



## 2021 Self-Assessment Report

### Community Action of Eastern Iowa Head Start/Early Head Start

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The 2021 Self-Assessment gathers information and evaluates the performance of the Head Start and Early Head Start program systems. From January 2021 through March 2021, data was collected through individual observation tools, surveys, assessments, and ChildPlus database reports in each of the six content areas, including Program Design, Management & Quality Improvement, Education and Child Development Services, Health Program Services, Family and Community Engagement Services, Fiscal Infrastructure, and Eligibility, Recruitment, Selection, Enrollment & Attendance. Data collected also included CLASS scores, child outcomes data, coaching observations, center licensing reports, site visits, and Policy Council input.

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

1. CAEI Early Head Start opened two additional classrooms to offer a continuum of care for children ages 2-5. One toddler room was added at Roosevelt. The room opened to in-center care on September 21. An additional infant room was added to our Clinton center and opened to in-center care on September 14.
2. Despite classroom closures due to COVID-19 and the inability to conduct in-person services, the program provided contactless services through virtual learning experiences, at-home education activity kits, monthly family challenges, social media messages, weekly food box distribution, and diaper deliveries to Early Head Start families.
3. All teaching staff completed extensive online training in Conscious Discipline infant, toddler, and pre-K. This training provided in-depth discussions and hands-on scenarios that were specific to teachers' actual class environments.
4. Five Head Start teachers participated in Child Teacher Relationship Training (CTRT) as part of a Cohort agreement with the local Child Abuse Council to enhance teacher capacity and mitigate behavioral challenges using a trauma-informed approach. The second 12-week session will begin in April 2021 and will include Early Head Start toddler teachers.
5. In January 2021, the CAEI Family Services Department created a new position designed to conduct multi-family support services in HS and/or FaDSS.
6. In February 2021, the CAEI Family Services Department was trained and granted access to the Integrated and Referral Intake System (IRIS). This system allows family services staff to make direct referrals for families to area Quad City agencies and provides access to view each step in the referral process.
7. CAEI continues to directly operate an on-site 24/7 Food Pantry to assist families within the program & the local community experiencing food insecurity. Families of infants & toddlers can also access diapers, wipes, and formula as necessary.

Based on the data collected, a committee of 5 staff has made recommendations in the content areas of needed enhancements. These recommendations are made in the form of goals and target dates set to complete.

<b>PROGRAM DESIGN, MANAGEMENT &amp; QUALITY IMPROVEMENT</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Increase attendance of parent representatives at Policy Council meetings to at least an average of 8 parent representatives per meeting.	5/31/2022	1301.3	Head Start Director, Assistant Director
<b>EDUCATION AND CHILD DEVELOPMENT SERVICES</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Revise transition procedure to include well-planned practices that increase parent involvement to bridge transitions from EHS to HS and HS to Kindergarten.	1/1/2022	1302.70-1302.72	Education Disability Manager
<b>HEALTH PROGRAM SERVICES</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Increase dental exam completion rates to 85% for Head Start children.	7/31/2022	1302.42(b)(1)(i)	Health and Nutrition Director
Provide and document a minimum of 250 mental health services contact hours per year to children, families, and staff (training and coaching, therapy)	5/31/2022	1302.45(a)(2)	Head Start Director, Education Disability Manager
<b>FAMILY AND COMMUNITY ENGAGEMENT SERVICES</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Increase Head Start family goal-setting to 75% of enrolled families.	5/31/2022	1302.52	Family Services Director
80% of enrolled families will receive at least one documented referral to needed community service.	5/31/2022	1302.52	Family Services Director
<b>FISCAL INFRASTRUCTURE</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Hire a new CFO, and secure OHS approval.	4/30/2021	1302.91(C)	Executive Director
Increase Teacher pay to at least \$15/hour and Education Assistant pay to \$12.75/hour to improve retention, promote quality, and continuity of care.	8/31/2021	1302.101(a)(3)	Head Start Director
<b>ENROLLMENT, RECRUITMENT, ELIGIBILITY &amp; ATTENDANCE (ERSEA)</b>	<b>TARGET DATE</b>	<b>STANDARD</b>	<b>RESPONSIBLE PARTY</b>
Reach post-pandemic full-funded enrollment.	9/30/2021	1306.16(a)(3)	ERSEA Manager

***The Self-Assessment Report was presented for approval to the Policy Council on March 17, 2021, and the Board of Directors on March 25, 2021.***