skills; 96% How to find services in the community; 97% discipline problems; 100% How to get involved with your child's program; and 95% experience and training of staff.
Daily Classroom schedules are posted in the classroom for parents. Volunteers, substitutes, and staff.
2017-2018-CLASS Dimensions: 6.09 in Emotional Support; 5.45 in Classroom Organization; and 3.33 in Instructional Support-2018-2019-State CLASS scores: 6.8 in Emotional Support; 6.25 in Classroom Organization; and 3.0 in Instructional Support Program Improvement. National Average: 6.09 ES; 5.85 Classroom Organization; and 2.97 Instructional Support
4 out of 4 classrooms were eligible for a Quality Counts Block Grant. 75% qualified and achieved Tier 4 Status. The Highest is Tier 5, achieved by 1 of our classrooms. Areas monitored: Child Observations-DRDP used 3x and results used to inform curriculum planning; Health Screenings-program works with families to ensure screenings of all children using ASQ at entry and as indicated thereafter; Curriculum related to school readiness; minimum qualifications for lead teachers are met-AA/AS in ECE/CD or 24 units in ECE/CD or Site Supervisor Permit, and 21 hours of PD annually; CLASS Assessment-Emotional Support 5, Instructional Support 3, and Classroom Organization 5; Approach to DLL and Inclusion in place and being practiced; ratio and group size met for preschool-3:24 or 2:20, Program Environmental Assessment-Overall score at least a 5, Director Qualifications-BA with 24 units and Site Supervisor permit, and Home to school connections in place. 1302.32, 1302.31
BIHS has received over \$60,000.00 in the past 4 years for Classroom Materials from EDISON and the State Preschool Quality Improvement Program.
Children, families, and staff receiving services based on their needs and strengths.
BIHS uses the Creative Curriculum and Lana the Iguana Nutrition Curriculum. BIHS Teaching staff in knowledgeable about the Head Start Early Learning Outcomes Framework and utilizes the information during lesson planning. BIHS Director monitors the teachers lesson plan for age appropriateness and individualization. Classrooms are monitored yearly by the State to ensure BIHS classrooms have a full inventory of will maintained age appropriate hands-on learning materials for a successful classroom. 1302.20 and 1302.32

All parent teacher conferences and home visits are tracked by the Lead Teacher. Teachers collaborate and track all information provided to family regarding their child's growth and development.
1302.36 Tribal language preservation and revitalization. BIHS serves 100% American Indian and Alaska Native children and has been working towards integrating efforts to preserve, revitalize, restore, or maintain the tribal language for these children into program services. Children are receiving tribal language hands on workshops monthly, opportunities to share practice songs in a school wide monthly activity. Teachers continue to integrate the Bishop Tribal Language throughout daily lessons and transitions.
BIHS maintains a 54,000 square outdoor classroom, equipment with swings, slides, climbing and balancing structures, water features, science and garden areas, bike paths and lose parts deigned to support exploration and gross motor development. 1302.21 and 1302.31

### 1302 Subpart D—Health Program Services

Source: Parent and Staff Surveys; Program Plans; Self-Assessment; Health Advisory Minutes; Child Plus; Child Health Records, Indian Health Surveys
Record Keeping and Reporting Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS tracks the provisions of all child health and development services and ensures that follow-up services are received in a timely manner.
Source of Health care; ensuring up to date child health care status; ongoing care and extended follow-care is in process and current. BIHS uses funds to purchase health care products and materials to care for enrolled children in our care. When needed BIHS uses funds for professional medical, mental and dental needs if we have no other resources to care for the children enrolled in our program.
BIHS uses USDA /CACFP as a funding source as a primary source of payment for meal services-BIHS is in full compliance: See uploaded report for Details. If any findings occur during an Indian Health Service review, corrections are made immediately. BIHS passed CACFP Administrative Review. BIHS Cook and director passed Serve Safe Course and received a 5 year certification.
2018-2019 -90% of our parents were very satisfied with the health and safety policies and procedures and 10% were satisfied.
Child Plus is utilized by the Health and Disabilities Manager to track immunizations and due dates. Health and Disabilities Manager reports all data related to Health to Director and Health Advisory.
2018-2019 86% of our parents were very satisfied with the number of adults working with children, 14% satisfied.
Emergency Plan available in classrooms, front office, and administrator's office. Monthly Fire drills; earthquake drills, bus evacuations, and fire drills are documented each month.
Health Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council
BIHS is in full compliance with Head Start Adult Child Ratios.
Strong Pedestrian Safety of our own Parking lot and crosswalks. Speed Limits posted, idle free zones posted, children playing signs posted, tobacco free signs posted, and buckle up safety signs posted. Car Seat Safety checks are conducted monthly. Car Seats are available to families in need with ride safe education. We have access to certified car seat technicians. 1303.73, 1303.74
State and Head Start Preschool Needs Assessment completed, data gathered, referrals made by Family Advocate, Health Disabilities Manager, and or Director.1302.41
Health and Disabilities Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS ensures that individual services are effectively provided to children with diagnosed or suspected disabilities. MOU with SELPA updated and activated. 1302.61
Accommodations are met to meet special needs. IEP meetings and collaborations are in place and practiced between specialist, teachers, and parents. Children, who do not qualify for an IEP, may receive services such as Response to Intervention. Children also may receive Social Play group activities each week. 1302.61
All Mental Health Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council.
2018-2019-100% of our families indicated their child was safe in the BIHS program. 100% of our families indicated their child was happy in the program. 1302.47
2017-2018-100% of our families indicated they received information on where to report health and safety concerns.
2018-2019-88% of our families were very satisfied with the Nutrition services, while 12% were satisfied. 1302.44
Our monthly menus are reviewed by staff and parents and are reviewed and approved by a Registered Dietician. All approved menus are posted in classrooms, parent information board, and online.1302.44

We have a 2,300-square foot garden and have planted over 30 fruit and nut trees. We have also planted grape and strawberry vines, tomatoes, potatoes, and green beans. Outdoor Expansion Garden promotes healthy foods, family and community engagement. BIHS received an award for our partnership in Community Health. Increased planting area by 13 boxes and doubled garden area. 1302.31, 1302.60

BIHS uses ongoing monitoring to increase the safety of our children, families, staff, and community for example, BIHS obtained 2 new school buses, security cameras, outdoor play equipment, classroom supplies, security doors and latches, Shelter in Place Equipment, First Aid and CPR Equipment, including and AED, car safety seats, fall zone material and repaired our ceiling leaks. 1302.47

BIHS has developed consistent services with partners. BIHS is consistent in advocating for quality services for our children and families. We will seek funding to bring in outside professional agencies and continue to educate our team and community on the importance of mental health awareness. BIHS would like to focus on Mental Health First Aid workshops for families, staff, and community (Suicide Prevention). BIHS has developed consistent and increase frequency of services with partners, especially social services. 1302.52 and 1302.53

All Nutrition Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council  
All staff hold a current Food Handler Card and lead nutrition staff hold a 5 year serve safe certification. 1302.44

Staff and parents are provided opportunities to learn about children’s health and well-being, by providing medical, oral, nutrition, Health and safety and mental health education.

BIHS adheres to all safety practices and utilizes daily playground and facility safety checklist. 1302.47

**Example**

Child Health & Safety-2017-2018

Health & Safety Area	BIHS Person in Charge	Frequency	Comments
Screenings and Referrals	Health and Disabilities Manager; ERSEA Manager; Parents; Physicians; and Teachers; Specialist	Within 30-45 days Ongoing	In compliance
Access to Health and Dental Care	Health and Disabilities Manager	Within 30-45 days Ongoing	Lack of Local Pediatrics Families have to travel out of the area for cases requiring surgery. Finances and reliable vehicles is often a challenge.
Safe Physical Environments	Director, BIHS Staff, Tribal Maintenance, Policy Council, Indian Health Service	Daily, Monthly, Yearly	BIHS granted funding to add additional fall zone materials.
Health Practice and Routines	Health and Disabilities Manager; Teachers; and Health Advisory;	Daily	Indian Health Service- Hand washing in practice- no findings. State requiring additional handwashing steps.
Appropriate Group Size	Director, BIHS Staff, Indian Health Service, State, and Office of Head Start	Daily, Yearly	Office of Head Start is a 1-10 ratio. State is a 1-8 ratio.
Transportation and Supervision	Director, Bus Drivers, bus monitors, Britt’s Diesel, and California Highway Patrol	Daily, Every 45 days, Yearly	BIHS installed Child Safety check alarms on all new buses to prevent children from being left on the bus.
Daily Facilities Maintenance Daily Playground Maintenance Inspection	Director and Tribal Maintenance	Daily	In compliance
Health and Safety Screener	Director, Staff, Policy Council, And Tribal Council	Yearly	In compliance
Heat Sensor Check	Director, Health & Disabilities Manager, and ERSEA Manager	Monthly, Yearly	In compliance
Emergency Lights	Director, Health & Disabilities Manager, and ERSEA Manager	Monthly, Yearly	In compliance
Fire Extinguishers	Director, Health & Disabilities Manager, and ERSEA Manager	Monthly, Yearly	In compliance
Annual Fire Inspection Report	Director, Bishop Fire Department	Yearly	In compliance
Ground-fault circuit interrupter (GFCI outlet)	Director, Health & Disabilities Manager, and ERSEA Manager	Monthly, Yearly	In compliance
Monthly Smoke Detector	Director, Health & Disabilities Manager, and ERSEA Manager	Monthly, Yearly	In compliance
Earthquake Drills	Director, Health & Disabilities Manager, and ERSEA Manager, and Teachers	Monthly	In compliance
Stranger Danger	Director, Health & Disabilities Manager, and ERSEA Manager, and Teachers	Monthly	In compliance
Fire Drill Practice ongoing 2x a month- Ongoing-Teachers	Director, Health & Disabilities Manager, and ERSEA Manager, and Teachers	Monthly	In compliance
Bus Drill Evacuation 3 times a year Pedestrian Safety Education	Director, Bus Drivers, and bus monitors	Quarterly	In compliance

Annual Indian Health Service Survey	Director, Health & Disabilities Manager, and ERSEA Manager, Kitchen, Teachers, and Indian Health Service	Yearly	New Kitchen policy regarding bodily fluids in the kitchen is being drafted.
Kitchen Fire Suppression System	Director, Tribal Maintenance, Indian Health Service, Blizzard Fire Protection	Semi Annual	In compliance-
Annual Sprinkler System	Director, Tribal Maintenance, and Sierra Fire Sprinkler	Yearly	In compliance
Annual Smoke Detector Inspection	Director, Tribal Maintenance, and Edward Solarewicz: electrical and alarm	Yearly	In compliance

**Part 1302 Program Operations-Subpart E Family and Community Engagement Program Services**

Source: Parent and staff Self-Assessment interviews and surveys; Parent Education and Interest Survey; Ways to Volunteer Surveys, Head Start Family Assessment, Director Reports; MOUs, participation forms; Community Assessments; sign in sheets, agendas and minutes
Evidence of monthly Parent Meetings: Policy Council, Parent Committee, and Health Advisory. Evidence of parent orientation materials (Engagement pamphlets, Interest surveys, personal invites to participate). 1302.50
All Parent Involvement Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council. Parents are aware who they need to talk to when addressing a complaint. All Family and Community Plans and Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS engages in the process of collaborative partnership building with families. 1302.53
Mothers and fathers can identify various opportunities that BIHS offers: CPR and First Aid Training, Car Seat Safety, Parent Committee and Policy, utilize the computer lab, garden and elder garden, and Master Gardener Activities. 1302.31
Parents have been identified, trained and hired as employees (Kitchen, Bus drivers, Teacher Aides).
Provide opportunities for families and community to engage throughout the year. Summer, Fall, Winter and Spring events. Lana the Iguana activities, field trips, gardening, maintenance outdoor classroom, program planning, Salsa Making, Nutrition classes, and parent committee fundraising events. 1302.31, 1302.11
Strong Community Partnerships with Local Tribal and Local Non-Tribal agencies, and without-side area partnerships that provide quality services to our students, families, staff, and community.
Policy Council and Tribal Council receive monthly program Director Report; report includes: Agendas, minutes, and meetings tracking, Family and Community Partnership activities; School Readiness Progress; individualization and tracking; ERSEA Data; goals and achievements; any deficiencies, quality improvement; or non-compliance areas; State Preschool monthly reimbursement, CACFP (meals and snacks data, expenditures and reimbursement); Head Start and Tribal Match Expenditures; facilities, materials, and equipment; Transportation Data; Child Health and Safety data; Health Manager Tracking (absences related to: illness, health appointments, communicable diseases, injury); speech services, referrals; health follow-ups; and professional growth of Health manager.
Parents Personal Rights are in Parent handbook and a signed copy by parent and staff in enrollment file. Parent concerns are addressed. 1302.11
Parent and Community Volunteer hours and in-kind are tracked and recorded in Child Plus. 1302.11
Families are engaged in the collaborative partnership building and setting visions for their families.
Mothers and fathers can identify various opportunities that BIHS offers: CPR and First Aid Training, Car Seat Safety, Parent Committee and Policy, utilize the computer lab, garden and elder garden, and Master Gardener Activities. Teachers invite fathers to participate in meal time, honor their services to the country, educate fathers on the importance of their role in building confidence in their children, educating fathers on car seat safety training, building the outdoor classroom. Many fathers bring their children to school each morning, attend and participate in parent planning and leadership meetings, active volunteers, participate in partnership building, parent teacher conferences, enrollment and re-enrollment process, family engagement activities, and fieldtrips.
BIHS collects Family Volunteer Interest and summarizes, education interest and needs and organizes information by classroom and school wide outcomes.
Hired kind and caring staff to work with children and families. Significant progress made in PFCE services. 1302.50

**Part 1302 Program Operations-Subpart D Additional Services for Children with Disabilities**

Source: Health Advisory Minutes; MOUs; Child Files; Self-Assessment Questions
BIHS has a current MOU with the Inyo County Special Education Local Plan Area (SELPA) meeting all of Subpart D 1302.60, 1302.61, 1302.62, and 1302.63
BIHS staff and family receive ongoing services to assist our children with School Readiness Skills.

All services are documented daily along with communication between teacher, specialist and parents regarding services, goals, and outcomes.

Parents, Staff, and Specialist meet as required and often as needs to discuss screenings, goals and progress. In addition, to transitioning into and out of services and between Head Start and the elementary and now EHS to HS.

Staff has a positive working relationship with Language and Behavior Specialist. All time is documented in Child Plus

### **Part 1302 Program Operations-Subpart G Transitions**

Source: Health Advisory Minutes; MOUs; Child Files; Self-Assessment Questions; Transition Plans and Activities, Calendars

OVCDC-EHS and BIHS implement strategies and practices to support successful transitions for children and their families transitioning out of Early Head Start to BIHS. MOU in place.

Bishop Elementary MOU in place and implemented for transitioning BIHS children to Kindergarten. 1302.53, 1302.71

### **Part 1302 Program Operations-Subpart H Services to Enrolled Pregnant Women**

Source: Health and Disabilities Manager notes; Self-Assessment Questions

BIHS Health and Disabilities Manager tracks our BIHS families who are expecting babies and provides referrals as needed to program services such as WIC, health home and or medical insurance or programs providing infant car seat.

### **Part 1302 Program Operations-Subpart I Human Resources**

Source: Self-Assessment; Bishop Paiute Tribal Employee Handbook; Employee Needs Survey Employee Evaluations and self-evaluations;

Human Resources Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS follows all Tribal HR Policies and Procedures and will align with the 2016 OHS requirements. BIHS and the Bishop Paiute Tribal HR ensures:

All staff member has an initial health examination and a periodic re-examination that include screeners or tests for communicable diseases, as appropriate. BITC HR makes mental health and wellness information available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Tribal Council supports staffing needs to ensure operations run smoothly while meeting safety and supervision needs.

Increased professional development, staff engaged in college course, and increased cross training. Teaching Team is dedicated, passionate, working together to support each other and our program.1302.90-93

BIHS provides opportunities for staff to express their training needs and other concerns through an annual survey. BIHS Director utilizes this information to formulate the Training and Technical Service Plan. All staff receive at a minimum but not limited to 15 clock hours of professional development.

2018-2019-Staff is qualified for their positions and hold valid permits or certification for their position. 1302.102

2018-2019-100% of our staff indicated they felt comfortable expressing their needs to their supervisor when it comes to work/family concerns.1302.91

### **Part 1302 Program Operations-Subpart J Program Management and Quality Improvement**

Source: Self-Assessments, Office of Head Start Federal Reviews, Indian Health Service Reviews, Program Calendars, Child Plus Reports, Employee Evaluations and self-evaluations, ECERS-R Observation Score Sheet; Parent Survey; DRDP Observations (Fall, Winter, Spring)

BIHS implements an effect management system. All Management Policies and Procedures are online.

Provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement

Ensures budget and staffing patterns that promote continuity of care for all children enrolled, allow sufficient time for staff to participate in appropriate training and professional development.

Maintains an automated accounting and record keeping system adequate for effective oversight

Training and professional development system supports the delivery and continuous improvement of high-quality services

Utilizing information from the program's community assessment to advocate for the needs of families.

Identifying community resources and establishing ongoing collaborative relationships and partnerships with our community.

Effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The management of program data effectively supports the availability, usability, integrity, and security of data. BIHS has established procedures on data management and had them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws (Child Plus, Ages and Stages, and DRDP). Our team above all else is goal oriented and is dedicated to program improvement and enhancing services. 1302.32

BIHS has established program goals. BIHS is in collaboration with the tribal council and policy council, our established goals and measurable objectives include:

- ❖ Strategic long-term goals for ensuring programs are and remain responsive to community needs .
- ❖ Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children.
- ❖ School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children.
- ❖ Effective health and safety practices to ensure children are safe at all times
- ❖ Monitoring program performance in place. Ensuring child safety, and other applicable federal regulations are followed by the Collection and use of data; BIHS corrects quality and compliance issues immediately, or as quickly as possible; BIHS works with the Tribal Council and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings. As of April 22, 2019, BIHS is in good standings.
- ❖ BIHS practices ongoing assessment of program goals. BIHS conducts a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness.
- ❖ BIHS communicates and collaborates with tribal council and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and submit findings of the self-assessment to the responsible HHS official.
- ❖ Using data for continuous improvement, BIHS implements a process for using data to identify program strengths and needs, develops and implements plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals. described in paragraph (a) of this section.
- ❖ BIHS ensures data is aggregated, analyzed and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas: child-level assessment data is aggregated and analyzed at least three times a year (DRDP).
- ❖ BIHS uses information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement.
- ❖ BIHS uses program improvement plans as needed to either strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of our children and families.
- ❖ BIHS provides regular reporting to the governing body and policy council, at least semi-annually; BIHS will reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:
  - (A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;
  - (B) Incidents that require classrooms or centers to be closed for any reason;
  - (C) Legal proceedings by any party that are directly related to program operations; and,
  - (D) All conditions required to be reported under §1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.

<p>(2) Annually, a program must publish and disseminate a report that complies with section 644(a)(2) of the Act and includes a summary of a program’s most recent community assessment, as described in §1302.11(b), consistent with privacy protections in subpart C of part 1303 of this chapter.</p> <p>(3) If a program has had a deficiency identified, it must submit, to the responsible HHS official, a quality improvement plan as required in section 641A(e)(2) of the Act.</p>
<p>All auditors found sufficient amount of documentation (record keeping and reporting) to find BIHS is compliance. We continue to practice the same amount of record keeping and reporting as if we are to be audited each day. Record Keeping and reporting is essential in all our funding and program operational requirements.</p>
<p>BIHS used the <a href="http://ers.fpg.unc.edu/early-childhood-environment-rating-scale-ecers-r">http://ers.fpg.unc.edu/early-childhood-environment-rating-scale-ecers-r</a> as part of the system for assessing child outcomes in Program Assessment. (See attached or uploaded) program wide ECRS scale plan of action. We have also tracked 6 years of program progress and identified areas of improvement.</p>
<p>Child Outcomes in Program Self-Assessment Policies and Procedures are currently approved by Policy Council and Tribal Council</p>
<p>BIHS uses the DRDP© (2015-Tech) by the California Department of Education to improve program quality each year. We also base our training, materials, and environmental plans based on the outcomes. We assess our children three times a year. State Preschool requires two times a year. <a href="http://www.desiredresults.us/form_drdp.htm">http://www.desiredresults.us/form_drdp.htm</a></p>
<p>BIHS uses The Devereux Early Childhood Assessment (DECA) a normed assessment of within-child protective factors in preschool children aged two to five. (Social Emotional Screenings) once a year to identify children’s and family’s needs. We use this screening for referrals, parent and teacher trainings, and to purchase materials and supplies to support social emotional growth.</p>
<p>BIHS uses Developmental Indicators for the Assessment of Learning™, Fourth Edition (DIAL™-4) once a year to identify possible developmental delays. DIAL-4 provides standard deviation and percentile cutoff points by chronological age at two-month intervals for total and area scores— Motor, Concepts, Language, Self-Help, and Social Development. We use this screening for referrals, parent and teacher trainings, and to purchase materials and supplies to support social emotional growth.</p>

**Part 1303 Financial and Administrative Requirements**

<p>Source: Self-Assessments, Office of Head Start Federal Reviews, Fiscal Single Audits, Financial reporting, OHS Regulations, Transportation reports and CHP monitoring</p>
<p>All Policies and Procedures related to facilities, materials, transportation, and technology systems are currently approved by Policy Council and Tribal Council</p>
<p>Fiscal Management Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS follows all Tribal Fiscal Policies. Effect Fiscal Policies and Procedures are in place and align with OHS requirements supporting the implementation of quality services to children and families. Required annual single audits are completed. No findings.</p>
<p>BIHS and Fiscal work together daily through communication via (in-person, email, or on phone) to discuss and prepare reports on expenditures and reimbursements, budget and balancing and adjustments, fiscal education, payroll, and single audit preparation and follow-up.</p>
<p>BIHS has policies and procedures in place to protect child records and parents sign permission for who can see their child’s records.</p>
<p>BIHS parents have a right to inspect child records. BIHS has policies and procedure for inspecting children’s files. BIHS parents have a Right to a copy of their child’s record. BIHS will provide a parent, free of charge, an initial copy of child records disclosed to third parties with parental consent and, upon parent request, an initial copy of child records disclosed to third parties, unless the disclosure was for a court that ordered neither the subpoena, its contents, nor the information furnished in response be disclosed. BIHS parents have a Right to inspect written agreements. A parent has the right to review any written agreements with third parties.</p>
<p>BIHS is the only preschool program that provided School bus transportation. BIHS School Bus transportation service is inspected by the California Highway Patrol and Indian Health Service. BIHS is in full compliance with State regulations. Child Safety Check installed. BIHS ensures families receive morning transportation and we outreach to Big Pine and provided transportation services. 1303.74, 1303.75</p>

Additional Notes: