



Self-Assessment Outcome Analysis (2015-2016) &
Program Improvement Planning Tool

2016-2017

Year 2-Ongoing Working Document

Head Start Act Section 642

Powers and Functions of Head Start Agencies [42 U.S.C. 9837]

(c) Program Governance (1) Governing Body (E) Responsibilities

(V) Reviewing and approving all major policies of the agency, including (a a) the annual self-assessment

Core Objectives of Head Start

- ❖ Enhance children's growth and development
- ❖ Strengthen families as the primary nurturers of their children
- ❖ Provide children with educational, health and nutritional services
 - ❖ Link children and families to needed community services
- ❖ Ensure well-managed programs that involve parents in decision-making

- ❖ Findings from self-assessment are reported to the Parent Policy Council, Parent Committees, Bishop Paiute Tribal Council, and Community Partnerships

- ❖ Program Improvement plans are reviewed, discussed and approved by Tribal Council and Parent Policy Council

- ❖ Bishop Tribal Council, BIHS Parent Policy Council, Director, and Program Managers monitor the progress of program improvement plans: long term goals and short term objectives using self-assessment analysis tool

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Continuous Program Improvement Plan

Broad Goal: Program Governance systems include a governance structure, strong communications, and regular reporting that supports shared decision making.
(Program Governance)

Data Source:
**2014-2015; 2015-2016 Self-Assessment Plan
 Governance, Leadership, and Oversight Capacity
 Screener**

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/ Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>BIHS Policy Council Member will receive training in oversight responsibilities in financial and legal matters utilizing T/TA.</p> <p>Completed under Program Governance but needs to remain scheduled during August and September using The National Center on Quality Teaching and Learning</p> <p>a. Policy Council Financial Training (All) b. Continue to work with PC and TC to find resources and financial relief for Early Child Development agency employees to obtain affordable quality programs for their children.</p>	<p>A qualified trainer will be secured to provide P.C. Training early in the program year.</p> <p>Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Program Director</p> <p>Trainings will be reflected in the Director's Timeline.</p> <p>BIHS Attended and Participate in Community Planning Meetings; Admin. Meetings and PC and TC and voice the need for affordable quality Childcare.</p> <p>Seek financial support from OHS, OV CDC, Bishop Tribe</p> <p>Formulate a plan for year round services</p>	<p>A well trained and informed Policy Council Member will assist the Parent Policy Council and the Program Director to review the program budget on a monthly basis for the purpose of making sound program planning decisions related to financial resources and needs. Completed-Continue</p> <p>Documentation Agendas, Minutes, training sign in sheets, Interviews with the policy council Completed-Continue</p> <p>eclkc.ohs.acf.hhs.gov</p> <p>https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/certification</p> <p>https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/fiscal-mang</p> <p>http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mgmt-matters-elearning/mm-fiscal/story.html</p> <p>Year Round Financial Budget and Meeting Minutes</p>	N/A	N/A	<p>Director and Family Advocate, Program Managers Teaching Staff Governing Body: Parent Policy Council and tribal Council</p>	<p>August-September Completed</p> <p>Received Program Governance Training From NCQTL online training</p> <p>All completed except Health and Disabilities Manager and Teaching Staff Introduced but did not complete</p> <p>Continue with BIHS Staff during 2016 August Pre-service training Ongoing</p> <p>June 24, 2016</p>
			80% OHS	20% Tribe	<p>BIHS Director, Tribal CFO Tribal Council Policy Council</p>	

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure that these important infrastructures support program operations: Facilities, Materials, and Equipment, Transportation, and technology systems services.
(Facilities, Materials, Equipment, Transportation, and Technology)

Data Source: **2012-2016 Self-Assessment Plan; EPA regulations, community and parent and staff surveys, 45 day inspection reports; ECERS observations**

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>1. BIHS will continue to research funding to obtain two new buses for the Head Start program and or rent a bus in replacement of the diesel bus due to EPA regulations Completed</p> <p>2015-2016</p> <p>3. Air Conditioner needs replacement to provide healthy environment inside bus during fall and spring.</p> <p>4. Improve communication with parents regarding transportation policies and procedures</p> <p>5. Strengthen classroom management during transition 2016 goal</p> <p>6. Increase health and Safety of classrooms and Health Office by replacing carpet in health office with tile, and replacing classroom carpets with new carpets.</p> <p>7. Increase Outdoor Classroom space by 16,700 square feet for the purpose of physical development and opportunities to increase PFCE.</p> <p>8. Increase parking lot safety. (pedestrian Safety)</p>	<p>1a. Continue to meet with BIHS with Governing body and Fiscal Managers to resources possible resources to obtain a new bus (2) equipped with a Wheel Chair Lift. (ADA Approved) Completed</p> <p>3 a. Bus driver will contact Britt Diesel for quotes.</p> <p>3b. Director submit proposal to Tribal Administration Completed</p> <p>4. a. Combine Transportation Handbook/Parent Handbook and provide copies during enrollment</p> <p>5a. Seek grants that will support the purchase of 4 –I-Pods to download transition play list.</p> <p>6a. Obtain quotes for tiling health office Completed and classrooms from CDD and two other local carpet and tile agencies. Completed</p> <p>6b. Present proposal to governing board for approval and seek grants to support funding for materials Completed</p> <p>6. replace tile Completed and carpet in</p> <p>6.d. Purchase 4 industrial vacuums for each classroom to avoid cross contamination and outbreaks</p> <p>7a. Apply for various outdoor exercise and community garden grants</p> <p>7b. Collaborate with community volunteers to support labor needs.</p>	<p>Bus quotes and emails, Sign-in sheets, agendas, and minutes-Completed</p> <p>2 new buses-50% goal achieved!</p> <p>Forms will have Year to dates with initials indicating the person responsible for updating forms. Ongoing</p> <p>Children and Staff are healthy and comfortable during while be transported in Bus 83.</p> <p>Quotes, Purchase orders, daily bus inspections, and 45 day bus inspection</p> <p>Signed receipts for Parent Handbooks; Signed parent contact forms; and school wide tracking forms. Did not combine, documented discussion during initial orientations and directed parents to the BIHS Tribal Webpage. Communication with transportation services improved. No incidents.</p> <p>CLASS and ECERS observations and teacher and parent interviews regarding classroom management during transitions. Completed-using I pads</p> <p>PO and Approvals; pictures, and Indian Health Survey, Health and Safety Screeners; decrease in Contagious Diseases (Head Lice)</p> <p>CLASS. ECERS, Indian Health Service Survey, Parent and Staff Observations, Classroom scoring</p> <p>Year 1: area clearing, Community Garden; install irrigation; plant grass, and fencing.</p> <p>Parent and Staff interviews and surveys. Observations and data outcomes from safety officers</p>	<p>80%</p> <p>N/A</p> <p>N/A</p> <p>n/a</p>	<p>20%</p> <p>100% BIA</p> <p>N/A</p> <p>100% Edison</p> <p>100% Tribal Contribution</p> <p>100% TIHP PICH and REACH</p> <p>100% TIHP PICH and REACH</p>	<p>Director and Program Managers Governing Body: Parent Policy Council and tribal Council</p> <p>Director and Bus Drivers</p> <p>Director and Bus Drivers</p> <p>Director and teachers</p> <p>Director and Health Manager</p>	<p>Diesel Bus Replaced with Head Start and Non-Federal Match Tribal Funding. 50% goal achieved!</p> <p>Gasoline 1995 Chevrolet Bus to be replaced by 2017</p> <p>May-2015-January 2016</p> <p>June-August 2015 Completed</p> <p>May-2015-January 2016 Completed</p> <p>June 2016</p> <p>June 2015-September 2015</p> <p>June 2015-September 2015 Completed</p> <p>Three Year Project –see five year strategic plan Completed</p>

Bishop Indian Head Start

Program Improvement Plan Year2

<p>9. Install Swings and Slides/shade/usage zones, and Install drinking fountain</p>	<p>7c. When awarded execute schedules events as planned. 8.a. Assign parking lot safety officers (staff) as needed to educate parents, families, and guardians about the dangers to children at themselves of idling in parking lot, speeding, not using review, and not using appropriate child and adult restraints. 8.b. Purchase slow down signs through Edison Grant. Purchase additional Children are playing signs. 8.c. Paint cross walk from blue to yellow. 8d. collaborate with Tribal Police to assist in slowing down speeders in front of the school.</p> <p>9. Meet with Staff and parents and discuss equipment to purchase; 3 bids; PO for awarded PICH grant; purchase equipment.</p> <p>Advertise project for volunteers Invite Father groups.</p> <p>Develop a Plan for completion</p>	<p>Pictures, mid-year and year end reporting</p> <p>Pictures, mid-year and year end reporting</p>	<p>N/A</p> <p>N/A</p>	<p>100% TIHP PICH and REACH</p> <p>100% TIHP PICH and REACH</p>	<p>Director, TIHP, Parent Volunteers</p> <p>Director, TIHP, Parent Volunteers</p>	<p>September 2016 Completed</p> <p>September 2016 In progress</p>
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Continuous Program Improvement Plan

Broad Goal: BIHS will improve recordkeeping and reporting systems to provide information needed to individualize programs for children and families for the purpose of assisting staff in planning and management, and ensure delivery of services.
(Recordkeeping and reporting)

Data Source:
2013-2016 Self-Assessment Plan
Teacher Monthly Reports and Parent In-Kind Reports; T/TA outcomes; Staff Needs Surveys

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
2015-2016 1. Improve In-Kind Reporting to fiscal, governing board, and for future grants 2. Improved BIHS training schedule, events schedule, and program improvement schedules for parents, families, children, staff, and community 3. Improve incoming and outgoing messages from parents, staff, and the community.	1. a- Add In-Kind reporting to Monthly Director Schedule.	Completed year to date in-kind forms for each parent. Completed tracking hours will be reported to the Policy Council and the Governing Completed Director excel sheet will be submitted to Fiscal each month to demonstrate in-kind value. Not yet implemented needs to continue and include all resources of in-kind: Completed in Director Report	N/A	N/A	Director and Management Team and Teachers	2015-2016 completed
	2.a-Utlize Director yearly schedule daily and 5-year strategic plan to set reasonable goals for each month prior to the start of the school year. 2.b-Begin planning the next school year in December of each school year based on prior year's schedule and PFCE interest and needs.	Program Calendars and completed outcomes sections of calendars -calendars were completed prior to next month. Continue Goal				Continue
	3. a- BIHS will use carbon copy message pad and fill receipts out completely effective immediately.	Completed carbon copy message pads, parent staff interviews, review and update of communication policy and procedures.	N/A	N/A	Director and Management Team and Teachers	February 2015 Policy Updates June-August 2015 2015-2016 completed

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure a comprehensive system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury, and promotes positive culturally relevant health behaviors that enhance lifelong well-being. **(Prevention and Early Intervention)**

Data Source:
2014-2015; 2015-2016 Self-Assessment Report- Individual and School Attendance Records CACFP 5 Day and Monthly Reconciliation State Preschool Reimbursement Invoices

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
2015-2016 1. Increase individual average attendance to 85% or better. 2. Ensure health and safety of Facilities and Playground is maintained on a daily basis. 3. Strengthen hand washing routines and monitoring among all classrooms	1a-New and returning parents will meet with Director to review Attendance Policy and Problem Solve any foreseen reasons for low attendance Update Attendance Procedure Communication and Add Tardiness Focus is not excessive absenteeism	Average daily attendance is maintained both by individual students and school wide. School Readiness goals are achieved. State Preschool and USDA food program reaches maximum reimbursement. Continue in 2015-2016 due to the effects on USDA Breakfast reimbursement for Tardiness and Early Pick-up. Improved-Individual, Daily and Monthly Attendance Daily, weekly, and weekly /monthly meal counts; 5 day reconciliation outcomes; Orientation Form; Signed Attendance Policy Agreement	N/A	N/A	Health and Disabilities Manager, Program Director Health and Nutrition Advisory Committee	Average Daily Attendance will remain goal for 2015-2016 completed
	2a. Director will continue to meet with Tribal Maintenance to review checklist daily and communicate verbally or in writing the outcomes of the Facilities and Playground checklist.	Facilities and Maintenance Checklist; and Tribal Maintenance Work orders	N/A	N/A	Program Director and Tribal Maintenance	ongoing
	3a. All teachers will inform parents about morning routine and how they can assist their children with health goals. 3b. All teachers will use parent volunteers to assist children and monitor hand washing procedures from outdoors to indoors and after messy projects. 3c. Health Manager will monitor children for personal care routine progress.	Successful Indian Health Service Reports and ECERS outcomes; Health Manager Observations.	N/A	N/A	Teaching Team and Parents Health Manager	Ongoing
			N/A	N/A		February 2015-May 2016 Ongoing

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure ongoing monitoring systems help assess program operations and necessary steps are taken to meet federal regulations, program goals and objectives, and appropriate interventions are taken in a timely manner. **(Ongoing Monitoring)**

Data Source:
2014-2015; 2015-2016 Self-Assessment Report, Staff Needs Survey.

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
Parents and Families will review classroom lesson plans each week.	Teachers will review the weekly lesson plan with parents and families. Yes-inconsistent cont. Teachers will ask parents to sign the weekly lesson plan after reviewing lesson Yes-inconsistent cont. Teachers and staff will encourage parents to provide feedback. Yes-inconsistent cont.	Parents and Families participation will be indicated with signatures on each lesson plan. Teachers will share parent feedback during case management. Teachers will report weekly as to how many people reviewed their lesson plan.	N/A	N/A	Program Director Teachers State Preschool Trainers	Continue 2016-2017
Teachers will aggregate school readiness data on their own classroom; Summarize data; and formulate a plan for school readiness improvement. Teachers all trained in aggregated data systems.	Teachers will be provided resources such as ECERs and DRDP training and reference books. Yes-inconsistent cont. I-Pad training will be provided to BIHS Staff and how to use the DRDP App. Yes-inconsistent cont.	Training Agendas; outcome reports; staff needs survey	80%	20% T/TA funding	Program Director Teachers State Preschool Trainers	Continue September 2016
2015-2016 1. BIHS will increase family, child, and staff confidentiality.	1a BIHS update photo release form for newsletter and tribal newsletter; educate parents and families on the usage of face book and BIHS. All face book pictures will need written permission from families that feature their child. 1b. Present policy and procedures during enrollment, pre-service, and parent teacher conferences. And announce during special events.	Written Policy and Procedures; completed written permission forms.	N/A	N/A	Program Director Teachers ERSEA and PFCE	Completed in 2015-2016 and continues.

Continuous Program Improvement Plan

Broad Goal: BIHS will ensure Human Resource system provides ongoing professional development to well-qualified staff that supports quality services for children and families within an effective organizational structure. **(Human Resources)**

Data Source:
2014-2015; 2015-2016 Self-Assessment Report and Staff Needs Survey 2014-2015; 2015-2016 CACFP Triennial review; Employee Evaluations

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
2015-2016- 1. New and returning employees; including volunteers will receive policy and procedure training related to OHS, State, Tribal, CACFP, and BIHS prior to assuming position. 2. Improve employee needs and interest outcomes 3. Finalize Job Descriptions with HR Director; Dates of Last approvals New 4. Advertise for Assistant Director (ERSEA and PFCE).	1a. BIHS will complete new employee and volunteer Tribal Employee and BIHS Orientation the first week prior to assuming position. 2a. BIHS will increase the usage of the needs and interest survey to individualize training plans and community resources for staff by brainstorming solutions and advocate these solutions to Admin., PC and TC. Review job descriptions with PC 2014-2015-completed Review job descriptions with TC 2014-2015- As advertising for positions. Ensure all employees sign Job Descriptions 4.a Director met with HR, Fiscal Tribal Council and express need for Asst. Director 4.b Collaborate with HR Director Draft, Review, Discuss and approve new Assistant Manager Job Description	All new teaching staff will have obtained the appropriate teaching permits for their position as required by the State of California. Continue Complete Orientation checklist; 90 evaluations; and employee and volunteer interviews Staff Interest / Needs Surveys Signed Approval Job description and budget, Advertisements, hire paperwork Signed Approval Job description and budget, Advertisements, hire paperwork	N/A 100% T/TA Fund N/A 80%	N/A N/A 20% Tribe and State Contributory	Program Director, HR Director, and BIHS Management BIHS Team; HR Manager Program Director HR Manager BIHS Team; HR Manager	2015-2016 continue Hired 2 Associate Teachers and 1 full time cook Trained 1 additional sub driver/assistant teacher. Completed 2015-2016 In progress-Target Date August 2016 June 2016-August 2016

Continuous Program Improvement Plan

<p>Broad Goals: BIHS will ensure that we maintain our system for measuring child outcomes and use results to plan for continuous program improvement. (Child Outcomes in Self-Assessment)</p>	<p>Data Source: 2014-2015;2015-2016 Self-Assessment Report- And Case Management meeting minutes ECERS, CLASS, DRDP</p>
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Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
<p>Enhance Individualization in lesson plans, School Readiness Goals, and PFCE goals Continue 2016-2017</p>	<p>Teachers will summarize data and plan out activities based on the child's web and parent surveys Continue</p>	<p>Lesson plans and schedules will address child interests, developmental strengths and needs, temperament needs, oral language and early literacy skills, cultural background, and learning styles. Completed and Continue into 2016-2017 Case Management Notes and Observations</p>	N/A	N/A	Teaching Team Director	<p>Completed and Continue into 2016-2017(Teacher Plan for student and parent interest</p>
<p>2015-2016 1.BIHS will train two additional CLASS observers to assist in classroom CLASS observations and coaching</p> <p>2. Improve data analysis knowledge and usage regarding program planning in classroom environment and materials and PFCE activities.</p>	<p>Pre-Service ELD training will include ELD strategies Continue and align with goals to integrate Paiute Language Ongoing ELD reviews will be discussed during staff development days and case management</p> <p>1a. Identify potential candidates for CLASS Observer training and plan out detailed action steps with team. 2.a. Contact OHS T/TA leaders to schedule training for BIHS staff. 2b. Schedule monthly meetings to review program data (child outcomes, PFCE outcomes, CACFP outcomes, transportation outcomes)</p>	<p>CLASS certification cards; CLASS scores</p>	80%	20% State Preschool	<p>Director and Lead Teachers</p>	<p>ELD Goal Completed</p> <p>January 2017</p>

Continuous Program Improvement Plan

Broad Goal: BIHS will provide all children with a safe, nurturing, engaging and secure learning environment, in order to help them gain awareness, skills and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. **(Curriculum and Assessment)**

Data Source:
2014-2015; 2015-2016 Self-Assessment Report
Self evaluations

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
BIHS will develop and strengthen new partnerships with Owens Valley Career Development Center, Tribal Council, Cerro Coso and Online Universities to offer financial assistance for individual education to meet new teaching staff requirements. Completed-Financial Resources Available. Continue to seek University Partners for BA Degrees	The Director will met with the Director of OVCDC, Cerro Coso, Tribal Council, and TERO to create a plan on how to sister with a University to provide assistance to our community in obtaining BA degrees. Continue into 2016-2017 Meeting has yet to take place.	A written plan of Action, meeting notes and contacts on the process of obtaining at least one college that our staff can seek assistance in when planning for their BA degree. Including how to obtain financial assistance and reimbursement of tuition fees. Continue into 2016-2017, Currently 4 Associate Teachers are working on their AA degrees.	N/A	N/A	Program Director Lead Teachers School Readiness Team	July-August 2016 Goal Continued 2 Assistant Teachers advanced to Associate Teacher Permit 1 teacher assistant earned AA degree 1 Teacher earned Teacher Permit 1 Sub Earned an Associate Teacher Permit Director advanced from Site Supervisor to Director Permit

Continuous Program Improvement Plan

Broad Goal: BIHS will support mothers, fathers, and guardians as they identify and meet their goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supporters of children and families of all cultures. **(Family Partnership Building)**

Data Source:
**2014-2015; 2015-2016 Self-Assessment Report-
 State Preschool Plan of Action
 PFCE outcomes
 Family Needs and Interest Assessments
 Parent Surveys**

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
Need Rights and Responsibilities translated 1. Increase Family Partnership building and outreach by cross training Health and Disabilities Manager and Lead Teachers in PFCE process.	Director will use Google Translate and Dual language speakers to translate needed documents into Spanish.	Rights and Responsibilities will be available in Spanish for Families during Enrollment and available online.	N/A	N/A	Family Advocate Program Director	Summer 2016
	1a. Arrange for 1 lead teacher, health, disabilities manage, and Family Advocate to attend a HS University PFCE training. 1b. Collect Family partnership goals and interest as soon as family shares information and begin planning education activities and making connections with partners to provide services to our families. Track progress and challenges. Meet with PFCE team to assess BIHS progress for supporting families monthly. Continue	Staff crossed trained to support FA and minimal disruption of services.	N/A	N/A	Director and Program Managers	July 2015 Completed
		PFCE Data and Outcomes, Parent Surveys, Staff interviews, and certificates of achievements from HS University.				June- 2016 July 31 2017

Bishop Indian Head Start

Program Improvement Plan Year2

<p>New Improve process for - Summarizing and planning for classroom Interest and Cultural activities using the child web Improve process for Summarizing and planning for Parent Interest activities utilizing Parent and Father Involvement Survey Improve process for Summarizing and planning for Parents education utilizing the Parent Partnership and Needs Survey Improve process for Summarizing and Planning Training for Staff based on Staff Needs Survey</p>	<p>classes, regalia day, traditional dancing, traditional arts and crafts). 3.c. Form a Cultural Committee to brainstorm and plan events that strengthen the preservation of Native tradition and language. 4.a. Brainstorm with Parent Committee and staff on strategies to increase parent involvement. Example: Interviews or questionnaires that inquiry what keeps families from getting engaged with their children's school activities.</p> <p>BIHS purchase ChildPlus System BIHS Train in ChildPlus System Year 1 : Begin Data entry and getting familiar with system reports Year 2: Begin transition to Child Plus on all computers. Train Teachers and Support Management Team. Begin using selected reports for PC and TC.</p>	<p>Child Plus Reports from all service areas accumulated daily, weekly, monthly, and annually Reports utilized successfully for OHS review and Annual Fiscal Audit</p>	<p>80%</p>	<p>20% State Preschool</p>	<p>Program Director PFCE/ERSEA Team Health Manager</p>	<p>August 2015- July 31st 2017</p>
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Continuous Program Improvement Plan

Broad Goals: BIHS will ensure collaboration with partners in our communities take place consistently in order to provide the highest quality of services to children and families, to foster a continuum of family centered services and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures. **(Community and Child Care Partnerships)**

Data Source:
2014-2015; 2015-2016 Self-Assessment Report
2015 Community Partnership Survey and PIR
2014-2015;2015-2016 Staff Needs Survey

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
BIHS will develop new partnerships with faith based organizations Continue with RAVE, Salvation Army for 2016-2017 Faith Based Organizations are listed in Parent Resource Handout and online provided by First 5. 1. Increase participation in Parent Education classes provided by First 5, Wild Iris, Rave, WIC, Inyo County School District by hosting at BIHS 2. Increase staff, parent, family, and community awareness of existing services.	Refer families who are need of food, housing, shelter, support, and hospice support for families in life and death situations. Completed but needs to remain an ongoing goal. BIHS will contact faith based organizations, such as Salvation Army for knowledge of trainings and services available for families in need. Continue into 2016-2017 1a. Meet with Preschool Agencies, LEA, and Community Partners quarterly to share needs and interest of our families to strengthen community partnership planning. 1b. Schedule education events that benefit the entire Reservation and Surrounding Community for the purpose of strengthening community services. 2a. Collaborate with Bishop Tribal Social Services to formulate a universal referral form to be used with Community Service Directory. Write policy that involves tracking of referrals between agencies for the purpose of increasing communication between agencies. 2b. Complete training with First 5 "Ages and Stages" and Triple P Training Courses.	Calvary Baptist Church will be utilized for a contact for up-coming trainings. Calvary Baptist Church has offered family and finance training along with other trainings for families. The faith based organization also offered M.O.P.S. Mothers of Pre-Schoolers support group to the BIHS families. In addition, the faith based organization can service as a Hospice contact. MOU, referrals, sign-in sheets, and contact forms will serve as evidence of collaboration between BIHS and faith based organizations. Continue BIHS Director and Management Team will bring back flyers of events, services, and trainings available from faith-based organizations. Continue Family Referrals and tracking Continue Participation signatures and increase in referrals throughout agencies	N/A	N/A	Program Director Program Managers Family Advocate Manager Program Director Program Managers Family Advocate Manager First 5 Director	July 2016 Continue into 2015-2016
			N/A	N/A		May 2016-July 2017

Continuous Program Improvement Plan

Goal/Outcome: BIHS will ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems provide for effective access to the program for children and families.
(Eligibility, Recruitment, Selection, Enrollment, and Attendance and Family Partnership)

Data Source:
2013-2014; 2014-2015; 2015-2016 Self-Assessment Report and Parent and Family Needs Assessment Community Needs Assessment

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
2015-2016 1. Increase parent awareness of the importance of school attendance and being punctual. Increase school-wide average daily attendance by 3-5% each program year. Decrease tardiness and early pick-ups by 50% Completed	1a. During enrollment had out and review with parents the Elementary Attendance Policy and Consequences to families. Review BIHS and State Preschool Policy and trouble shoot and foreseen reason families may not meet requirements to prevent any negative consequences to their children's School Readiness outcomes. Completed	Average daily percentages, individual daily attendance percentages, signed agreements for daily full attendance and participation in SR goals.	N/A	N/A	Program Director. ERSEA Manager	June 2015-May 2016 Completed

Continuous Program Improvement Plan

Broad Goals: BIHS will maintain a comprehensive system of mental health prevention and intervention services for children and families including providing mental health awareness and education to staff and parents. BIHS will design and implement program practices that support each child's mental health, prevent mental health problems, and are responsive to identified concerns.
(Mental Health)

Data Source:
2013-2014; 2014-2015 Self-Assessment Report and Parent and Family Needs Assessment
Daily health and behavior observations
Case Management meetings

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
1.BIHS will strengthen Mental Health Agencies partnerships to increase and maintain consistent services for our enrolled children.	1a. BIHS, IMACA Head Start , State Preschool, and SEPA Director will meet to discuss mental health and behavior challenges within each of our schools. Review current MOU's and make updates. In addition, we will plan quarterly meetings to discuss progress, challenges, and to plan mental health education training for parents and staff. 1b. BIHS will invest in private behavior therapist to conduct parent and staff trainings to support mental health development and prevent mental health issues. 1c. BIHS will also meet with CPS Director to discuss the mental health needs of enrolled foster care children. CPS Director will be seeking approval to allow BIHS teachers to participate in monthly staffing meetings to provide verbal and written documentation on the progress and needs of children participating in Social Services.	Program meetings minutes	80%	20%	Director, Health and Disabilities Manager, Lead Teachers	2015-2016 Completed

Continuous Program Improvement Plan

Broad Goals: BIHS nutrition program will focus on the importance of providing children nourishing food and opportunities to promote intellectual and social development. To advocate the importance of parents' role in their children's nutrition education. BIHS program to include nutrition education to children, parents, and staff; ensure nutrition staff qualifications; address community nutrition problems and identify resources to address problems; and introduce a variety of foods to young children.
(Nutrition-Child Adult Care Food Program)

Data Source:
2014-2015; 2015-2016 Self-Assessment Report
Case Management meetings
CACFP Triennial Review

Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal Funds	Other Sources (cash and non-cash)		
1. Increase the consumption of fresh fruits and vegetables for BIHS children. Completed 2. Strengthen fiscal integrity in the CACFP program. Completed 3. Ensure children identified with milk allergies receive the maximum nutrition benefits from milk substitutes. Completed 4. Strengthen cultural diversity in the CACFP program Continue	1.a. Continue to complete meal production-and increase fruits and vegetables by an extra 4 lbs. and round up to the next pound. Completed 2.a. Update meal time policy and procedure related to start and finish times as it related to allowable claims- completed 3.a. Write a policy as it relates to milk intolerance and CACFP allowable substitute (Lactaid). In practice Continue written goal 4a. Collaborate with Culture Committee and brainstorm how to integrate Paiute cultural foods into menu 5b. Collaborate with Health Advisory to update CACFP/BIHS Mission Statement and provide in Spanish	Health Advisory meetings minutes; menus; monthly CACFP observations, parent and staff interviews		100% USDA CACFP	Director, Health and Disabilities Manager, Lead Teachers Cook	2015-2016 Completed Continue Written Policy Updates 2016-2017