



Foothill Family

Rooted in caring since 1926

Early Head Start

ANNUAL REPORT

July 2017 – June 2018



Program Description

The mission of Foothill Family’s Early Head Start (EHS) program is to provide high quality, strength-based, comprehensive child development services that empower caregivers to enrich the lives of children, families and communities. These services consist of education, health, mental health/disabilities, nutrition, family engagement and social support to low-income pregnant women and families with children from 0 to 3 years. Foothill Family EHS operates its home-based program in the cities of Alhambra (91801), El Monte (91731, 91732, 91734), Rosemead (91770), South El Monte (91733), and parts of La Puente (91746). The EHS-Child Care Partnerships Program (Grants 09HP0005 and 09HP000116) offers full day, full year center and family child care-based services in the cities of Baldwin Park, Duarte, La Puente, El Monte, South El Monte, Covina, West Covina, and Azusa. Infants and toddlers can receive services up to 36 months in licensed Center-based programs and 48 months in licensed Family Child Care homes.

Early Head Start utilizes a strengths-based, relationship-focused approach toward school readiness through engaging families as full partners in their child’s learning and development. Child care partners are trained in the research-based *Creative Curriculum: Infants, Toddlers, and Twos. Creative Curriculum*; Home Visitors are certified in the evidence-based *Parents as Teachers* foundation curriculum. Both are aligned with the Head Start Early Learning Outcomes Framework and the California Infant Toddler Learning and Development Foundations. The program supplements the curriculum with a variety of research-based tools and approaches proven most effective with EHS children and families.

This Annual Report captures key program performance indicators during a 12-month period in order to capture fiscal year end data for the Home-Based and Early Head Start-Child Care Partnerships Program.



Enrollment Program Data, July 1st 2017 – June 30th 2018 *(Based on the Program Information Report):*

Grant	EHS-HB** 1 (09CH9174- El Monte, South El Monte, La Puente)	EHS-HB** 2 (09CH9114 – South El Monte, Alhambra, Rosemead)	EHS-CCP*** (09HP0005 – Azusa, Baldwin Park, Covina, Duarte, El Monte and South El Monte, La Puente, and West Covina)	EHS-CCP*** 2 (09HP000116 – Azusa, Baldwin Park, Covina, Duarte, El Monte and South El Monte, La Puente, and West Covina)
Average Monthly Enrollment	98.4%	100%	98%	43.9%*
Cumulative Enrollment	215	83	160	69
Number of Pregnant Women served	12	2	N/A	N/A
Number of Families served	180	72	132	58
% Up-to-Date with Medical Exams	71.4% <i>(State: 72.2%; Nat'l: 72.7%)</i>	75.3% <i>(State: 72.2%; Nat'l: 72.7%)</i>	51% <i>(State: 72.2%; Nat'l: 72.7%)</i>	40.6% <i>(State: 72.2%; Nat'l: 72.7%)</i>
% Up-to-Date with Dental Exams	70.9%	75.3%	48.8%	39.1%

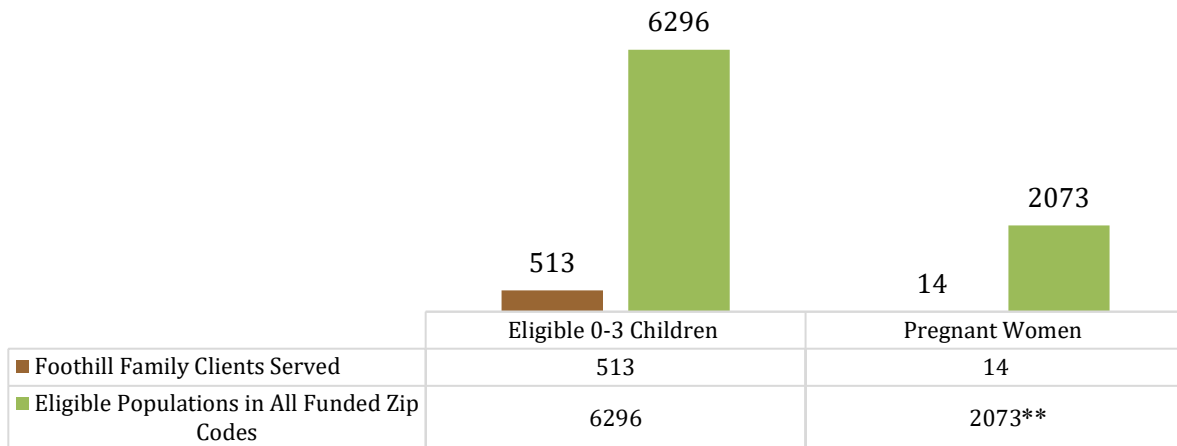
*Grant 09HP000116 was awarded effective 07/01/2018. The program was in start-up phase and began enrolling its first children in November, 2017. We achieved full enrollment in August 2018.

**Home-Based Program

***Child Care Partnership Program

During the 2017-2018 program year, only 8% of eligible children ages 0-3 were served, and 0.7% of eligible pregnant women were served, which speaks to the great need for Early Head Start services in our funded zip codes.

TOTAL NUMBER OF ELIGIBLE 0-3 CHILDREN AND PREGNANT WOMEN SERVED AND IN FUNDED ZIP CODES



*Full 2018 Community Assessment available upon request

**Pregnant women number included is based on the average birth per year to women living below Federal Poverty Line



School Readiness

The Improving Head Start for School Readiness Act of 2007

requires all Head Start and Early Head Start programs to address and strengthen school readiness goals. The Office of Head Start’s definition of school readiness is that “children are ready for school, families are ready to support their children’s learning, and schools are ready for children.” There are five early learning domains: Language and Literacy; Cognition; Approaches to Learning; Physical Health and Motor Development; and Social and Emotional Development. The *Head Start Early Learning Outcomes Framework’s* infant and toddler guidelines align perfectly with the program’s existing school readiness goals, assessment tool, and early education approach.



The home-based program used *The Ounce Scale Developmental Profile* to evaluate children’s progress in each developmental domain. The EHS-CCP program used the *Desired Results Developmental Profile (DRDP)-2015* as its child assessment tool. The following lists our Program School Readiness Goals and key findings from each program option:

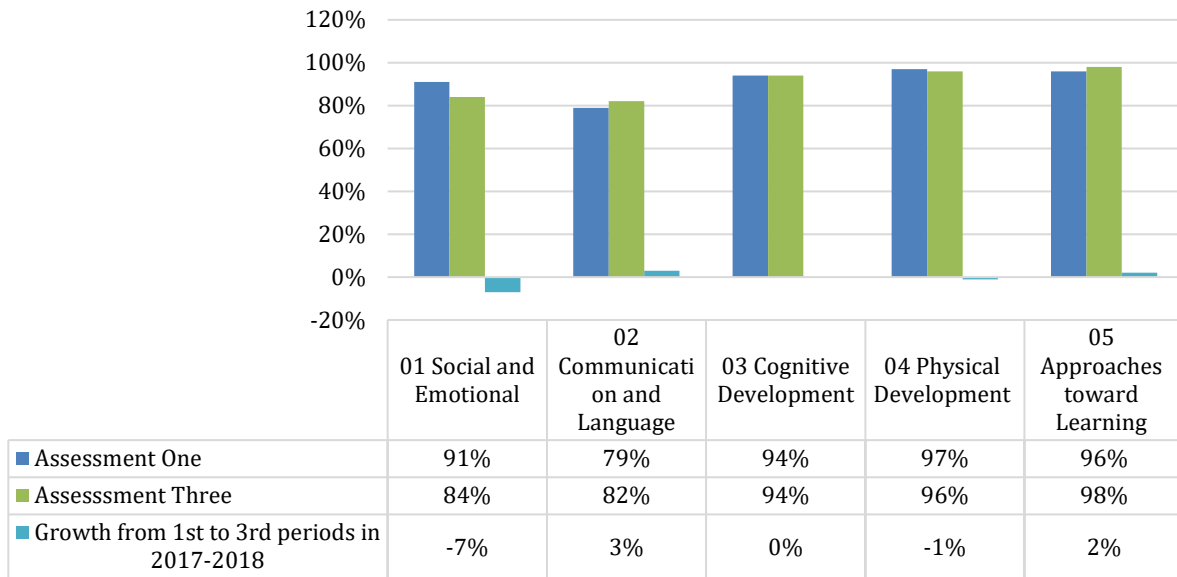
Foothill Family Early Head Start—School Readiness Goals, 2018-2019
<p>Domain: Language Development and Literacy (LLD) Children will demonstrate the ability to initiate communication by using sounds, words and gestures in the context of familiar situations and experiences.</p>
<p>Domain: Social and Emotional Development (SED) Children will demonstrate the ability to regulate their reactions in a variety of settings, such as by expressing needs, wants, and feelings by negotiating solutions and interacting with peers and familiar adults appropriately.</p>
<p>Domain: Approaches to Learning (ATL) Children will display an interest in varied topics and activities, an eagerness to learn, creativity, exploration, and imagination—as evidenced by pretend play and a display of interest in the learning process.</p>
<p>Domain: Cognition and General Knowledge (Cog) Children will demonstrate an understanding of cause/effect relationships by planning, acting, expecting specific results, and understanding the consequences that result from the action in a variety of settings with familiar adults and peers.</p>
<p>Domain: Physical Well-being and Development (PD-HLTH) Children will use, coordinate, and gain control of their heads and bodies with increasing strength, control, and movement. Older children will participate in self-help tasks.</p> <p>Families will display an awareness of healthy eating and physical activity habits and that promote good nutrition and healthy weight.</p>

The Early Head Start – Home-Based Program

Key Findings:

Overall, children have developed as expected as shown in the table below. At the end of Assessment 3, children were above 80% across all five domains. There was an increase in Communication and Language from 79% to 82%.

EHS-Home Based Child Assessment Outcomes

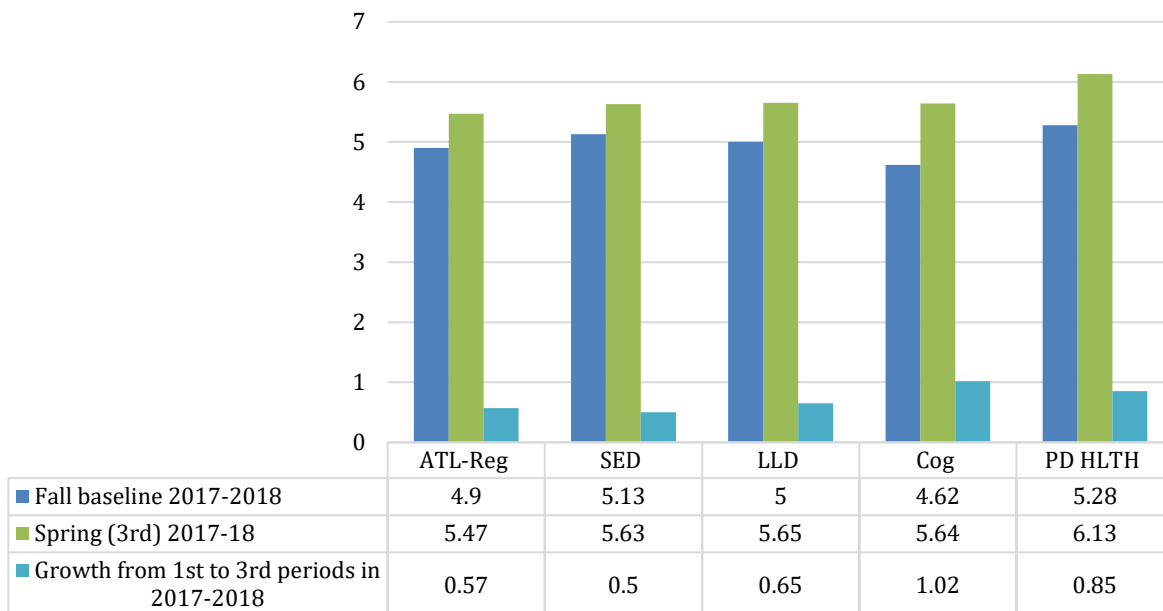


The Early Head Start – Child Care Partnerships Program

Key Findings:

Based on the DRDP Assessments One and Three, there were increases across all five developmental domains. The most significant increase can be seen in Cognitive Development. Measurement of growth was based on average scores at the beginning and end of program year 2017-2018.

EHS-CCP Child Assessment Outcomes



*Assessment ratings were determined from a 0-8 range of scores—1-2 Responding; 3-5 Exploring; 6-8 Building.



Staff Professional Development

Practice-Based Coaching for Home Visitors and Child Care Partners: In alignment with the Head Start Performance Standards, Foothill Family continues to operate a research-based, coordinated coaching strategy utilizing the *Teachers Learning Collaboratively* (TLC) model for intensive one-on-one individualized coaching as well as for group coaching. Various sources of data, including child assessment data for each Home Visitor's caseloads and observations of their home visit and group socialization interactions, are used to develop their professional development plans and coaching needs. Home Visitors participate in group coaching sessions alternating with intensive individual coaching sessions.

In total, 18 of Home Visitors participated in Practice-Based Coaching during the 2017-2018 program year. Two Home-Based Supervisors coached one another's team of Home Visitors, so that staff were not coached by their direct supervisor.

The EHS-CCP program utilizes a similar research-based, coordinated coaching strategy with its 21 Child Care partners. Partner Coaches are responsible for assessing all partners using a variety of tools that identify strengths and challenges in the areas of teacher/child interactions, learning environments, supporting social emotional development, and use of curriculum to fidelity. The data gathered from these tools informs the topics and participant assignment to bi-weekly coaching groups utilizing the *Teachers Learning Collaboratively* (TLC) research-based coaching model. Intensive coaching is provided in a 1 on 1 format.

All 18 child care partners and 3 center-based partners participated in a minimum of bi-weekly coaching sessions following the *Teachers Learning Collaboratively* (TLC) coaching model. The Partner Coaches providing these coaching sessions also each have a professional development plan, in which they are working towards their own individual reflective practice, education, and coaching proficiency goals with the Education Manager.

Foothill Family concluded its innovative partnership with the University of California, Riverside Extension Program, providing Early Childhood Education courses at the Asher-El Monte Site. Partner Staff as well as parents who participated earned credits towards their Child Development Associates (CDA) credential to teach infants and toddlers. In the past two years of this partnership, UCR has offered a total of 12 classes, and has had a total of 45 students enrolled in one or more courses—with a 99% passing rate!

In total, Foothill Family's Early Head Start Program also provided more than 30 trainings of professional development for program staff, which well exceeds the 15-hour Head Start requirement. The program also provided 11 training topics across 19 dates for our Child Care Partners. In order to accommodate child care partners' long working hours, at times trainings were offered twice in a week—once on a weekend and once during an evening. The following are some examples of professional development opportunities provided:

- Child Abuse and Neglect- Mandated Reporting
- Fostering Language Development in Young Children
- High Quality Learning Environments
- Supporting Social and Emotional Development
- Teacher Child Interactions-Assessment and Planning
- Parent and Family Engagement
- Cultural Diversity
- CPR and First Aid Certification
- Working with children with special needs (IFSP/IEP; Autism)
- Reflective Practice
- Intentional Teaching- Planning for Success with Creative Curriculum
- Supporting Children with Challenging Behaviors
- How to Create Healthy Menus
- Environmental Health and Safety-Planning for the Year Ahead

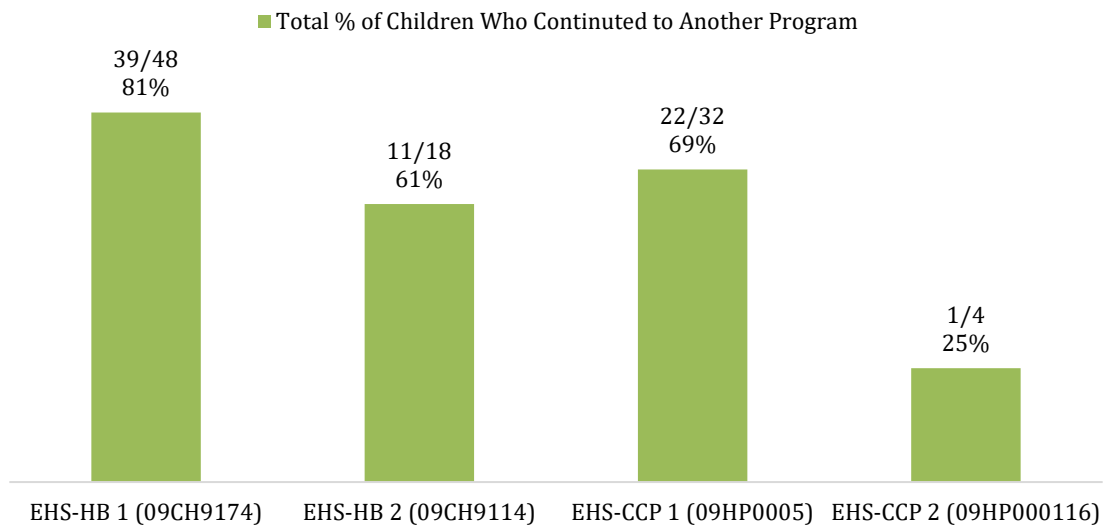


Transitioning Children to Head Start & Services for Children with Disabilities

The program has continued to build and expand upon successful partnerships with Head Start programs and Part C programs in the cities we serve in order to successfully transition children from Early Head Start to Head Start. In June 2018, a joint workshop with other Head Starts was held to inform parents on how to enroll their children into Head Start. Various Foothill Family programs also held resource tables for parents to access their help and understand the services they provide.

The following table details the number of children who successfully transitioned to a Head Start program by grant:

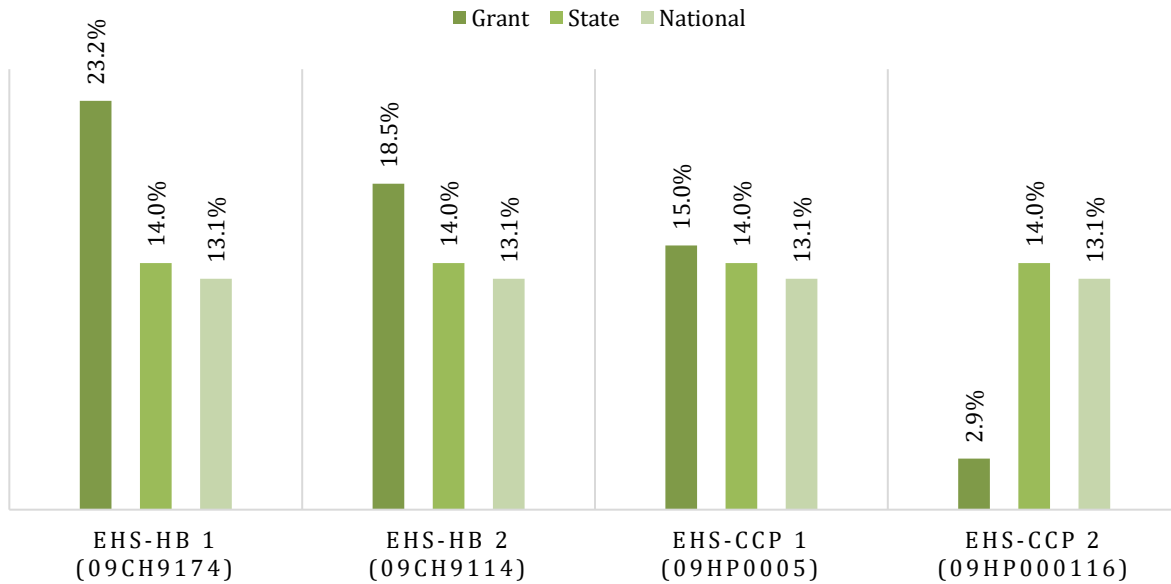
OF THOSE WHO AGED OUT, THE NUMBER OF CHILDREN WHO TRANSITIONED FROM EARLY HEAD START TO HEAD START OR ANOTHER EARLY CHILDHOOD PROGRAM



*Information taken from 2017-2018 PIR. HB- Home Based; CCP- Child Care Partnerships

Recognizing the high number of children with disabilities served and their needs, EHS continued to work closely with the San Gabriel/Pomona Regional Center (SGPRC) and the East Los Angeles Regional Center to coordinate care for EHS families. The program offered trainings to Regional Center staff and vendors on infant mental health topics and regularly attended collaboration meetings at SGPRC. The Agency's First 5 funded *First Connections* Specialist also worked closely with referred EHS clients, providing resources, linkage, and case management to children who scored with concerns on their developmental and behavioral screenings. In total, the program served 87 children with an Individualized Family Service Plan (IFSP) last program year.

% OF CHILDREN WITH DISABILITIES SERVED (GRANT, STATE, NATIONAL)



*Information taken from 2017-2018 PIR



Parent & Family Engagement

Foothill Family EHS believes in the importance of building and maintaining strong partnerships with parents. Parents partner together with Home Visitors during weekly home visits and twice per month group socializations. Family Service Specialists and Partner Coaches work to create a three-way partnership between parents and their child care provider through facilitating parent-teacher conferences, home visits, parent socials, and orientations. Monthly Parent Committee meetings facilitated by parent leaders in partnership with staff provide a forum for families to form connections, learn about topics of their interest, and exercise leadership skills. Leaders elected at the Parent Committee level form the Early Head Start Policy Council, which consists of mostly parents and some community representatives. Parents are given opportunities to participate in research-based parenting education programs throughout the year. The Policy Council is actively engaged in program governance along with the Board of Directors, and is involved in a shared decision making process along with the management staff. During this last program year, the Council successfully expanded its membership from 7 to 15 members, consisting of parent representatives from both home-based and child care partnership programs.





Parent, Family & Community Engagement 2017-2018 Accomplishments:

- ❖ During this past 12-month period, a total of 221 Early Head Start parents and former parents donated over 6,498 hours of volunteer time through completing homework with the children, assisting during group socializations, recruiting for the program, and participating in Policy Council and Parent Committee activities!
- ❖ According to our June 2018 Family Outcomes Survey data, 95% of respondents (221 families) reported that the program was “very helpful” for their children, and 93% stated that the program was “very helpful” for them as parents/caregivers!
- ❖ Across all 4 grants, there were 76 father/father figures who were involved in their child’s Head Start experiences (e.g. home visits, parent-teacher conferences, socializations, family assessment and goal setting, policy council and leadership).
- ❖ Parents on the Policy Council were able to participate in the California Head Start Association (CHSA)’s Parent and Family Engagement Conference in February, 2018 and receive Human Resources and Fiscal Training from the agency’s Executive Team.
- ❖ A focus group of parents provided important feedback on the decision to change the Home-Based Curriculum and Assessment tool. Parents volunteered to participate in a pilot of the *Parents as Teachers* curriculum, to give input on how the material enhanced family engagement.
- ❖ A total of 8 unique parent workshops were given, based on parents’ interest and needs:
 - Managing Child’s Behavior
 - Kids Fitness
 - Healthy Eating
 - Identifying Disabilities and Navigating through Regional Center
 - Financial Stability
 - Identifying Parents as Teachers
 - Oral Health
 - Defining Self-Esteem



Head Start Federal Reviews/Audits

The program did not receive any Head Start Monitoring Reviews during this reporting period. However, on

04/08/2018, the agency received an official notice from the Office of Head Start designating grant 09HP000116 (CCP) as under enrolled, giving the program 12 months to meet full enrollment of 66 children, and 6 months thereafter to showcase our ability to sustain enrollments. The program successfully met full enrollment of 66 children in August 2018, and so far has continued to sustain full enrollment through the second month of September.



Fiscal Data

The total amount of public and private funds received for Early Head Start 1, Grant 09CH9174:

Total HHS funding received through 12/31/2017: \$1,366,836
 Total Non-federal share funding/in-kind support*: \$163,132 required (\$183,910 actual by year-end)
 (Original amount was \$341,709 of which \$178,577 was waived by the Office of Head Start)

** Foothill Family Service's Early Head Start program received \$21,826 in private support through Fundraising in cash donations from individuals and foundations. The program also received \$162,084 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time. Due to lack of community resources, a Non-Federal Share Waiver was approved by OHS for the amount of \$178,577.)*

Budget Category	09CH9174 Actual 2017 (January-December)				09CH9174 Contract Budget 2017			
	Program Operations	Training Technical Assistance	Non-Federal Share	Total	Program Operations	Training Technical Assistance	Non-Federal Share	Total
Personnel	803,499	4,216	129,667	937,383	809,946	14,949	119,215	944,110
Fringe Benefits	200,875	1,054	32,417	234,346	212,852	-	29,804	242,656
Travel	-	6,046	-	6,046	3,227	2,700	-	5,927
Equipment	-	-	-	-	-	-	-	-
Supplies	44,960	-	-	44,960	26,298	1,450	-	27,748
Contractual	30,782	20,722	-	51,505	31,946	12,940	-	44,886
Construction	-	-	-	-	-	-	-	-
Other	128,475	-	21,826	150,301	127,036	-	-	127,036
Total Direct Charges	1,208,592	32,039	183,910	1,424,541	1,211,305	32,039	149,019	1,392,363
Indirect Charges	126,206	-	-	126,206	123,492	-	14,113	137,605
Total	1,334,797	32,039	183,910	1,550,746	1,334,797	32,039	163,132	1,529,968

HHS Funding	1,366,836
Base	1,321,581
T&TA	32,039
Cola	13,216
Non-federal share	341,709
Waiver	(178,577)
Revised non-federal	163,132
Actual NFS	183,910
Inkind	162,084
Fundraising	21,826

The total amount of public and private funds received for Early Head Start 2, Grant 09CH9114:

Total HHS funding received through 12/31/2017: \$642,493
 Total Non-federal share funding/in-kind support*: \$40,208 required (\$57,778 actual by year-end)
 (Original amount was \$160,623 of which \$120,415 was waived by the Office of Head Start)

**Foothill Family Service's Early Head Start program received \$14,892 in private support through Fundraising, which includes cash donations from individuals and foundations. The program also received \$42,886 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time. A Non-Federal Share Waiver was granted due to lack of community resources for the amount of \$120,415.*

Budget Category	09CH9114 Actual 2017 (January-December)				09CH9114 Contract Budget 2017			
	Program Operations	Training Technical Assistance	Non-Federal Share	Total	Program Operations	Training Technical Assistance	Non-Federal Share	Total
Personnel	382,219	2,359	34,309	418,887	379,500	-	27,895	407,395
Fringe Benefits	95,555	590	8,577	104,722	97,925	-	6,974	104,899
Travel	2,416	831		3,246	1,096	3,320		4,416
Equipment	-			-	-	-		-
Supplies	27,857			27,857	16,093	1,100		17,193
Contractual	10,141	11,281		21,422	15,488	10,640		26,128
Construction	-			-	-	-		-
Other	49,155		14,892	64,047	60,517	-		60,517
Total Direct Charges	567,343	15,060	57,778	640,181	570,619	15,060	34,869	620,548
Indirect Charges	60,090			60,090	56,814		5,339	62,153
Total	627,433	15,060	57,778	700,271	627,433	15,060	40,208	682,701

HHS Funding	642,493
Base	621,221
T&TA	15,060
Cola	6,212
Non-federal share	160,623
Waiver	(120,415)
Revised non-federal	40,208
Actual NFS	57,778
Inkind	42,886
Fundraising	14,892

The total amount of public and private funds received for Early Head Start-Child Care Partnerships Grant 09HP0005:

Total HHS funding received through 6/30/2018: \$1,763,793

Total Non-federal share funding/in-kind support*: \$27,204 required (\$59,297 actual by year-end)
 (Original amount was \$440,948 of which \$413,744 was waived by the Office of Head Start)

**Foothill Family Service's Early Head Start-CC program received \$3,658 in private support. Fundraising provided \$3,658 in cash donations from individuals and foundations. The program also received \$55,639 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time. A Non-Federal Share Waiver was granted due to lack of community resources for the amount of \$413,744.*

Budget Category	Actual FY2018				Contract Budget FY2018			
	Program Operations	Training Technical Assistance	Non-Federal Share	Total	Program Operations	Training Technical Assistance	Non-Federal Share	Total
Personnel	476,241	1,349	44,511	522,101	577,702	16,258	19,352	613,312
Fringe Benefits	119,060	337	11,128	130,525	150,780	4,243	4,838	159,861
Travel	40,233	40,181		80,414	-	500		500
Equipment	-			-	-			-
Supplies	43,894			43,894	24,557	50		24,607
Contractual	793,017			793,017	796,526	20,817		817,343
Construction	-			-	-			-
Other	174,858		3,658	178,516	83,231			83,231
Total Direct Charges	1,647,302	41,868	59,297	1,748,466	1,632,796	41,868	24,190	1,698,854
Indirect Charges	74,623			74,623	89,129		3,014	92,143
Total	1,721,925	41,868	59,297	1,823,090	1,721,925	41,868	27,204	1,790,997

HHS Funding	1,763,793
Base	1,704,876
T&TA	41,868
Cola	17,049
Non-federal share	440,948
Waiver	(413,744)
Revised non-federal	27,204
Actual NFS	59,297
Inkind	55,639
Fundraising	3,658

The total amount of public and private funds received for Early Head Start-Child Care Partnerships Grant 09HP000116:

Total HHS funding received through 6/30/2018: **\$1,956,200**
 Total Non-federal share funding/in-kind support*: \$489,050 required; \$495,978 by year-end
 (\$487,050 was waived by the Office of Head Start)

Total HHS funding received through 12/31/2017: **\$1,956,200**
 Total Non-federal share funding/in-kind support*: \$2,000 required (\$6,928 actual by year-end)
 (Original amount was \$489,050 of which \$487,050 was waived by the Office of Head Start)

**Foothill Family Service's Early Head Start-CC 2 program did not receive any non-federal funds through private support. The program did receive \$6,928 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time. A Non-Federal Share Waiver was granted due to lack of community resources for the amount of \$487,050.*

Budget Category	Actual FY2018					Contract Budget FY2018						
	Base	StartUp	Total Program Operations	Training Technical Assistance	Non-Federal Share	Total	Base	StartUp	Total Program Operations	Training Technical Assistance	Non-Federal Share	Total
Personnel	461,091	-	461,091	-	5,543	466,634	614,576	-	614,576	-	1,600	616,176
Fringe Benefits	115,273	-	115,273	-	1,386	116,658	160,404	-	160,404	-	400	160,804
Travel	9,325	-	9,325	64,452	-	73,777	1,689	-	1,689	-	-	1,689
Equipment	-	-	-	-	-	-	-	37,000	37,000	-	-	37,000
Supplies	52,180	114,152	166,332	-	-	166,332	29,268	146,700	175,968	1,500	-	177,468
Contractual	173,760	222,330	396,090	-	-	396,090	268,821	92,300	361,121	6,400	-	367,521
Construction	-	-	-	-	-	-	-	-	-	-	-	-
Other	82,494	440	82,934	-	-	82,934	126,767	322,000	448,767	56,552	-	505,319
Total Direct Charges	894,123	336,922	1,231,045	64,452	6,928	1,302,425	1,201,525	598,000	1,799,525	64,452	2,000	1,865,977
Indirect Charges	72,046	-	72,046	-	-	72,046	92,223	-	92,223	-	-	92,223
Total	966,169	336,922	1,303,090	64,452	6,928	1,374,470	1,293,748	598,000	1,891,748	64,452	2,000	1,958,200

HHS Funding	1,956,200
Base	1,293,748
T&TA	64,452
Start-Up	598,000
Non-federal share	489,050
Waiver	(487,050)
Revised non-federal	2,000
Actual NFS	6,928
Inkind	6,928
Fundraising	-

Results of the most recent financial audit:

The most recent financial audit was completed in December 2017 in accordance with all OMB A-133 rules for annual audits as it applies to non-profit organizations. With unqualified opinion, no findings or questioned costs and no material weaknesses or control deficiencies were identified. The agency is currently in the middle of this year's financial audit, which will be completed by the end of November, 2018. Results will be shared with the agency's Board of Directors and Policy Council.