




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, April 27, 2021 9:00 am**  
**Linden Administrative Kaufman Building Offices**  
**123 Kaufman**  
**Linden, Texas**  
**ZOOM Video/Call**


**CALL TO ASSEMBLY**


*Please rise.*

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

**Invocation**

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for March 23, 2021**
6. **Presentations**
  - A. **Policy Council Question** **Bernadette Harris**
7. **Reports**
  - A. **Financial Report** **Shelley Mitchell**
    1. **Head Start Financial Report April 2021**
    2. **Early Head Start Report April 2021**
    3. **Credit Usage Report April 2021**
    4. **CACFP Financial Report April 2021**
  - B. **Head Start Director Report** **Bernadette Harris**
    1. **Head Start Report April 2021**

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**Tuesday, April 27, 2021 9:00 am**  
**Linden Administrative Kaufman Building Offices**  
**123 Kaufman**  
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- 2. **Early Head Start Report April 2021**
- 3. **Head Start PIR April 2021**
- 4. **Early Head Start PIR April 2021**

**C. Executive Director Report**

**Dan Boyd**

**8. Committee Reports**

- A. **Appoint Committee Member(s)**
- B. **Committee Reports**
  - 1. **ERSEA Committee Meeting**

**9. Action Items**

- A. **Discuss and/or Approve Head Start HVAC Replacement – Pittsburg Campus Move \$8,000 from Personnel and Fringe to Equipment Grantee 06CH011282/02**
- B. **Discuss and/or Approve Head Start Partnership Teacher Contract Move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02**
- C. **Discuss and/or Approve Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials**
- D. **Discuss and/or Approve ERSEA Action Items**
  - 1. **Early Head Start Selection Criteria 2021-2022**
  - 2. **Head Start Selection Criteria 2021-2022**
  - 3. **Disability/Mental Health File Checklist**
  - 4. **Disability Child Find Form**
  - 5. **Disability/Mental Health Parent Observation Child Find Form**
  - 6. **Disability Data Intervention Form**
  - 7. **Mental Health Campus Intervention Team Information Form**
  - 8. **Mental Health Child Find Form**
  - 9. **Head Start Transportation Consent Form**
- E. **Discuss and/or Approve CLASS Action Forms**
  - 1. **Early Head Start Infant**
  - 2. **Early Head Start Toddler**
- F. **Discuss and/or Approve 2021-2022 USDA/CACFP Contract**

**10. Discussion Items**

**None**

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, March 23, 2021 9:00 am  
Linden Head Start Management Building - ZOOM  
124 North Main Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21	Feb-21	Mar-21
Chairperson - Cecelia Huff			x	x	x	x	No Meeting due to Inclement Weather	x
Vice Chairperson - Ashley Roberts			x					
Secretary - Marsha Luong			x	x				
Brenda Swisher	Board Liaison/CC	Representative	x	x				
Cecelia Huff	Bowie County	Representative	x	x	x	x		x
Marsha Luong	Atlanta	Representative	x	x				
Whitney Graham(03/23/21)	Atlanta	Representative						x
Audrey Maxie	Atlanta	Alternate			x			
Anita Sullivan	Bloomburg	Representative		x		x		
Courtney Stewart	Bloomburg	Alternate						
Amber White	D/LS	Representative						
Peggy Peters	D/LS	Alternate			x	x		x
Tanesha Jones	Hughes Springs	Representative						
Matthew Bonaparte	Hughes Springs	Alternate						
Ashley Roberts	Naples	Representative	x		x			
Alvita Moore	Naples	Alternate						
Raven Martinez	New Boston	Representative	x	x	x			
Karlisha Bland	New Boston	Alternate						
Gisel Garcia	Pittsburg	Representative		x				x
Jessica Butler 12-8-2020	Pittsburg	Alternate			x			
Charmaine Jones	Texarkana	Representative						
Dneishia Bruce	Texarkana	Alternate						

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Misty Van Hooser, Charlotte Hall and Shelley Mitchell

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 23, 2021 at 9:10 am, on the Zoom Virtual Call.

**2. Recognize New Policy Council Members:**  
Whitney Graham – Atlanta Representative

**3. Establishment of Quorum:**  
Quorum was established with the following Policy Council Members present: Cecelia Huff, Gisel Garcia, Whitney Graham and Peggy Peters.

#### **4. Approval of Agenda:**

Members reviewed the agenda. Whitney Graham moved to accept the agenda with changing the word “update” to “updated” for Action Item 9B. This motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

#### **5. Approval of Minutes from January 26, 2021:**

Whitney Graham moved to accept the minutes of January 26, 2021 meeting as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

#### **6. Presentations:**

##### **A. Policy Council Question**

Bernadette Harris asked the members questions about Self-Assessment. She then explained to the members what Self-Assessment is according to the Head Start Performance Standards.

#### **7. Reports:**

##### **A. Financial Report**

Shelly Mitchell gave the Financial Report as presented.

##### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

##### **C. Executive Directors Report**

Dan Boyd stated that there have been funds allocated to Early Childhood in Washington, but he is unsure how much will be allocated to Head Start.

#### **8. Committee Reports:**

##### **A. Appoint Committee Members**

##### **B. Committee Report**

###### **a. Self-Assessment Committee Report**

Bernadette Harris stated she would review it during the action items.

#### **9. Action Items:**

##### **A. Discuss and/or Approve Self-Assessment Results**

Bernadette Harris reviewed the Self-Assessment Results as presented. She stated that the Program Goal Progress in the report will be updated to match the Program Goal Progress presented in the discussion items. Peggy Peters moved to approve Self-Assessment Results with the updated Program Goal progress. Whitney Graham seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

##### **B. Discuss and/or Approve Updated Cost Allocation Plan**

Bernadette Harris reviewed the Updated Cost Allocation Plan as presented. Peggy Peters moved to approve Updated Cost Allocation Plan as presented. Whitney Graham seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**C. Discuss and/or Approve 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234**

Bernadette Harris reviewed the 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234 as presented. She stated that \$603 from the EHS Personnel Budget will be used with the EHS COLA funding to raise the Base Rate for the current Early Head Start Teachers with a CDA/working on a degree. Peggy Peters moved to approve 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234 as presented. Whitney Graham seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Progress on Head Start Goals**

**1. Head Start Program Goals 2020-2021**

Bridgette Parton reviewed the Program Goals as presented.

**2. Parent, Family and Community Engagement 2020-2021**

Misty Van Hooser reviewed the PFCE Goals as presented.

**3. School Readiness Performance Data**

Bridgette Parton reviewed the School Readiness Goals as presented.

**B. Discuss CLASS Data Winter 2021**

Bridgette Parton reviewed the CLASS Data as presented.

**C. Discuss Detailed Monitoring Results 2021**

Bernadette Harris reviewed the Detailed Monitoring Results as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Peggy Peters moved for Policy Council to go into Executive Session at 10:09 am. Gisel Garcia seconded the motion.

**Discuss new hires, terminations, transfers and employee matters of a confidential nature.**

Peggy Peters made a motion to come back into regular session at 10:12 am. Gisel Garcia seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Peggy Peters to accept new hires, transfers, and terminations as presented. The motion was seconded by Gisel Garcia. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**14. Adjourn:**

A motion to adjourn was made by Peggy Peters at 10:13 am. The motion was seconded by Gisel Garcia.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

## Training Question: April 2021 Meeting

### Question One

What data is evaluated by the ERSEA Committee?

**Answer:** Eligibility Data  
Recruitment Data  
Selection Data  
Enrollment Data  
Attendance Data

### Question Two

What is learned from the ERSEA Committee Meeting?

**Answer:** Is the program serving the children with the greatest need:

- ✓ Analyzing Data from Community Assessment
- ✓ Updating the Selection Criteria
- ✓ Analyzing attendance and enrollment

### Key words:

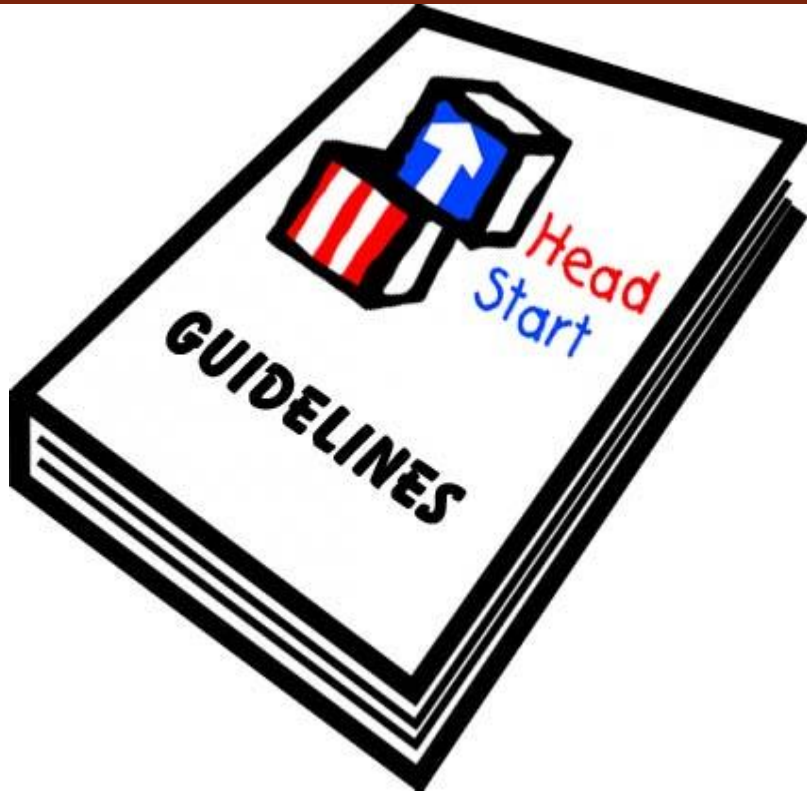
*ERSEA – See Fact Sheet*



# FACTS

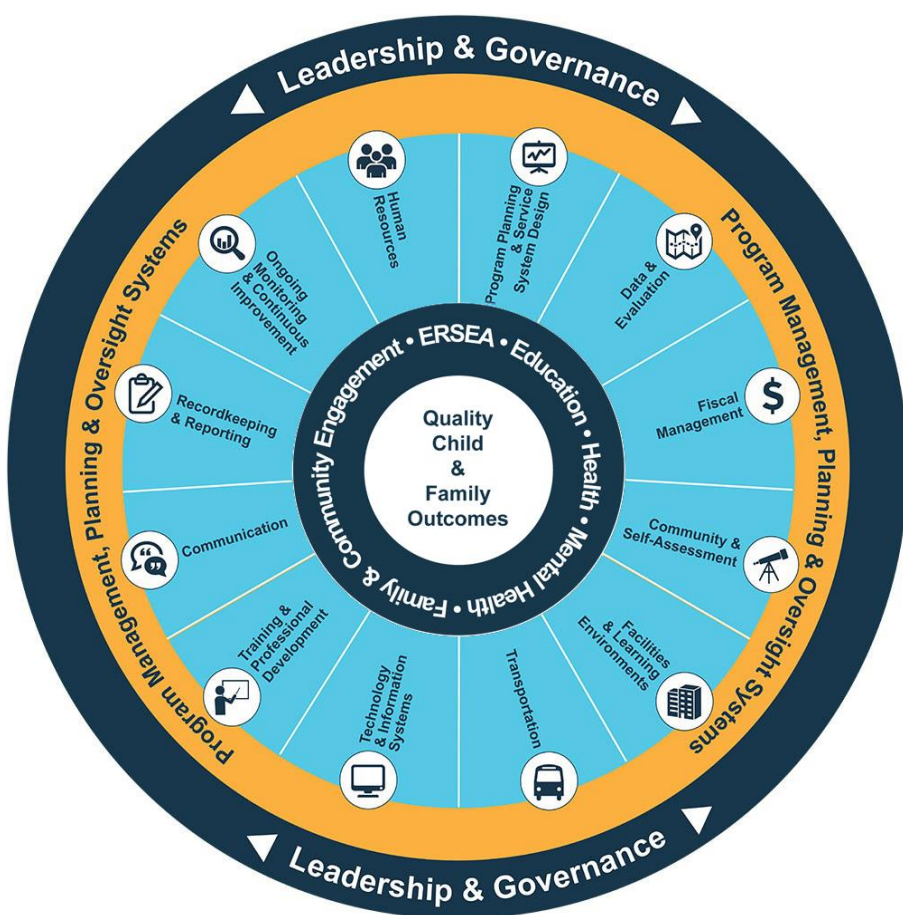
## About Head Start Fiscal Oversight

### WHAT IS ERSEA?



Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) tasks are some of the most important work performed by Head Start programs. ERSEA governs how programs determine eligibility, enroll children, and track attendance. Discover resources to help programs assess the needs of their communities and recruit the children and families most in need. Explore materials and tools to help programs market their services and develop and implement selection criteria. Also, find resources to identify community partners and better address community needs.

### WHAT ARE OTHER HEAD START ERSEA Funct?



#### 1302.14 Selection process.

(a) *Selection criteria.* (1) A program must annually establish selection criteria that weigh the prioritization of selection of [participants](#), based on community needs identified in the community needs assessment as described in §[1302.11\(b\)](#), and including family [income](#), whether the child is homeless, whether the child is in [foster care](#), the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.



# Head Start

## Financial Report for the month of April 2021

(March 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2021</i>							
Personnel	\$2,275,326.00	\$174,818.79	\$652,453.07	\$1,622,872.93	\$189,610.50	\$758,442.00	\$105,988.93
Fringe Benefits	\$568,831.00	\$51,063.49	\$183,386.43	\$385,444.57	\$47,402.58	\$189,610.33	\$6,223.90
Travel (4120)	\$10,000.00	\$65.92	\$65.92	\$9,934.08	\$833.33	\$3,333.33	\$3,267.41
Equipment	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$7,750.00	\$31,000.00	\$31,000.00
Supplies	\$200,250.00	\$2,716.00	\$16,857.53	\$183,392.47	\$16,687.50	\$66,750.00	\$49,892.47
Contractual	\$227,370.00	\$0.00	\$0.00	\$227,370.00	\$18,947.50	\$75,790.00	\$75,790.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,255.53	\$12,243.05	\$18,137.95	\$2,531.75	\$10,127.00	(\$2,116.05)
Other (4122)	\$506,863.00	\$51,849.05	\$196,819.08	\$310,043.92	\$42,238.58	\$168,954.33	(\$27,864.75)
<b>Total</b>	<b>\$3,912,021.00</b>	<b>\$281,768.78</b>	<b>\$1,061,825.08</b>	<b>\$2,850,195.92</b>	<b>\$326,001.75</b>	<b>\$1,304,007.00</b>	<b>\$242,181.92</b>
<b>T&amp;TA</b>	<b>\$40,381.00</b>	<b>\$1,321.45</b>	<b>\$12,308.97</b>	<b>\$28,072.03</b>	<b>\$3,365.08</b>	<b>\$13,460.33</b>	<b>\$1,151.36</b>
<b>Total</b>							<b>\$36,752.16</b>
USDA Reimbursements through February 2021							<b>\$15,797.32</b>
Estimated USDA Reimbursement for March 2021							<b>\$294,731.40</b>
							<b>Resulting (over)/under with USDA</b>

\* Total Over/Under without USDA

**Accruals:**

Actual year end payroll accrual \$70,000.00

\$4.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$150,462.35	\$10,837.26	\$40,839.43	\$12,538.53	\$50,154.12	\$9,314.69
Per Child	\$8,412.95	\$605.95	\$2,283.49	\$701.08	\$2,804.32	\$520.82

<b>IN-KIND (Non-Federal Share)</b>				
Needed	This month	Total	Still need	
\$978,006.00	\$132,799.15	\$526,911.72	\$451,094.28	



# Early Head Start

## Financial Report for the month of April 2021

(March 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$144,990.00	\$8,617.61	\$37,377.49	\$107,612.51	\$12,082.50	\$48,330.00	\$10,952.51
Fringe Benefits	\$36,247.00	\$2,980.68	\$11,031.92	\$25,215.08	\$3,020.58	\$12,082.33	\$1,050.41
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$730.00	\$730.00
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$500.00	\$2,000.00	\$2,000.00
Supplies	\$18,857.00	\$841.97	\$4,184.51	\$14,672.49	\$1,571.42	\$6,285.67	\$2,101.16
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$22.72	\$106.79	\$2,960.21	\$255.58	\$1,022.33	\$915.54
Other (4122)	\$22,453.00	\$1,118.43	\$3,607.38	\$18,845.62	\$1,871.08	\$7,484.33	\$3,876.95
<b>Total</b>	<b>\$233,804.00</b>	<b>\$13,581.41</b>	<b>\$56,308.09</b>	<b>\$177,495.91</b>	<b>\$19,483.67</b>	<b>\$77,934.67</b>	<b>\$21,626.58</b>
T&TA	\$5,257.00	\$22.72	\$106.79	\$5,150.21	\$438.08	\$1,752.33	\$1,645.54
<b>Total</b>							
USDA Reimbursements through February 2021							\$1,726.60
Estimated USDA Reimbursement for March 2021							\$1,490.77
							<u>\$24,843.95</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$5,000.00

\$4.00

<b>Further Analysis</b>	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$116,902.00	\$6,790.71	\$28,154.05	\$9,741.83	\$38,967.33	\$10,813.29
Per Child	\$14,612.75	\$848.84	\$3,519.26	\$1,217.73	\$4,870.92	\$1,351.66

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$58,451.00	\$2,158.37	\$5,314.49	\$53,136.51

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report - April 2021**

Sam's Club

Purchases for			-
Payment due by	Paid on		-
Balance			-

Line of Credit

Program	CSBG A	CSBG Cares
Highest March 2021 Balance	10,800.00	23,900.00
Current balance	11,900.00	33,700.00
Exp pay off date	5/31/2021	6/30/2021

In House Line of Credit

Program	CSBG B	CSBG A	CSBG CARES	Early Head Start
Highest March 2021 Balance	32,915.12	20,720.00	5,000.00	100.00
Current balance	-	20,720.00	5,000.00	100.00
Exp pay off date		6/30/2021	6/30/2021	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

# HEAD START and EHS NUTRITION PROGRAM

*April 2021 Financial Report*

For the month of March 2021

## CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,208.67	43,017.79
Administrative Labor	1,214.66	6,894.52
Food	9,293.02	48,041.07
Supplies & Equipment	740.62	10,963.74
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 17,456.97</u>	<u>\$ 108,917.12</u>

TDHS REVENUE                      17,288.09              81,454.85 (Income Starts October 2020)

# CSNT Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month **March**

CSNT HS Report  
Revised 1/8/21

## Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465/-34	465/-17	465/-18	465/18								
# additional students (partnerships)	0	0	0	0								
% with Special Needs	6%	6%	7%	9%								
ADA Funded Enrolled* (465)	84%	84%	87%	87%								
Enrollment (acutal students)	92%	90%	92%	92%								
Present/ Absent	393/38	391/57	408/39	417/35								
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$978,005 **\$451,094** \$526,911 46% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$ 526,911</b>	\$ 129,455	\$ 132,664	\$ 131,993	\$132,799								

## Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>HS Total 10%</b>	\$ 30,433	\$ 75,492	\$ 128,470	\$ 172,150								
<b>Grant Total 11%</b>	NA	NA	\$ 1,174,169	\$ 1,588,737								

## Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
52,549												
# of service days	16	18	15	22								
# of meals served	5,056	5,960	5,470	7,072								
CACFP Reimbursement	\$ 11,339	\$ 13,264	\$ 12,149	\$ 15,797								

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	102	68	158	237								
# Classrooms Observed	54	31	51	79								
Incomes Verified	10	10	10	10								
# Parents Interviewed	53	0	0	19								
# of Staff interviewed	2	17	12	12								
# Bus Routes Observed	0	0	0	0								
# Staff Files Reviewed	0	6	0	0								
# Community Contacts	38	40	63	40								
# of Findings	24	49	28	32								

## Annual Self-Assessment Findings

Date: **Week of 2/18/2020** Completed **3/10/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	2	3								
# findings corrected	2	2	2	0								
# findings remaining	0	0	0	3								

## Annual Detailed Monitoring Findings

Week of **12/1/2020** Completed **2/8/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	6	6	6								
# findings corrected	7	0	4	4								
# findings remaining	0	6	2	2								

## Program Updates

Enrollment is at full capacity - with COVID restrictions at some locations  
 Preparing for End of Year Activities  
 Starting Round-ups for New School Year



# CSNT Early Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month **March**

CSNT Early HS Report  
Revised 1/8/21

## Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16/-16	16/-2	16/-1	16								
# additional students (partnerships)	NA	NA	NA	NA								
% with Special Needs	NA	14%	14%	19%								
ADA Funded Enrolled* (516)	NA	60%	70%	80%								
Enrollment (acutal students)	NA	80%	80%	92%								
Present/ Absent	NA	14/11	14/11	16/14								
* If below 85% (Why) -	NA	Sickness	Sickness	NA								

## Non-Federal Share

\$0 **(\$5,314)** \$5,314 #DIV/0! Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$	5,314	\$ 1,052	\$ 1,052	\$ 2,158								

## Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 13%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117								
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623								

## Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
3,187												
# of service days	0	9	14	17								
# of meals served	0	295	484	674								
CACFP Reimbursement	\$ -	\$ 654	\$ 1,043	\$ 1,491								

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6								
# Classrooms Observed	NA	1	6	6								
Incomes Verified	NA	14	14	0								
# Parents Interviewed	NA	0	0	1								
# of Staff interviewed	NA	0	0	0								
# Bus Routes Observed	NA	0	NA	NA								
# Staff Files Reviewed	NA	0	0	0								
# Community Contacts	NA	1	0	5								
# of Findings/# Corrected	NA	2	3	0								

## Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 3/8/2021

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	NA	NA	3								
# findings corrected	NA	NA	NA	0								
# findings remaining	NA	NA	NA	3								

## Annual Detailed Monitoring Findings

Week of 2/8/2021 Completed NA

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6								
# findings corrected	NA	0	4	4								
# findings remaining	NA	6	2	2								

## Program Updates

EHS Playground Has Been Installed/Waiting on Fencing  
Preparing for Spring Activities  
Starting Round-ups for New School Year





4/20/21 9:06 AM	<b>9803 - HEAD START PIR Snapshot (Grid)</b>	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)  
 PIR: Head Start 2020-2021  
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	465	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	465	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	465	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	496	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old	8	1.61%
Three Years Old	206	41.53%

Four Years Old	282	56.85%
Five Years Old and Older	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	25	5.04%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	25	5.04%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	154	31.05%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	80	16.13%
Non-Hispanic or Non-Latino Origin	410	82.66%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	3	0.60%
Asian	3	0.60%
Black or African American	221	44.56%
Native Hawaiian or Pacific Islander	1	0.20%
White	134	27.02%
Biracial or Multi-Racial	47	9.48%
Other Race	1	0.20%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	447	90.12%
Spanish	46	9.27%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	3	0.60%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

#### Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	473	95.36%
Children With Health Insurance At End of Enrollment	282	56.85%
Children With A Medical Home At Start of Enrollment	439	88.51%
Children With A Medical Home At End of Enrollment	164	33.06%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	472	95.16%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	293	59.07%
Children with a dental home at start of enrollment	422	85.08%
Children with a dental home at end of enrollment	160	32.26%

#### Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	39	8.78%
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#### Section: n. Family Services (Percentage of Total Families)

Total Number of Families	464	100.00%
Families Who Received at Least One Family Service	404	87.07%

#### Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	22	4.74%
Housing Assistance	1	0.22%
Asset building services (Financial Education)	72	15.52%
Mental Health Services	5	1.08%

Substance Abuse Prevention	3	0.65%
Substance Abuse Treatment	1	0.22%
English as a Second Language (ESL) Training	18	3.88%
Assistance enrolling in Education or Job Training	25	5.39%
Research-Based Parenting Curriculum	351	75.65%
Involvement in their child's screening and assessment results and their child's progress	280	60.34%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	274	59.05%
Education on preventative medical and oral health	388	83.62%
Education on health and developmental consequences of tobacco product use	81	17.46%
Education on Nutrition	300	64.66%
Education on postpartum care (e.g. breastfeeding support)	9	1.94%
Education on relationship/marriage	6	1.29%
Assistance to Families of Incarcerated Individuals	2	0.43%

# 9802 - PIR Performance Indicators (Grid) HEAD START

Number	PIR Performance Indicator	Total	Percentage
Report: PIR Performance Indicators (Grid)			
PIR: Head Start 2020-2021			
Section: Enrollment			
101	Percentage (%) of children enrolled for multiple years	154	31.05%
102	Percentage (%) of children enrolled less than 45 days	15	3.02%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	51	10.28%
Section: Family Services			
141	Percentage (%) of families who received at least one of the family services reported in the PIR	404	81.45%
142	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	25	5.04%
Section: Infant/Toddler Staff (EHS and Migrant/Seasonal infants/toddler staff only)			
161	Percentage (%) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	3	100.00%
Section: Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only)			
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	25	96.15%
152	Percentage (%) of preschool classes in which at least one teacher meets the degree/credential requirements of Section 648A.(3)(B) (AA or higher – ECE/related) that became effective October, 2011	26	100.00%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	25	100.00%
Section: Services to All Children (based on Cumulative Enrollment)			
121	Percentage (%) of children with an IFSP or IEP	38	8.56%

122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule, at end of enrollment year	386	77.82%
123	* Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	46	11.92%
124	** Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	23	50.00%

Section: Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)

111-1	Percentage (%) of children with health insurance, at beginning of enrollment year	473	95.36%
111-2	Percentage (%) of children with health insurance, at end of enrollment year	282	56.85%
112-1	Percentage (%) of children with a medical home, at beginning of enrollment year	439	88.51%
112-2	Percentage (%) of children with a medical home, at end of enrollment year	164	33.06%
113-1	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at beginning of enrollment year	472	95.16%
113-2	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at end of enrollment year	293	59.07%
114-1	Percentage (%) of children with a dental home, at beginning of enrollment year	422	85.08%
114-2	Percentage (%) of children with a dental home, at end of enrollment year	160	32.26%

Section: Services to Preschool Children (based on Cumulative Enrollment)

131	Percentage (%) of preschool children with an IEP for one of the primary disabilities reported in the PIR, that received special education or related services for those disabilities	38	100.00%
132	Percentage (%) of preschool children completing professional dental exams	328	66.13%
133	* Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	31	9.45%
134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	22	70.97%



4/20/21 9:08 AM	<b>9803 - EARLY HEAD START PIR Snapshot (Grid)</b>	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)  
 PIR: Head Start 2020-2021  
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	16	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	16	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	16	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

<p>Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.</p>	19	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Under One Year	3	15.79%
One Year Old	10	52.63%

Two Years Old	6	31.58%
Three Years Old	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	0	0.00%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	0	0.00%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	0	0.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	5	26.32%
Non-Hispanic or Non-Latino Origin	14	73.68%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	13	68.42%
Native Hawaiian or Pacific Islander	0	0.00%
White	1	5.26%
Biracial or Multi-Racial	2	10.53%
Other Race	2	10.53%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	18	94.74%
Spanish	1	5.26%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	0	0.00%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

#### Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	17	89.47%
Children With Health Insurance At End of Enrollment	1	5.26%
Children With A Medical Home At Start of Enrollment	17	89.47%
Children With A Medical Home At End of Enrollment	0	0.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	18	94.74%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	13	68.42%
Children with a dental home at start of enrollment	6	31.58%
Children with a dental home at end of enrollment	0	0.00%

#### Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	2	12.50%
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#### Section: n. Family Services (Percentage of Total Families)

Total Number of Families	15	100.00%
Families Who Received at Least One Family Service	13	86.67%

#### Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%
Mental Health Services	0	0.00%

Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	2	13.33%
Involvement in their child's screening and assessment results and their child's progress	2	13.33%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	86.67%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	80.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

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134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	22	70.97%



**Justification Budget Revision  
Head Start HVAC Unit Replacement – Pittsburg Campus  
Move \$8,000 to Equipment  
Grantee 06CH011282/02**

Date	Description
4/27/2021	CSNT Head Start is requesting approval to amend the PY02 Budget to include moving \$8,000 from Personnel & Fringe to Equipment.
<p>CSNT is replacing one HVAC unit in the main building at the Pittsburg Head Start Campus. This unit heats and cools the kitchen, Campus Director’s Office and the main foyer and hallway. The unit has been repaired many times. It is at the end of its life expectancy and needs to be replaced. The money to replace the unit will be taken from Personnel &amp; Fringe. CSNT will not replace one Accounting Clerk Position in the Finance Office. This position is 49% Head Start. This position has been open since the beginning of the PY02 Grant Year.</p>	

**Justification**  
**Head Start Partnership Teacher Contract**  
**Move \$22,100 to Contractual**  
**Grantee 06CH011282/02**

Date	Description
4/27/2021	CSNT Head Start is requesting approval to amend the PY02 Budget to include moving \$22,100 from Personnel to Contractual

CSNT is entering into a contract with Hughes Springs School District to provide (2) state certified teachers for (2) partnership Pre-K classrooms. Head Start will reimburse HSISD for half of a Head Start Certified Lead Teacher salary for each of these classrooms. These classrooms will adhere to Head Start and State Pre-K regulations. These teachers will be the teacher of record for Head Start and for the School District.

**Justification**  
**Obtaining Early Head Start Lead Teacher Credential**  
**Grantee 06CH011282/02**

Date	Description	
4/27/2021	CSNT Update to Staff Development Policies and Procedures for Early Head Start Lead Teachers without a required credential. Updated Policy Below:	
	<b>Area</b>	<b>Concerns</b>
	Human Resources 1302.91(e)(1)	EHS Lead Teachers will have at a minimum a CDA or similar credential

Staff Development & Training Standard Operating Manual

**Section II.C. Improving Head Start School Readiness Act of 2007:  
Teacher Degree/Certificate Requirements**

2. All CSNT Early Head Start employees holding the position of Lead Teacher will have at least a CDA or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. If there are no candidates for hire with the required credentials, CSNT will hire an employee to work as General Support Staff in the Early Head Start Classroom, while actively seeking an employee with the required credential. The General Support Staff will have one year from the date of employment to obtain the required credential. Once the General Support Staff obtains the required credential, they may be offered the Early Head Start Lead Teacher position. If someone is hired with the required credential at least 90 days prior to the General Support Staff receiving the required credential, the credentialed employee will be hired for the Early Head Start Lead Teacher position. The General Support Staff employee will be moved to another open position if one is available. CSNT Early Head Start Lead Teachers that have a Pre-K CDA will have 12 months to obtain a CDA or comparable credential with emphasis in infants and toddlers.

# Community Services Of Northeast Tex Eligibility Configuration

## EHS Selection Criteria 2021-2022

Applies to:

- Community Services Of Northeast Tex - Early Head Start 2021-2022
- Community Services Of Northeast Tex - Early Head Start 2020-2021

### Automatically assign points based on Income

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Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

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0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if 36 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

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#### SNAPS Medicaid/CHIPS, CCMS, WIC

80 Yes

#### Parental Status

95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

#### Disability

100	Diagnosed Disability with IEP/IFSP
85	Suspected Disability with explanation
0	No Diagnosed Disability

#### Child with sibling enrolled in the Head Start program

70 Yes

#### Open case with CPS

40 Yes

#### Over income with a Disability

100 Yes

#### Homeless, Foster, or Public Assistance

100 Yes

#### ESL

100 Yes

#### Active Military

100 Yes

#### Former Foster Child

100 Yes

#### Teen Parent

40 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### EHS Selection Criteria 2021-2022

#### Other Eligibility Criteria

---

Parent Currently Incarcerated

40      Yes

# Community Services Of Northeast Tex Eligibility Configuration

## Selection Criteria 2021-2022

Applies to:

Community Services Of Northeast Tex - Head Start 2021-2022

### Automatically assign points based on Income

---

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

---

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

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#### Attending and/or attended Early Head Start or ECI

95 Yes

#### SNAPS, Medicaid/CHIPS, CCMS, WIC

80 Yes

#### Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

#### Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

#### Child with sibling enrolled in the program

70 Yes

#### Open case with CPS

40 Yes

#### Over income with a Disability

100 Yes

#### 4 Year old with a disability with an IEP

20 Yes

#### 3 Year old with a disability with an IEP

25 Yes

#### Homeless, Foster, Kinship or Public Assistance

100 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### Selection Criteria 2021-2022

#### Other Eligibility Criteria

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##### ESL

100 Yes

##### Active Military

100 Yes

##### Former Foster Child

100 Yes

##### Three Year old in Naples/New Boston/Pittsburg

40 Yes

##### Parent Under the Age of 23

40 Yes

##### Parent Currently Incarcerated

40 Yes

##### Parent works for ISD

40 Yes



## File Information Checklist

\_\_\_\_\_ (Child's Name)      \_\_\_\_\_ (CP ID #)      \_\_\_\_\_ (Head Start Campus)

\_\_\_\_\_ **Mental Health File**      \_\_\_\_\_ **Special Services File**

\_\_\_\_\_ Entered Program with IEP/IFSP – See ISD paperwork

\_\_\_\_\_ Confidential Sign In

\_\_\_\_\_ Child Find (required in all files)

\_\_\_\_\_ Special Services Only – Referral Packet

\_\_\_\_\_ Notification from ISD / Provider

\_\_\_\_\_ ARD Summary

\_\_\_\_\_ IEP/IFSP

\_\_\_\_\_ ARD Sign in Sheet

\_\_\_\_\_ IFSP

\_\_\_\_\_ MH Provider

\_\_\_\_\_ Outside Agency

\_\_\_\_\_ Progress Notes

\_\_\_\_\_ Other \_\_\_\_\_





# Head Start

"Building partnerships, changing lives"



## Child Find

Student \_\_\_\_\_ Date Of Birth \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 School District: \_\_\_\_\_ County: \_\_\_\_\_

Check services the child is currently receiving or has previously received:

\_\_\_\_ ECI \_\_\_\_ IFSP (If Yes, where) \_\_\_\_\_  
 \_\_\_\_ Special Education (If Yes, where) \_\_\_\_\_

Primary concern or area(s) of delay: \_\_\_\_ Gross or Fine Motor Skills \_\_\_\_ Hearing \_\_\_\_ Vision  
 \_\_\_\_ Speech/Language \_\_\_\_ Significant Health Problems (tubes in ears, asthma, etc.)  
 \_\_\_\_ Other \_\_\_\_\_

### OUTCOME

\_\_\_\_ Did not qualify for service  
 \_\_\_\_ Declined services  
 \_\_\_\_ Referred to Outside Agency for Services \_\_\_\_\_  
 \_\_\_\_ Interventions  
     \_\_\_\_ Team Meeting \_\_\_\_ CIT Forms Completed \_\_\_\_ 10 days  
     \_\_\_\_ Given to ISD / Special Education Department \_\_\_\_\_  
 \_\_\_\_ Enrolled receiving services from ISD / Other Provider \_\_\_\_\_  
     \_\_\_\_ IEP Date \_\_\_\_\_  
     \_\_\_\_ Other: \_\_\_\_\_

I authorize CSNT Head Start to share the following information with the referring practice/agency listed above.

- Eligibility outcome information (eligible/not eligible)
- Evaluation/Assessment results (range of delay for each developmental domain)
- Ongoing Early Intervention Services included on the Individualized Family Service Plan for the purpose of care coordination

I understand that I may withdraw this consent by written request to CSNT Head Start Program. If consent is revoked it does not apply to any actions that occurred before consent was revoked.

I certify that this authorization to release this information has been given freely and voluntarily. Information collected related to early intervention services may not be shared unless the person who consented to sharing this information specifically consents to it and or the sharing information is allowed by law. I understand I have a right to inspect and copy the information to be disclosed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (child's parent or legal guardian)

\*Authorization is effective for a period of 24 months from this date

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_



Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Person Completing the Form: \_\_\_\_\_ Relation to Child: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Please check any behaviors that are a concern (leave boxes blank if there are no concerns).

**1. Attending Behaviors:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Easily distracted | <input type="checkbox"/> Short attention span          | <input type="checkbox"/> Impulsive                            |
| <input type="checkbox"/> Overly active     | <input type="checkbox"/> Difficulty remembering things | <input type="checkbox"/> Needs a lot of attention from adults |

**2. Disruptive Behaviors:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Physically aggressive (hits, pushes, bites, pinches etc.) | <input type="checkbox"/> Verbally abusive (yells, uses inappropriate language) | <input type="checkbox"/> Hurts himself/herself intentionally |
|--|--|--|

**3. Social/Emotional Indicators:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Anxious/nervous   | <input type="checkbox"/> Seems unhappy   | <input type="checkbox"/> Avoids interaction with other children  |
| <input type="checkbox"/> Is easily frustrated  | <input type="checkbox"/> Has difficulty taking turns                                 | <input type="checkbox"/> Becomes upset easily  |
| <input type="checkbox"/> Repeats behaviors over and over (rocking, pacing, spinning) | <input type="checkbox"/> Plays with one toy over and over again for very long period | <input type="checkbox"/> Does not engage in pretend play (feeding the baby doll, talking on the phone, etc.) |
| <input type="checkbox"/> Does not get along with other children                      | <input type="checkbox"/> Has frequent temper tantrums                                | <input type="checkbox"/> Cries frequently  |

**4. Speech/Language:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Does not follow simple directions  | <input type="checkbox"/> Uses gestures more than words to communicate   | <input type="checkbox"/> Has difficulty naming common objects or familiar people   |
| <input type="checkbox"/> Does not engage in conversation  | <input type="checkbox"/> Stutters with sounds ("m, m, m many"), repeats words or phrases or gets "stuck" on words | <input type="checkbox"/> Voice sounds different from other children (raspy, nasal, hoarse, high pitched, too soft, too loud) |
| <input type="checkbox"/> Has difficulty understanding and answering yes-no and wh- questions (who, what, where) | <input type="checkbox"/> Has difficulty understanding what is said to him/her                                     |  |
| <input type="checkbox"/> Speech is not understood by others outside of the family                               |   |  |

**5. Motor Skills:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Appears clumsy or uncoordinated                      | <input type="checkbox"/> Has difficulty holding a thick crayon                     | <input type="checkbox"/> Is unsteady when walking                        |
| <input type="checkbox"/> Has difficulty turning the pages of a cardboard book | <input type="checkbox"/> Has difficulty holding a bottle or cup by himself/herself | <input type="checkbox"/> Frequently drops, spills, or knocks things over |

**6. Self-Help Skills:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cannot feed himself/herself independently                             | <input type="checkbox"/> Has frequent toileting accidents during the day | <input type="checkbox"/> Needs assistance washing/drying hands |
| <input type="checkbox"/> Has difficulty chewing (coughs, chokes, hold/pocket food, over stuff) |  |  |

**7. Sensory Issues:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Is a very picky eater                           | <input type="checkbox"/> Sensitive to touching textures  | <input type="checkbox"/> Does not tolerate large crowds |
| <input type="checkbox"/> Avoids attention or stimuli                     | <input type="checkbox"/> Seeks out attention or stimuli  |   |
| <input type="checkbox"/> Covers ears to loud noises, sensitive to sounds | <input type="checkbox"/> Sensitive to wearing certain clothing (socks, shoes, clothing labels, etc.) |   |

**8. Other:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Has difficulty with changes in routine | <input type="checkbox"/> Frequently wets the bed              | <input type="checkbox"/> Has unusual fears                              |
| <input type="checkbox"/> Has frequent nightmares                | <input type="checkbox"/> Has difficulty learning simple rules | <input type="checkbox"/> Has difficulty self-calming                    |
| <input type="checkbox"/> Walks on tip toes                      | <input type="checkbox"/> Does not respond to name when called | <input type="checkbox"/> Has been asked to leave a preschool or daycare |



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**DISABILITY DATA INTERVENTION FORM**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Reason for Concern:** \_\_\_\_\_

---

**Documentation attached (only as applicable):**

Home Language Survey

Dial-4

ASQ-SE Score Sheet

Attendance

Vision and Hearing Screening

Outside Testing/Documentation/IFSP

Medicaid Card

**Enrolled receiving services**

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mental Health Advocate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**MENTAL HEALTH  
 CAMPUS INTERVENTION TEAM (CIT)  
 INFORMATION**

Name of Student \_\_\_\_\_  M  F Campus \_\_\_\_\_

DOB: \_\_\_\_\_ Teacher \_\_\_\_\_ Room Number \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Cell \_\_\_\_\_  
 Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**I. REVIEW STUDENT HISTORY**

A.  Yes  No Parent(s) are aware of your concern.  
 Date and method Parent's notified: \_\_\_\_\_

B.  Yes  No Student previously received services ECI:  
 If yes when: \_\_\_\_\_

**II. Specific learning or behavior concern:**  
 \_\_\_\_\_

**III.  Yes  No Review screenings (Attach or List scores)**  
 \_\_\_\_\_ Dial – 4  
 \_\_\_\_\_ ASQ-SE

\_\_\_\_\_  
 Signature of Parent/guardian Relationship Date

\_\_\_\_\_  
 Signature of Person Completing Form Position Date



# Head Start

*"Building partnerships, changing lives"*



## Mental Health Child Find

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

School District: \_\_\_\_\_ County: \_\_\_\_\_

Primary concern or area(s) of delay

\_\_\_\_\_ Behavior

\_\_\_\_\_ Other \_\_\_\_\_

### OUTCOME

\_\_\_\_\_ Did not qualify for service

\_\_\_\_\_ Declined services

\_\_\_\_\_ Receiving Outside Services \_\_\_\_\_

\_\_\_\_\_ Receiving Services from Mental Health Provider

I authorize CSNT Head Start to share the following information with the referring practice/agency listed above.

- Eligibility outcome information (eligible/not eligible)
- Evaluation/Assessment results (range of delay for each developmental domain)
- Ongoing Early Intervention Services included on the Individualized Family Service Plan for the purpose of care coordination

I understand that I may withdraw this consent by written request to CSNT Head Start Program. If consent is revoked it does not apply to any actions that occurred before consent was revoked.

I certify that this authorization to release this information has been given freely and voluntarily. Information collected related to early intervention services may not be shared unless the person who consented to sharing this information specifically consents to it and or the sharing information is allowed by law. I understand I have a right to inspect and copy the information to be disclosed.

Signed: \_\_\_\_\_  
(child's parent or legal guardian)

Date: \_\_\_\_\_

\*Authorization is effective for a period of 24 months from this date

Mental Health Advocate: \_\_\_\_\_





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## Head Start Transportation Consent- Pre-K 4 Only

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ Campus: \_\_\_\_\_

**Transportation:**

I give permission for my child to be transported to Hughes Springs ISD, by Head Start or ISD buses, for special events such as school programs, picture day, etc. I understand that my child will be under Texas Education Agency rules and regulations during their time away from the Head Start Campus. I will be notified within 48 hours of my child being transported to the ISD. This consent will remain in effect for the 2021-2022 school year and I can withdrawal my consent at any time during the school year in writing to my Campus Director.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



## EHS CLASS Action Plan-Infants

Staff \_\_\_\_\_

Date \_\_\_\_\_

CLASS \_\_\_\_\_

School/Location #: \_\_\_\_\_

### Relational Climate:

- Relational behaviors
- Emotion expression
- Respect for infants' state
- Lack of adult negativity

### Teacher Sensitivity:

- Awareness and cue detection
- Responsiveness
- Infant comfort

### Facilitated Exploration:

- Involvement
- Infant focused
- Expansion of infants' experience

### Early Language Support

- Teacher talk
- Communication support
- Communication extension

Referral for Practice Based Coach

### Support Provided: (Resources)

CLASS Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_

Date \_\_\_\_\_



Staff \_\_\_\_\_

Campus/Classroom \_\_\_\_\_

<b>Dimensions</b>	<b>Cycle 1</b>	<b>Cycle 2</b>	<b>Cycle 3</b>	<b>Cycle 4</b>
<b>Relational Behaviors</b>				
<b>Emotional Expression</b>				
<b>Respect for Infants' State</b>				
<b>Lack of Adult Negativity</b>				
<b>Awareness and Cue Detection</b>				
<b>Responsiveness</b>				
<b>Infant Comfort</b>				
<b>Involvement</b>				
<b>Infant Focused</b>				
<b>Expansion of Infants' Experience</b>				
<b>Teacher Talk</b>				
<b>Communication Support</b>				
<b>Communication Extension</b>				



## EHS CLASS Action Plan-Toddler

Staff \_\_\_\_\_

Date \_\_\_\_\_

CLASS \_\_\_\_\_

School/Location #: \_\_\_\_\_

### Emotional and Behavioral Support Domain:

- Positive Climate
  
- Negative Climate
  
- Teacher Sensitivity
  
- Regard for Child Perspectives
  
- Behavior Guidance

### Engaged Support for Learning:

- Facilitation of Learning and Development
  
- Quality of Feedback
  
- Language Modeling

Referral for Practice Based Coach

### Support Provided: *(Resources)*

CLASS Signature \_\_\_\_\_ Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff \_\_\_\_\_

Campus/Classroom \_\_\_\_\_

<b>Dimensions</b>	<b>Cycle 1</b>	<b>Cycle 2</b>	<b>Cycle 3</b>	<b>Cycle 4</b>
<b>Positive Climate</b>				
<b>Negative Climate</b>				
<b>Teacher Sensitivity</b>				
<b>Regard for Child Perspectives</b>				
<b>Behavior Guidance</b>				
<b>Facilitation of Learning and Development</b>				
<b>Quality of Feedback</b>				
<b>Language Modeling</b>				