



2020 Self-Assessment Report

Community Action of Eastern Iowa Head Start/Early Head Start

The 2020 Self-Assessment gathers information and evaluates the performance of the Head Start and Early Head Start program systems. From January 2020 through April 2020, data was collected using CLASS assessments, child outcomes, individual observations/coaching, health, dental, and nutrition observations and checklists, center licensing reports, site visits, and discussions and training with Policy Council. The Self-Assessment process is divided into content areas including Program Design and Management, Education and Child Development, Health Services, Family and Community Engagement, and Fiscal Infrastructure.

The Self-Assessment showed program strengths to be the following:

1. A Head Start Trainer position was added to the staffing plan this year to enhance the use of Practice-Based Coaching on goals our staff has identified with the HS Trainer.
2. We maintain effective relationships with many community partners to improve health, oral health, and nutrition services offered by the program, and CAEI is continuously successful in ensuring that all enrolled children have an ongoing source of healthcare and health insurance, including over 99% of all enrolled children in the 2018-2019 program year.
3. In November 2019, CAEI developed a new Family Services Department to strengthen support, resources, and services to families.
4. CAEI directly operates an on-site 24/7 Food Pantry to assist families within the program & local community experiencing food insecurity. Families of infants & toddlers can also access diapers, wipes, and formula as necessary.

A completed Self-Assessment Report was presented for approval by the Policy Council on April 22, 2020, and the Board of Directors on April 23, 2020. In this report, system areas needing some improvement are identified. Recommendations are made in the form of goals and target dates.

A committee of 6 staff has recommended the objectives listed below based on the results of the self-assessment process.

Program Design and Management	Target Date	Standard	Responsible Party
Increase attendance of parent representatives at Policy Council meeting to at least an average of 8 parent representatives at each meeting during 2020-2021.	5/31/2021	1301.3	Head Start Director, Assistant Director
Revise and expand the child guidance procedure to include calling family team meetings, securing mental health services, and incorporating trauma informed approaches throughout the process.	9/30/2020	1302.17,1302.90(c)	Head Start Director, Assistant Director, HS Trainer
Reduce Classroom size in Head Start to 16 by adding an additional Head Start classroom.	9/1/2020	1302.21(b)	Head Start Director

Education/Child Development	Target Date	Standard	Responsible Party
Update the education fidelity checklist to include items required in the classrooms that are not on the current checklist.	9/30/2020	1302.31(b)(1)(ii)	Education Manager, Center managers
Create an onboarding procedure to include the use of mentor teacher, HS trainer, the training center staff, and on-the-job training.	9/1/2020	1302.47(b)(4)	Assistant Director, Education Manager
Health Services	Target Date	Standard	Responsible Party
Increase the number of Head Start children who have completed a lead and hemoglobin screen to 80%	7/31/2020	1302.42(b)(1)(i)	Health and Nutrition Director
Family and Community Engagement	Target Date	Standard	Responsible Party
Create and distribute a parent engagement calendar to promote regularly scheduled activities/events that offer diverse opportunities for families to engage in program services.	8/1/2020	1302.51	Family Services Director
Fiscal Infrastructure	Target Date	Standard	Responsible Party
Increase classroom staffs pay to at least \$16/hour for Teachers and at least \$12/hour for assistants to improve retention and promote quality and continuity of care.	5/31/2021	1302.101(a)(3)	Head Start Director
Triple the amount of funding dedicated to mental health services for the 2020-2021 program year compared to the previous year, to increase mental health services to children and families.	7/31/2020	1302.101(a)(3)	Head Start Director