



# Early Head Start

## Annual Report

January 2013 – December 2013

**Program Description:**

The Foothill Family Service Early Head Start (EHS) program provides comprehensive early childhood development services consisting of high quality educational, health, mental health, nutrition, family services and social support to low-income pregnant women and families with children from 0 to 3 years in the cities of El Monte (91731, 91732, 91734), South El Monte (91733), and parts of La Puente (91746). **On July 1<sup>st</sup>, 2013, the program expanded EHS services into the cities of Alhambra (91801) and Rosemead (91770).**

Foothill Family’s Early Head Start operates the home-based program option. It has adopted a strengths-based, relationship-focused approach towards school readiness through engaging families as full partners in their child’s learning and development. The program utilizes the research-based *Creative Curriculum: Infants, Toddlers, and Twos*. *Creative Curriculum* is aligned with both the Head Start Child Development and Early Learning Framework and the California Infant Toddler Learning and Development Foundations. The program supplements the curriculum with a variety of evidence-based tools and approaches proven most effective with EHS children and families in the home-based model.

**Program Data:**

Grant	Enrollment Status	Cumulative Enrollment	Number of Pregnant Women served	% Up-to-Date with Medical Exams	Current Disabilities %
EHS 1 (09CH9087- El Monte, South El Monte, La Puente)	Fully Enrolled, 120	140	5 enrolled	80%	41%
EHS 2 (09CH9114 – South El Monte, Alhambra, Rosemead)	Fully Enrolled, 47	54	2 enrolled	83%	13%

**School Readiness:**

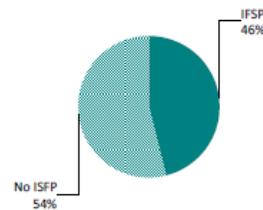
The Improving Head Start for School Readiness Act of 2007 requires all Head Start and Early Head Start programs to address and strengthen school readiness goals. The Office of Head Start’s definition of school readiness is that “children are ready for school, families are ready to support their children’s learning, and schools are ready for children.” There are five early learning domains: Language and Literacy; Cognition and General Knowledge; Approaches to Learning; Physical Well-Being and Motor Development; and Social and Emotional Development.

Foothill Family’s Early Head Start uses *The Ounce Scale Developmental Profile* to evaluate children’s progress in each developmental domain. Data outcomes were evaluated three times in 2013. The following two tables illustrate the most recent results from Assessment Period One of 2013-2014, ending 1/31/2014:

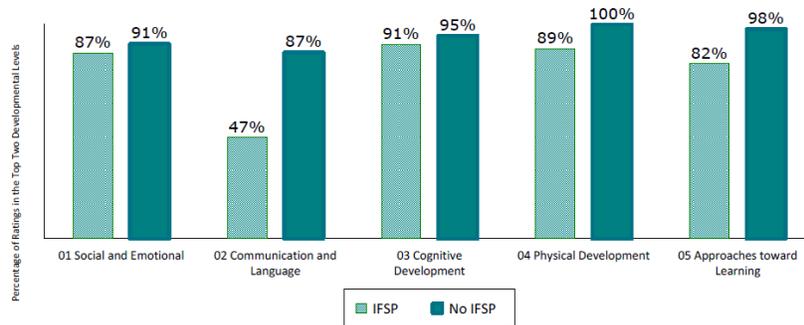
About the Children:

	All	Assessment 1
<b># Unique Children</b>	52	52
<b>Toddlers I 18-24 mod.</b>	14	14
<b>Toddlers II 24-36 mod.</b>	17	17
<b>Toddlers III 36-42 mod.</b>	21	21

% of Children IFSP:



Percentage of Child Ratings "Developing As Expected" by Domain



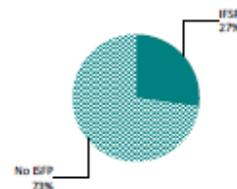
The table above highlights the percentage of **toddlers ages 18-42 months** “developing as expected” who were assessed most recently. Data has been aggregated between those children with an Individualized Family Service Plan (IFSP) and those who do not. Children with an IFSP have a diagnosed disability and are receiving services from the Regional Center. As the graph illustrates, toddlers in the program are generally developing healthily, except for those with disabilities in the area of Communication and Language (47%). It is no surprise that almost every child with an IFSP was experiencing a speech/language delay.

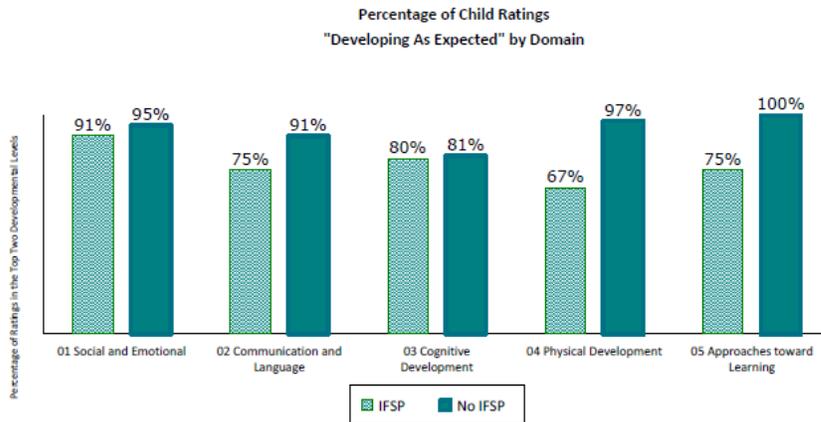
A smaller number of infants, ages 0 to 17 months, were also analyzed:

About the Children:

	All	Assessment 1
<b># Unique Children</b>	22	22
<b>Babies I 0-4 mod.</b>	3	3
<b>Babies II 4-8 mod.</b>	4	4
<b>Babies III 8-12 mod.</b>	6	6
<b>Babies IV 12-18 mod.</b>	9	9

% of Children IFSP:





Again, those infants who do not have a diagnosed disability fare better than those who do, but they are not too far behind!

Foothill Family Service reports School Readiness data to the Early Head Start Policy Council, the Board of Directors, parents, staff, and stakeholders at least three times per year. This data is used to ensure that the program is on target with its School Readiness goals. This data is also one of the key sources of information that guides decision making and determines vital planning priorities, such as the program’s long-term goals, staff and parent training plans, and the budgeting process.

**Staff Professional Development:**

During the 2013 program year, Foothill Family’s Early Head Start successfully implemented its [Mentor Coaching Professional Development Program](#), designed to create and maintain quality home visiting staff. Foothill Family’s EHS Managers customize training modules designed to enhance each Home Visitor’s professional knowledge and skills to support children in meeting their school readiness goals. This rigorous program, involving the use of videotaping, home visit and group socialization observations, intensive trainings, curriculum activity sharing, peer review, and weekly one-on-one and team supervision was identified as innovative by the Office of Head Start, Region IX staff. Two Managers were invited to present the model at the California Head Start Association’s Annual Managers and Director’s Conference in July, 2013. Since then, the program has received calls from Early Head Start programs across the state for consultation on how to implement similar professional development plans for their staff.

**Transitioning Children to Head Start:**

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 February 2013, a joint workshop was held together with four other Head Starts to inform parents on how to enroll their children into Head Start programs in their neighborhoods.

In addition, the Program Manager overseeing Disabilities Services keeps in constant contact with the Regional Center and provides monthly transition reports to each partner Head Start on transitioning children. This ensures that children over 2.5 years of age are connected to their local school district’s Special Education programs as needed. This past year, the program held its first Collaborative Luncheon with the San Gabriel/Pomona Regional Center Early Start Staff at the El Monte South Family Center. Staff from both programs met to exchange information and ideas on how to collaborate more effectively together to support children with disabilities and their families.

The program's expansion into the cities of Alhambra and Rosemead also brought new partnerships with the East Los Angeles Regional Center (ELARC), the Pacific Asian Consortium on Employment (PACE) Head Start Program, and the Garvey School District Head Start Program. Early Head Start is excited to see these new partnerships flourish in 2014!

**Parent and 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. In addition to these components, parent feedback is solicited in planning and organizing parent workshops, events, and volunteer opportunities related to health, development, and parenting. Parent leaders are elected to represent the six (6) EHS parent committees. These leaders serve as delegates on the Early Head Start Policy Council, which consists of mostly parents and some community representatives. 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.

**Highlights of Parent and Family Engagement Activities:**

95 Early Head Start parents spent time volunteering for the program!

The program successfully expanded its Policy Council from four (4) voting members to six (6) voting members.

10 Parent workshops on a variety of parent-driven topics (Mental Health; Parent Education; Health and Nutrition; Child Safety) took place. **All workshops received 100% positive reviews.**

In February 2013, two parents represented the program at the California Head Start Association Annual Parent and Family Engagement Conference in San Diego, California.

In April 2013, parents actively participated in the decision making process to select a new curriculum for the program that was more fitting to the dual language needs of the children.

On 06/29/2013, the Program held its Annual Fathers and Families Fair. A total of 270 adults and children attended the event, with an overwhelming number of fathers, community support through volunteerism, and activities during the event to support language and literacy development in the home.

On 12/14/2013, the Walt Disney Company sponsored a special "Developmental Fun" event for all the EHS group socializations to celebrate families and child development through music and movement; family portraits, and free children's books for every child who attended. A total of 305 parents and children attended the event!



**Head Start  
Federal Review,  
12/15/13 to  
12/19/2013**

EHS Grant CH9087 (*El Monte, South El Monte, La Puente- 120 slots*) had its Head Start Triennial Review. This is the program's 2<sup>nd</sup> federal review. The agency received notice about 5 weeks ahead of time to prepare for the team of five (5) reviewers who conducted a comprehensive review of the program's strengths and compliance, as measured by the Office of Head Start (OHS) 2014 Monitoring Protocol. The following are some highlights from the review:

1. Reviewers looked at 49 child files—almost 50% of currently enrolled clients.
2. The Child Development and Education (CDE) Reviewer conducted 9 home visit observations over the course of 2 days.
3. All staff and 4 parents were interviewed about the EHS services provided.
4. The Fiscal Reviewer reviewed financial documents over the course of 3 days.
5. Board members and the Policy Council participated in extensive interviews about the Board and Policy Council's involvement.

**Program Strengths:**

1. The Review Team commended Foothill Family's EHS home-based program as one of "the best in the nation!"
2. The program's practice-based coaching program (Mentor/Coaching program) was considered by the team as an innovative practice among Early Head Start programs across the country.
3. The program's job qualifications for Home Visitors were well above what is required by the Head Start performance standards.
4. The Review Team commended the program for having complete child files, with 100% screenings and Eligibility and Enrollment documentation in place.
5. The Review Team noted the program's creative and efficient tailoring of Childplus for electronic record keeping, reporting, and monitoring.
6. **The official report, received on 2/25/2014, only noted one (1) area of noncompliance. All other areas were in compliance!**



**Area of Concern:**

1. The EHS recruitment material (brochures) needed to include information about transportation assistance provided for at least some enrolled families.

*Response:* The program has corrected the recruitment material and revised brochures have already been printed.

**Area of Noncompliance:**

2. The inventory control sheet needed a signature and date when completed.

*Response:* The program is in the process of reviewing the procedures for conducting inventory checks and revising control forms to reflect compliance. This area will be corrected within the federal mandated timelines.

**The total amount of public and private funds received for Early Head Start 1, Grant 09CH9087:**

Total HHS funding received through 12/31/2013: \$1,249,422

Total Non-federal share funding/in-kind support\*: \$266,325

*\*Foothill Family Service's Early Head Start program received \$266,325 in private support. Fundraising provided \$142,104 in cash donations from individuals and foundations. The program also received \$124,211 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time.*

**Early Head Start 1, Grant 09CH9087**

Foothill Family Service

Calendar Year 2013

	2013 January - December				2014 Contract Budget			
	Federal	T&TA	Non Federal	Total	Federal	T&TA	Non Federal	Total
Salaries (1)	821,991	14,423	149,432	985,845	794,764	-	314,347	1,109,111
Benefits (1)	191,800	3,368	34,778	229,946	213,477	-	84,435	297,912
Travel & Training	-	14,248	-	14,248	3,356	29,039	304	32,699
Supplies	59,358	-	23,941	83,298	51,153	3,000	4,636	58,789
Contractual	42,544	-	17,159	59,704	41,248	-	3,735	44,983
Mileage	11,215	-	4,523	15,738	17,207	-	1,559	18,766
Occupancy	69,069	-	27,858	96,926	65,107	-	5,899	71,006
Telephone	11,356	-	4,580	15,936	18,380	-	1,665	20,045
Other	10,051	-	4,054	14,105	9,324	-	847	10,171
<b>Total Expenses</b>	<b>1,217,383</b>	<b>32,039</b>	<b>266,325</b>	<b>1,515,747</b>	<b>1,214,016</b>	<b>32,039</b>	<b>417,427</b>	<b>1,663,482</b>

1. Salaries and benefits includes Direct, in-kind, and indirect

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

Total HHS funding received through 12/31/2013: \$254,022

Total Non-federal share funding/in-kind support\*: \$2,491

*\*Foothill Family Service's Early Head Start program received \$2,491 in in-kind donations in the form of parent volunteer time, student internships, and Board and Parent Council time.*

**Early Head Start 2, Grant 09CH9114**

Foothill Family Service

Calendar Year 2013

	2013 January - December 6 Months				2014 Contract Budget			
	Federal	T&TA	Non Federal	Total	Federal	T&TA	Non Federal	Total
Salaries (1)	119,128	14,423	1,978	135,529	376,357	-	109,862	486,219
Benefits (1)	30,888	3,740	513	35,140	101,105	-	29,513	130,618
Travel & Training	-	3,141	-	3,141	1,896	14,335	144	16,375
Supplies	47,730	-	-	47,730	24,229	725	1,835	26,789
Contractual	8,951	-	-	8,951	17,580	-	1,331	18,911
Mileage	2,465	-	-	2,465	5,575	-	422	5,997
Occupancy	17,799	-	-	17,799	32,495	-	2,460	34,955
Telephone	2,381	-	-	2,381	8,704	-	659	9,363
Other	3,377	-	-	3,377	2,716	-	205	2,921
<b>Total Expenses</b>	<b>232,719</b>	<b>21,303</b>	<b>2,491</b>	<b>256,514</b>	<b>570,657</b>	<b>15,060</b>	<b>146,431</b>	<b>732,148</b>

1. Salaries and benefits includes Direct, in-kind, and indirect

**Results of the most recent financial audit:**

The financial audit was completed in October, 2013 with unqualified opinion, and no findings or questioned costs and no material weaknesses or control deficiencies identified.