

# 08CH1040 SouthEastern North Dakota Community Action Agency

## Head Start Birth to Five Self-Assessment

### Areas for Growth

Goal		Implement more effective In-Kind Tracking System				
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> <li>Create new family tracking chart for easier and more accurate record of In-Kind completed at home.</li> </ul>	8-1-2016	Project Director Education Coordinators				
<ul style="list-style-type: none"> <li>Create a new internal process to accurately record In-Kind for all of Head Start and Early Head Start</li> </ul>	8-1-2016	Project Director Family Advocates Administrative Assistant				
Goal		Ensure all new teachers receive the same training, in an efficient and timely manner				
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> <li>Create a Teacher Training Plan to utilize with all newly hired teachers</li> </ul>	5-1-2016	Project Director Education Coordinators				
Goal		Redesign our Family Goal Process				
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD
<ul style="list-style-type: none"> <li>Create a new Family Goal worksheet</li> <li>Create a goal progress monitoring system</li> <li>Create a yearly schedule of classes/trainings offered as they relate to specific family goals</li> </ul>	8-1-2016	Project Director Family & Community Partnerships Coordinator				
Goal		Strengthen Family & Community Partnerships community involvement				
Tasks/Action steps	Estimated date	Monitor	Complete	Presented to		
				Staff	PC	BOD

<ul style="list-style-type: none"> <li>Create a schedule of meetings and outreach activities for family advocates for each school year</li> </ul>	8-1-2016	Project Director Family & Community Partnerships Coordinator				
<b>Goal</b>	Create a streamlined Referral Procedure for teachers needing Mental Health consultation					
<b>Tasks/Action steps</b>	<b>Estimated date</b>	<b>Monitor</b>	<b>Complete</b>	<b>Presented to</b>		
				<b>Staff</b>	<b>PC</b>	<b>BOD</b>
<ul style="list-style-type: none"> <li>Discuss designation of roles and responsibilities as they pertain to the Mental Health referral process</li> <li>Create a written referral policy for teachers to utilize when needing Mental Health services</li> </ul>	8-1-2016	Project Director Education Coordinators Mental Health Coordinator				
<b>Goal</b>	Provide additional supports for children with intense behaviors, not qualified for other services.					
<b>Tasks/Action steps</b>	<b>Estimated date</b>	<b>Monitor</b>	<b>Complete</b>	<b>Presented to</b>		
				<b>Staff</b>	<b>PC</b>	<b>BOD</b>
<ul style="list-style-type: none"> <li>Research alternative classroom arrangements</li> <li>Implement a sensory station/room</li> </ul>	8-1-2015	Project Director Education Coordinators Mental Health Coordinator				