

2023-24 Macomb Community Action Head Start 0-5 Self-Assessment Improvement Plan
Developed during 22-23 Strategic Planning/Self-Assessment sessions

Service Area/ Management System	Identified Areas of Focus	HS 0-5 Staff Responsible	Time Frame	Anticipated Outcome
MCAAB & PC Training	-Explore recording board and PC training meetings to use for training new board members and new parents after initial training takes place.	-Program Managers -PC and MCAAB secretaries	Fall, 2023, ongoing as needed	As board members from MCAAB and PC may change throughout the program year members can be trained and integrated into the board they are elected to.
ERSEA	-Data entry training for ERSEA staff -Online application process reviewed, revised as needed -Full implementation of the Recruitment Plan, post pandemic -Update and train on guidelines for selection criteria	Program Supervisors Program Supervisor assigned Staff, as assigned Program Supervisor. as assigned	Summer, 2023, ongoing as needed Winter/Spring, 2023 Spring/Summer 2023, ongoing Spring/Summer 2023, ongoing	Data entry procedures updated so that errors will be identified more quickly for correction and training. Continuous assessment and updating for ease in applying for HS 0-5 online and in person Program will continue to advance toward full enrollment with a formidable waitlist Selection process will be trained on and implemented
Education & Child Development	-HS- Focus coaching on CLASS Instructional Support -EHS- Coaching focus on adult to child interactions -Develop individualization plans that includes challenging behaviors/staffing plan developed -Health & Safety, Active Supervision training, implementation and coaching plan	6 HS Education Specialists 3 EHS Education Specialists HS Education Specialists, Mental Health staff, classroom staff Program Supervisor, assigned and Education Specialists	August, 2023 preservice training, ongoing August, 2023 preservice training, ongoing Summer, 2023, ongoing Winter/ Spring, 2023	CLASS IS scores will improve by 10% annually EHS adult/child interactions improve by 10% Fully developed plan will be trained on during pre-service and implemented during the 23-24 program year. All classroom staff will be fully trained and observed implementing Active Supervision practices and reviewed monthly at Center Staffings

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Health Services	<p>-Continue to increase family awareness/education regarding age appropriate vaccine schedules in collaboration with the Macomb County Health Department</p> <p>-Team to create/revise a detailed Covid Mitigation policy response plan for future public health emergencies with data from the recent/ongoing pandemic.</p> <p>-Partner with local universities to seek BA&MA level Mental Health interns for increased classroom support.</p> <p>-Continue in person Trauma Smart training and booster sessions, as best practice for classroom teaching staff and support staff</p>	<p>Health Coordinators, health advocates</p> <p>Program Managers, Program Supervisors, Health Coordinators, Health Services Advisory Committee</p> <p>Program Supervisor, Mental Health support staff</p> <p>On staff TS train the trainers, Program Supervisor</p>	<p>Spring/Summer, 2023</p> <p>March 7, 2023, reviewed and updated annually.</p> <p>Summer, 2023, ongoing</p> <p>Spring, 2023, ongoing</p>	<p>Immunizations will be completed on all enrolled children, timely.</p> <p>Developed plan will be ready for review, board approval and full implementation.</p> <p>Established relationships with local colleges and universities to sustain a viable collaboration for securing MH interns</p> <p>Program wide trauma informed care and supervision in all HS FCC homes, EHS centers and HS classrooms</p>
Family & Community Engagement Services	<p>-Continue to strengthen partnerships and relationships with school district homeless liaisons and agencies serving foster families to promote enrollment in Head Start 0-5.</p> <p>-Develop and implement a local resource training for Family Advocates to support family needs and/or those in crisis.</p> <p>-FPA development training for Advocates to assist with family driven goal setting practices.</p> <p>-Internal monitoring system for family outcomes data collection and aggregation.</p>	<p>Family Service Coordinators</p> <p>Program Supervisors, Family Service Coordinators</p> <p>Family Service Coordinators</p> <p>Program Supervisor, Family Service Coordinators</p>	<p>Summer/ Fall, 2023, ongoing</p> <p>Summer, 2023, ongoing</p> <p>Summer, 2023, ongoing</p> <p>Fall, 2023, Winter, 2024, Spring 2024</p>	<p>HS 0-5 families experiencing homelessness will be connected to services including HS 0-5 applications</p> <p>Family Advocates will be trained and familiar with services available in Macomb County for families.</p> <p>Family Advocates will better assist families in identifying practical family goals/steps.</p> <p>FPA, services along with data collection, aggregation, reporting will be more timely</p>

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Disabilities Services	-Continue the ongoing collaboration with MISD services for HS -5 children that are identified suspected or diagnosed disabilities.	Program Supervisor, EHS and HS Disabilities Coordinators	Currently and ongoing	Integrated services will insure that referrals are timely and impactful for intervention services.
	-Strengthen coordination of care with MISD services for 0-3 and 3-5 interventions.	Program Supervisor, EHS and HS Disabilities Coordinators	Currently and ongoing	Relationship with MISD services staff will be timely and have a positive impact on identified children and families.
Transition Services EHS → HS	-EHS to HS -Work with our ChildPlus consultant to establish effective reporting and documentation of all services throughout a child’s time in the program in the database	Program Supervisors, Leisha Bundy, contracted CP consultant	Summer, 2023	A full picture of a child’s time in HS 0-5 can be detailed in a CP report.
Pregnant Women Services	-Focus on referrals for homeless pregnant women who need EHS services immediately	Program Supervisor, Family Service Coordinator	Summer, 2023, ongoing	Homeless pregnant women continue to be prioritized for EHS enrollment.
Human Resources Staff Health & Wellness Performance Evaluations Background Checks Staff Qualifications T/TA trends Volunteers Professional Development	-Recruitment at high school job fairs that include ECE training and CDA certification. -PD goals for classroom staff will be used to develop intentional trainings. Continue with Staff Health and Wellness committee with a focus on the monthly newsletters for staff	Program Supervisor, assigned Program Supervisors, Program Coordinators Program Supervisors, Program Coordinators	Winter/Spring, 2023, ongoing 2023-2024 Professional Development calendar Monthly and ongoing	The program’s targeted recruitment efforts will result in adding high school graduates with an interest in working in HS 0-5 classrooms. There will be correlation between staff training needs and the training timeline. All staff will find resources and be encouraged in self-care practices on a monthly basis through the newsletters.

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Program Management & Quality Improvement	<p>-Continue to establish and maintain intentional, purposeful parent communication program wide</p> <p>Continuation of Active Supervision and appropriate Child Guidance practices continue to be a program-wide FOCUS.</p>	<p>Program Managers, Program Supervisors and all HS 0-5 service areas and classroom staff</p> <p>Program Managers, MCAAB and Policy Council, Program Supervisors, Program Coordinators and all other staff</p>	<p>Summer 2023, ongoing</p> <p>Currently following a CIP and ongoing</p>	<p>Families will be fully informed about the why of each service area and a clear identification of program trainings and services provided.</p> <p>All HS 0-5 children will be supervised and safe in our care at all times.</p>
Fiscal Management	<p>-Classroom space is a concern as SOM GSRP four year old program continues to expand in our service area with nearly 1,000 additional child slots added.</p>	<p>Agency director, Division Director, Program Managers</p>	<p>Spring/Summer, 2023</p>	<p>HS classroom space will be secured for the 23-24 school year.</p>

Policy Council Approval Date: [4/13/2023](#)

Macomb County Action Advisory Board (MCAAB) Approval Date: [5/23/2023](#)