



Self-Assessment Outcome Analysis (2016-2017) &
Program Improvement Planning Tool

2017-2018

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

The Policy Council has received, discussed, and approved the updated Year 2-Ongoing Working Plan on March 22nd 2017 and signed by Chris Garcia, Policy Council Vice-Chairperson.

The Bishop Paiute Tribal Council has received, discussed, and approved the updated Year 2-Ongoing Working Plan on April 13th 2017 and signed by Deston Rogers, Policy Council Chairman.

Bishop Indian Head Start

Program Improvement Plan Year 3

- ❖ 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.

Data Source: **Policy Council Minutes; 2014-2017 Self-Assessment Plans; Governance, Leadership, and Oversight Capacity Screener**

Part 1301 Program Governance sub-section 1301.5 Training

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 Policy Council Member will receive training in oversight responsibilities in financial and legal matters utilizing T/TA.</p> <p>(2) All members of the PC, TC, Fiscal. and Human Resources will be trained on the Updated HS Performance Standards to ensure BIHS remains in compliance.</p> <p>(3) 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>(4) BIHS to provide a year-round service to support the need for childcare.</p>	<p>(1-2) Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Program Director to inform PC and TC of New Requirements. Trainings will be added in the Director's Timeline. Each month the PC will receive an online training on 1 of the showcases located ECLKC.</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, OVDCD, Bishop Tribe</p> <p>Formulate a plan for year-round services</p>	<p>(1) A well trained and informed Policy Council Member will assist the Parent Policy Council and the Program Director to review the program budget monthly for the purpose of making sound program planning decisions related to financial resources and needs.</p> <p>(2) Completed-Continue</p> <p>(1-2) Documentation Agendas, Minutes, training sign in sheets, Interviews with the policy council</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>Trainings will be reflected in the Director's Timeline</p> <p>BIHS Director, Tribal CFO Tribal Council Policy Council</p>	<p>100% PC trained Received Program Governance Training From NCQTL online training</p> <p>PC will be 100% updated by September 2017. Health and Disabilities Manager and Teaching Staff Introduced to Program Governance but did not complete</p> <p>Goal is June 2017</p> <p>Continue with BIHS Will revisit in March 2017 Staff Needs Assessment</p> <p>June 24, 2016 Applied with OHS Received a Denial Letter: stating we did not qualify because we already serving children 1,137 hours. OHS is 1020 hours by 8/21/2021</p>
			80% OHS	20% Tribe		

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.
(Financial and Administrative Requirements) Part 1303-subpart E-Facilities ; subpart F Transportation;

Data Source: **2012-2017 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>(2) Improve communication with parents regarding transportation policies and procedures</p> <p>(3) Increase health and Safety of classrooms by replacing classroom 2008 carpets with new carpets. New for 2017: Replace Front Office Carpet with tile.</p> <p>(5). Increase parking lot safety. (pedestrian Safety)</p> <p>(6) Install Swings and Slides/shade/usage zones, and Install drinking fountain</p>	<p>(1) Continue to meet with BIHS with Governing body and Fiscal Managers to resources possible resources to obtain a second school bus, equipped with a Wheel Chair Lift. (ADA Approved) Completed but no lift.</p> <p>(2). Combine Transportation Handbook/Parent Handbook and provide copies during enrollment New Goal: Updated Transportation Book to align with New Regulations.</p> <p>(3). Schedule project with approved bidder. 3a. Purchase 4 industrial vacuums for each classroom to avoid cross contamination and outbreaks</p> <p>(5). 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. (6).Meet with Staff and parents and discuss equipment to</p>	<p>(1)Bus quotes and emails, Sign-in sheets, agendas, and minutes-Completed 2 new buses-100% goal achieved! Did not apply for wheel chair lift. BIHS will partner with school district if wheel chair is needed.</p> <p>(2)Signed receipts for School Bus training- school wide tracking forms. Did not combine. Documented discussion during initial orientations and revisited mid-year. New updated transportation books by August 2017.</p> <p>(3) PO and Approvals; pictures, and Indian Health Survey, Health and Safety Screeners; decrease in Contagious Diseases (Head Lice)</p> <p>(5) Parent and Staff interviews and surveys. Observations and data outcomes from safety officers and Indian Health Services. Evidence: 10 people trained, slow down signs installed, support letters written to parents regarding idling from Tribal Administrator and Tribal Council chairman. Radio announcements and parent handouts regarding the importance of securing children in appropriate vehicle safety restraints.</p> <p>Pictures, mid-year and year end reporting</p>	80%	20%	Director and Program Managers Governing Body: Parent Policy Council and tribal Council	(1) Diesel Bus Replaced with Head Start and Non-Federal Match Tribal Funding. 100% goal achieved! Gasoline 1995 Chevrolet Bus to be replaced by March 2017
			N/A	N/A	Director and Bus Drivers	(2) August 2017
			N/A	100% Tribal Contribution and or Edison Grant	Director and Health Manager	(3) June 2016 Completed (4) July 2017
			N/A		ERSEA Manager/Assistant Director and Health and Disabilities Manager	January 2017 Completed Ongoing
			N/A	100% TIHP PICH and REACH	Director, TIHP, Parent Volunteers	September 2016 All Completed, except

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<p>(7) All bolts on the new fence to be trimmed down to two threads</p> <p>(8) Redesign first yard to ensure fall zone depths are met by State and Indian Health Service.</p>	<p>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>(7-8) Review Indian Health Service and state findings with Tribal Maintenance, staff and Community Volunteers</p> <ul style="list-style-type: none"> ✓ Work on a design with staff ✓ Sandbox area ✓ Border around climbing equipment. ✓ 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. 	<p>Indian Health Service Report and ECERs State Report</p> <p>Facilities and Maintenance Checklist; and Tribal Maintenance Work orders</p>		<p>100% TIHP PICH</p>	<p>Director and Tribal Maintenance</p>	<p>Install drinking fountain by April 2017.</p> <p>June 2017-design July 2017-plan Ongoing</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 assisting staff in planning and management, and ensure delivery of services.
(Program Operations) Part 1302-subpart J Program Management and Quality Improvement 1302.101 Management Systems

Data Source:
2013-2017 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)		
(1) Improved BIHS training schedule, events schedule, and program improvement schedules for parents, families, children, staff, and community and add all timelines for new performance standards and timelines	(1) Utilize 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.	(1) Program Calendars and completed outcomes sections of calendars -calendars were completed prior to next month. Continue Goal 2) PFCE, ERSEA, Health are already being use. Data reports from Child Plus	N/A	N/A	Director and Management Team and Teachers	By June 2017 for Program Year 2017-2018
			80% \$1,600	20% \$400	Director and Support Team and Teachers	By June 2017 for Program Year 2017-2018
(2) Utilize Child Plus to track school attendance, Teacher Progress notes, observations, and tracking of Parent Teacher Conferences, Health and Disabilities, PFCE and ERSEA	(2) Train each teacher how to log in and track Parent Teacher Conferences; Train front desk how to track attendance each month.					

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. **Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices**

Data Source:
**2014-2017 Self-Assessment Report-
 ECERS 2015-2017**

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 hand washing routines and monitoring among all classrooms	<p>(1) All teachers will inform parents about morning routine and how they can assist their children with health goals. completed 2016</p> <p>All teachers will use parent volunteers to assist children and monitor handwashing procedures from outdoors to indoors and after messy projects. Continue in 2017-2018.</p> <p>Health Manager will monitor children for personal care routine progress.</p> <p>(1) During tooth brushing teachers will designate 1 bathroom for tooth brushing and 1 bathroom for toilet use and handwashing.</p>	<p>Successful Indian Health Service Reports completed 2016 and ECERS outcomes (Scored a 2 out of 7 in all 4 classrooms) See State documentation; Health Manager Observations and documentation.</p>	N/A	N/A	Teaching Team and Parents Health Manager	Mid-March 2017 Ongoing till we reach a 5 or higher in ECERS
			N/A	N/A		

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. **Part 1302-Program Operations Subpart J Program Management and Quality Improvements**

Data Source:
2014-2017 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 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. 2015-2016 1. BIHS will increase family, child, and staff confidentiality.	Teachers will review the weekly lesson plan with parents and families. Teachers will ask parents to sign the weekly lesson plan after reviewing lesson	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 Not Yet Accomplished Continue 2017-2018
	Teachers and staff will encourage parents to provide feedback.	Training Agendas; outcome reports; staff needs survey Teachers started process if utilizing -Pads but need further training.	80%	20% T/TA funding	Program Director Teachers State Preschool Trainers	Continue September 2017
	Teachers will be provided resources such as ECERs and DRDP training and reference books. I-Pad training will be provided to BIHS Staff and how to use the DRDP App. 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 2016-2017

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. **Part 1302-Program Operations Subpart I Human Resource Management; 1302.90 Personnel Policies; 1302.91 Staff Qualifications and competency requirements; 1302.92 Training and professional development; 1302.93 staff health and wellness; 1302.94 Volunteers**

Data Source:
2014-2017 Self-Assessment Report and Staff Needs Survey 2014-2017
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 ongoing (2) All BIHS Teaching team will obtain the next level permit or degree for their position.	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- completed (1) The Director will meet with the Director of OVCDC, Cero Coso, Tribal Council, and TERO to create a plan on how to sister with a University to aid our community in obtaining AA and BA degrees.	All new teaching staff will have obtained the appropriate teaching permits for their position as required by the State of California. Complete Orientation checklist; 90 evaluations; and employee and volunteer interviews Staff Interest / Needs Surveys Signed Approval Job description and budget, Advertisements, hire paperwork 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.	N/A	N/A	Program Director, HR Director, and BIHS Management BIHS Team; HR Manager	Completed 2016-2017 Continue
			100% T/TA Fund	N/A		
			N/A	N/A	BIHS Team; HR Manager	June -August 2017

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<p>4. Advertise for Assistant Director (ERSEA and PFCE). New 5. Advertise for long-term substitute teachers and teachers</p>	<p>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 5. HR request to advertise for sub teachers and aids</p>	<p>Signed Approval Job description and budget, Advertisements, hire paperwork</p>	<p>80%</p>	<p>20% Tribe and State Contributory</p>	<p>BIHS Team; HR Manager</p>	<p>Completed August 2016 Ongoing Advertising</p>
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Continuous Program Improvement Plan

Broad Goals: BIHS will ensure that we maintain our system for measuring child outcomes and use results to plan for continuous program improvement.
Subpart C-Education and Child Development Program Services 1302.31 Teaching and the Learning Environment; 1302.34 Parent and Family Engagement in education and Child development; 1302.36 Tribal language preservation and revitalization

Data Source:
2014-2017 Self-Assessment Report- And Case Management meeting minutes ECERS, CLASS, DRDP,

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) Enhance Individualization in lesson plans, School Readiness Goals, and PFCE goals	(1) Teachers will collect data based on the child's web and parent survey outcomes. Data is collected during the initial home visit.	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. Case Management Notes and Observations	N/A	N/A	Teaching Team Director and ERSEA/PFCE Manager	In progress with Child Plus-Late in the year Continue into 2017-2018 2017-Target End of May-2018 Target End of September
	(2) The Support team will collect the surveys from teachers and enter data in Child Plus by the end of August each year.					
(2) Train two additional CLASS observers to assist in classroom CLASS observations and coaching	(3) The Child Plus Summary Report will be discussed with each teaching team.	CLASS certification cards; CLASS scores	80%	20% State Preschool	Director and Lead Teachers	January 2017-Did not pass certification. Continue January 2018.
	(4) The teaching team will plan activities based on the child's web and parent survey outcomes					
(3) BIHS will integrate efforts with parents,	(1) Contact Grant Specialist to request training in CLASS. Specific for Reliable Certification	Parent Surveys, Feedback, pictures Children will begin to use Tribal Language daily during the school day. Parents will report children	N/A	N/A	Director and Teaching Team	July -September 2017 For Surveys and curriculum framework
	(2) Continue to use State Trainers.					
	(1) BIHS will conduct a parent survey regarding suggestions					

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<p>teachers and the OV CDC Language program to preserve, revitalize, restore and maintain the tribal language of the children enrolled in our program.</p>	<p>and ideas for program planning (language revitalization) by September of each year.</p> <p>(2) Data will be summarized and presented to the Language program to assist in organizing activities based on parent's ideas.</p> <p>(3) Teachers plan monthly curriculum for the year</p> <p>(4) Teachers will utilize language materials provided by Tutuwapi weekly and the Language program</p> <p>(5) BIHS will plan meal time Tribal Language discussions with parents, children and staff.</p> <p>(6) BIHS will plan outdoor Tribal Language activities with parents, children and staff</p> <p>(7) BIHS will work with Elders and Community Members fluent in the Paiute Language to record stories in the language and or record Native American story books in English utilizing Paiute Language to teach vocabulary.</p>	<p>using their Tribal Language more often.</p> <p>Recordings</p> <p>Chart of Paiute Language Curriculum Framework (Examples: Color, Shape, Animal words, and meal time words); Themes: family, animals, seasons; and action words</p>				<p>September 2017 Cultural Activities</p> <p>October 2017 Activities</p> <p>November-December 2017 Recordings</p>
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Continuous Program Improvement Plan

Broad Goal: BIHS will provide all children with a safe, nurturing, engaging and secure learning environment, 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. **Part 1302-Program Operation-Subpart G-Transition Services; 1302.70 Transition from Early Head Start; 1302.71 Transition from Head Start to Kindergarten; 1302.72 Transitions between Programs**

Data Source:
2016-2017 Self-Assessment; transition planning notes

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 update a Transition Activity Plan for BIHS students transitioning to Kindergarten	Review past activities with Teaching Team Utilize the Tier 5 framework for Transitions to Kindergarten to K Activities to draft plan PC and TC receive, review, and approve Present transition plan to Kindergarten Teachers for further discussion and updates each year.	Signatures of approval, agendas, minutes, And pictures of transition activities	N/A	N/A	Director and Lead Teachers	April 2017
BIHS will collaborate a Transition Activity Plan for OV CDC-EHS students transitioning to BIHS	Same as above, except Transition Plan will also be reviewed by OV CDC Board				BIHS Director and Lead Teachers	April 2017

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. **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 Partnerships and coordination with other early childhood education programs**

Data Source:
**2014-2017 Self-Assessment Reports-
 State Preschool Plan of Action
 PFCE outcomes
 Family Needs and Interest Assessments
 Parent Surveys
 2017 Community Assessment
 2015-2016 Survey Monkey Outcomes**

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) Rights and Responsibilities translated into Spanish for Spanish speaking parents.	(1) 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	ERSEA/PFCE Manager Program Director	Summer 2016 Continue Goal July 2017
			N/A	N/A		
(2) BIHS will plan parent activities that specifically meet the interests and needs of our families in a timely manner	(1) Collect Family partnership goals and interest as soon as family shares information	PFCE Data and Outcomes summarized in Child Plus, Parent Surveys, sign in sheets, program calendars and flyers, and parent feedback reports			ERSEA/PFCE Manager Program Director Health and Disabilities Manager	June- 2016 July 31 2017 Continue 2017-2018
	(2) Begin planning education activities and making connections with partners to provide services to our families.					
	(3) Track progress and challenges. Meet with PFCE team to assess BIHS progress for supporting families monthly.					

Continuous Program Improvement Plan

Broad Goals: BIHS will ensure that parents and caregivers are provided opportunities for growth that reflect their needs, desires and input so they become strong partners in education of their children.
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 Partnerships and coordination with other early childhood education programs

Data Source:
2014-2017 Self-Assessment Report- PFCE outcomes
Family Needs and Interest Assessments
Parent Surveys; parent volunteer hours

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 continue to strengthen parent communication regarding staff qualifications; where to report health and safety concerns; and how to increase PFCE (2) Continue to strengthen parent involvement and teamwork in committees, policy and advisory teams. (3) Strengthen Diversity awareness among children, families, and staff.	(1) Provide information in newsletters, parent handbook, webpage, enrollment, and parent teacher conferences. (2) Complete Parent Survey by October 1	BIHS newsletters, webpage, parent contact forms. Parent survey results	N/A	N/A	ERSEA/PFCE Manager Program Director Health and Disabilities Manager BIHS staff and families	September -October 2017
	(1) Brainstorm with Staff and parents how to strengthen parent involvement in committees, policy and advisory teams during initial home visits and during enrollment.	Participation Signatures, Minutes, parent surveys and interviews	N/A	N/A		June-October 2017
	(1) Schedule leadership training workshops for parents and staff. To include a review of Head Start mission and objectives, rights and responsibilities of Head Start Parents, review "Commitment to my Co-Worker Agreement."	Participation Signatures, Minutes, parent surveys and interviews	N/A	N/A		June-2016-May 2018 Continue
	(2) Teachers will utilize child web interviews, parent interest surveys, and parent contacts to gather data about family to plan for special events that celebrate diversity. (Cultural	Participation Signatures, Minutes, parent surveys and interviews	N/A	N/A		May 2016-May 2017

<p>(4) Increase percentages of parents and family's attendance during special events and educational workshops.</p> <p>(5) Continue to improve process for summarizing and planning for classroom Interest and Cultural activities using the child web</p> <p>(6) Continue to improve process for summarizing and planning for Parent Interest activities utilizing Parent and Father Involvement Survey</p> <p>(7) Continue to improve process for summarizing and planning for Parents education utilizing the Parent Partnership and Needs Survey</p> <p>(8) Continue to improve process for summarizing and Planning Training for Staff based on Staff Needs Survey</p>	<p>cooking classes, regalia day, traditional dancing, traditional arts and crafts).</p> <p>(3) Form a Cultural Committee to brainstorm and plan events that strengthen the preservation of Native tradition and language.</p> <p>(1) 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>(1) BIHS purchase Child Plus System Completed</p> <p>(2) BIHS Train in ChildPlus System Completed</p> <p>(3) Year 1 : Begin Data entry and getting familiar with system reports Completed</p> <p>(4) Year 2: Begin transition to Child Plus on all computers. Train Teachers and Support Management Team. In progress with management team.</p> <p>(5) Begin using selected reports for PC and TC. Utilizing Child Plus Summary Reports for PC and TC}</p>	<p>Child Plus Reports from all service areas accumulated daily, weekly, monthly, and annually</p> <p>State Preschool Parent Survey Data system 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 BIHS purchased Child Plus In second year Continue utilizing August 2017 July 31st 2018</p>
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Continuous Program Improvement Plan

Broad Goals: BIHS will ensure collaboration with partners in our communities take place consistently 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.

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 Partnerships and coordination with other early childhood education programs

Data Source:
2014-2017 Self-Assessment Report
2016-17 Community Partnership Survey and PIR
2014-2017 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)		
(1) BIHS will continue to develop new partnerships with faith based organizations and continue to strengthen our partnerships with RAVE and Salvation Army for 2017-2018. (2). Increase staff, parent, family, and community awareness of existing services that meet individual needs of families.	(1)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 2017-2018 (1). Meet with Preschool Agencies, LEA, and Community Partners quarterly to share needs and interest of our families to strengthen community partnership planning. (2). Schedule education events that benefit the entire Reservation and Surrounding Community for strengthening community services. (3). 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	(1)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. BIHS Director and Management Team will bring back flyers of events, services, and trainings available from faith-based organizations. Family Referrals and tracking Increased participation in Parent Education classes provided by First 5, Wild Iris, Rave, WIC, Inyo County School District by hosting at BIHS. 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	The last three years have partnered with Orange Lutheran High School Mission Trip Volunteers (Informal to meet the physical needs of program). Outreached to Faith base to provide temporary shelter, but resources are limited. Continue to work on this goal 2017-2018 Continue into 2017-2018 Referral designed and approved.
			N/A	N/A		

	of increasing communication between agencies. (4). Complete training with First 5 "Ages and Stages" and Triple P Training Courses.				May 2016-July 2017 Unable to attend training will continue in 2017-2018.
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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.
Part 1302-Program Operations Subpart-Eligibility, Recruitment, Selection, Enrollment, and Attendance: 1302.11 Determining community strengths, needs and resources, 1302.12 Determining, verifying, and documenting eligibility, 1302.13 Recruitment of children, 1302.14 Selection process, 1302.15 Enrollment, 1302.16 Attendance, 1302.17 Suspensions and expulsions, 1302.18 fees

Data Source:
2013-2017 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)		
1. Increase individual average attendance to 85% or better for BIHS families. 2. Decrease individual tardiness of BIHS families 3. Update Behavior Plan to include the new regulations 1302.17	(1)-New and returning parents will meet with Director to review Attendance Policy and Problem <u>Solve any foreseen reasons for low attendance and tardiness.</u> completed (1)Update Attendance Procedure Communication and Add Tardiness. completed (1)-Review 1302.17 and draft updated behavior plan (2)-Review Draft 1302.17 Behavior Plan with Staff, Policy Council and Tribal Council (3) Make any suggested changes and submit to Policy Council and Tribal Council for Final Approval. (4) Review Behavior Plan with parents at enrollment and during Initial Home Visit (5) Add Behavior Plan to webpage	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 2016-2017 and 2017-2018 due to the effects on USDA Breakfast and Snack reimbursement for Tardiness and Early Pick-up. Sign of continuous improvement. Same individual families not meeting 85% ADA despite counseling. Daily, weekly, and weekly /monthly meal counts; 5 day reconciliation outcomes; Orientation Form; Signed Attendance Policy Agreement Signature of approval by Policy Council and Tribal Council. Signatures of Input and Training by staff and parents.	N/A	N/A	Health and Disabilities Manager, Program Director Health and Nutrition Advisory Committee	Average Daily Attendance will remain goal for 2016-2017-2017-2018 Ongoing

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.
Part 1302 Program Operations-Subpart D-Health Program Services-1302.45 Child Mental Health and Social and Emotional Well-being.

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 SELPA 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	Continued Goal for 2017-2018

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.

**Part 1302-Program Operations Subpart D-Health Program Services:
1302.44 Child Nutrition**

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. Ensure children identified with milk allergies receive the maximum nutrition benefits from milk substitutes. 2. Strengthen cultural diversity in the CACFP program 3. Collaborate with Health Advisory to update CACFP/BIHS Mission Statement and provide in Paiute and Spanish	(1)Write a policy as it relates to milk intolerance and CACFP allowable substitute (Lactaid). (2)Collaborate with Culture Committee and brainstorm how to integrate Paiute cultural foods into menu (1) Brainstorm with staff and parents what they envision for the nutrition program. (2) Ask open ended questions of our students about nutrition and what it means to eat healthy. (3) Incorporate all answers into a mission statement.	Health Advisory meetings minutes; menus; monthly CACFP observations, parent and staff interviews (No milk allergies in 2016-2017, however policy needs to be written).		100% USDA CACFP	Director, Health and Disabilities Manager, Lead Teachers Cook	(No milk allergies in 2016-2017, however policy needs to be written). Continue Written Policy Updates 2017-2018

