

# ERSEA: A Deeper Dive

## A Virtual Edition

September 13-14, 2022

Live Zoom Sessions: **10:00 AM – 4:00 PM CT each day**

**(11 AM - 5 PM ET/9 AM - 3 PM MT/8 AM – 2 PM PT)**



**ERSEA: A Deeper Dive** is designed to go beyond the basics of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) in Head Start and identify how Head Start and Early Head Start Managers, Coordinators, Directors, and Family Services staff can utilize ERSEA fundamental knowledge, data, and resources to best support program needs, oversight by leadership, and program planning. If your program is considering expanding the use of an eligibility category, increasing or decreasing the number of slots, converting slots, or other scenarios impacting ERSEA you don't want to miss this Institute.

The increasing requirements and challenges of ERSEA staff and leadership— federal focus on oversight activities, data driven decision-making, COVID-19 impacts, Pre-K prioritization—means that basic ERSEA knowledge and skills may not be enough to support effective and responsive program planning and decision-making. This training will build on the fundamentals of the Federal Regulations regarding Eligibility, Selection, Enrollment, Recruitment and Attendance in Head Start/Early Head Start introduced in *WKU T/TAS' Finding the Keys to ERSEA*.

Participant pre-requisites are: Staff and Leadership with ERSEA responsibilities, minimum 6-months experience or completion of *T/TAS' Finding the Keys to ERSEA* training, recent review of community wide strategic planning and needs assessment (community assessment). Specific areas addressed include reviewing oversight activities, identifying trends impacting eligibility and/or service area, identifying good data, analyzing data to provide a foundation for decision-making, COVID-19 challenges and opportunities, as well other considerations supporting program planning.

**ERSEA: A Deeper Dive** is a 2-day virtual event for advanced review and discussion of Eligibility, Recruitment, Selection, Enrollment and Attendance. Discussion and activities will empower staff to become program experts who support data analysis in the administration of an effective ERSEA system which supports program planning and implementation strategies.

Training will be delivered using ZOOM, or a similar platform, therefore you must have access to a computer, tablet, or smartphone with internet service. Participants will receive a printable PDF version of the *ERSEA Deeper Dive* workbook that supports the training and includes relevant regulations and other useful resources. **To facilitate discussion, this event will have limited registration, so you must enroll soon to secure your participation.**

The Standard Registration Fee is \$500 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$460 per person. (Please visit [www.ttas.org](http://www.ttas.org) for information on how to become a subscriber.) For details on registering, including information on earning 1.0 Continuing Education Units (CEUs) for this event, please see page 4.

### Learning Outcomes

- ★ Participants will expand basic ERSEA knowledge, appropriate for staff experienced with ERSEA and participants of Keys to ERSEA training.
- ★ Participants will expand their understanding of the practical application of the *Head Start Program Performance Standards: Subpart A – Eligibility, Recruitment, Selection, Enrollment and Attendance*.
- ★ Participants will develop a better understanding of the relationship of the Community Needs Assessment and its impact on program planning and strategic planning.
- ★ Participants will enhance their understanding of how ERSEA and data driven decision-making impacts all services areas as they relate to ERSEA.

## Your Presenters



**Robin Gadsden-Dupree**, Ed.D, Family & Community Partnership Specialist, comes from a family of strong community activists. Her career has been devoted to working with children and families by reaffirming their strengths, values, culture, and community. Since 1977, Robin has worked in the Early Childhood profession as a pre-school teacher, day care director, infant/toddler family home provider, college campus child care director, college adjunct professor, Head Start home visitor, and Head Start Director. Robin has an Ed.D. in Organizational Leadership and Higher Educational Leadership and holds B.S. and M.S. degrees in Early Childhood Education. She is a certified teacher in nursery and K-6 in New York and is CLASS reliable.



**Krystal Heinzen Lindsey**, JD, BA, is a Management Specialist with WKU T/TAS. In that capacity, she works with Head Start and Early Head Start Board and Policy Members, Management, and Staff in developing and implementing program systems which support high quality services. Through both onsite training opportunities and conducting workshops, she leads sessions in the service areas of Governance, ERSEA, Family Services, and Program Management. Krystal feels the most fulfilling aspect of her work is meeting caring, passionate professionals across the country that work tirelessly to help change the lives of families in their community. Her educational background includes a Juris Doctorate from Stetson University College of Law in St. Petersburg, FL and a Bachelor of Arts in Journalism from Howard University in Washington D.C. In addition to working with various grant funded organizations across the country, she is engaged in her community in Houston, TX as a community leader and volunteer.

*(T/TAS reserves the right to substitute presenters.)*

### Tentative Agenda

Central Time Zone

**Sessions are live. No recordings will be available.**

#### Tuesday, September 13, 2022

**10:00 AM – 12:30 PM CT** (11–1:30 ET | 9–11:30 MT | 8–10:30 PT)

- Introduction and Training Overview
  - Learning Outcomes
  - Ground Rules for the Session
- Management Systems - Discussion
  - Communication
  - Program Governance Reports
  - Record Keeping
- Diving into the Community Assessment (CA)
  - What are the elements needed in the CA (regs)? Are there others you need in addition to the regs?
  - Elements to include from the CA in your public report (or annual report)
- Diving into Data
  - Defining Data Driven Decision-making
  - Sources of Data

**Break for Lunch 12:30 PM – 1:30 PM CT** (1:30–2:30 ET | 11:30-12:30 MT | 10:30–11:30 PT)

**1:30 – 4:00 PM CT** (2:30–5 ET | 12:30–3 MT | 11:30–2 PT)

- Diving into Eligibility and Recruitment
  - Eligibility 101 Basics and Beyond
- Discussion on Eligibility in the Absence of Childcare
  - Developing Relationship with State
- Other Eligibility Issues

#### Wednesday, September 14, 2022

**10:00 AM – 12:30 PM CT** (11–1:30 ET | 9–11:30 MT | 8–10:30 PT)

- Diving into Recruitment and Selection

**Break for Lunch 12:30 PM – 1:30 PM CT** (1:30–2:30 ET | 11:30-12:30 MT | 10:30–11:30 PT)

**1:30 – 4:00 PM CT** (2:30–5 ET | 12:30–3 MT | 11:30–2 PT)

- Diving into Enrollment and Attendance
- Networking Activity

## IMPORTANT Participation and Technology Information Required to Participate

- ★ *We highly recommend participating from a [desktop or laptop computer](#)*, as opposed to a mobile device, for the best participation and audiovisual experience. A high speed internet connection is recommended as the training may be bandwidth intensive at times.
- ★ Participants must register individually and must have a valid and active individual e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
- ★ **This event will require you to access the T/TAS learning management system, T/TAS Talent LMS.**
  - Participants will be sent an email before the start date which will provide a link to login to the training.
  - New users to T/TAS TalentLMS will be required to create a unique password on your first login. Return users to T/TAS TalentLMS can login with their previously created password
  - After you sign in to T/TAS TalentLMS, your training will be set up as a course for you to work through to access instructions, content, and resource files, including the agenda and the live session links.
  - You can login to T/TAS TalentLMS through any internet browser from your computer or mobile device. Some content in T/TAS TalentLMS requires that your browser accept third-party cookies to prevent compatibility issues.
  - If you have technical issues logging in or viewing content contact T/TAS at [ttas.info@wku.edu](mailto:ttas.info@wku.edu) or 800-882-7482.
- ★ **The event will also require you to access the [Zoom Video Conferencing](#) website or app.**
  - **Sessions are live. No recordings will be available.**
  - If you are participating in the live Zoom session on a *desktop or laptop computer*, you will find the Zoom link in your T/TAS TalentLMS training content. We recommend participants create a free Zoom account with their FIRST and LAST name before the event start date at <https://zoom.us/freesignup/>. You may be asked to install the free Zoom program file.
  - If you are participating in the live Zoom session on a *mobile device*, you will need to install the free Zoom Cloud Meetings app to join the session.
- ★ Participants may experience delays in accessing the training based upon the speed and reliability of their computer or mobile device and internet access.
- ★ Participants are responsible for completion of the event within the stated timeframe.

## Registering for T/TAS Virtual Events

It is easy to register for events sponsored by T/TAS! Register online for any T/TAS virtual event. Visit our web site at [www.ttas.org](http://www.ttas.org), locate the event for which you wish to register, and then click on the Register button.

**Payment Policy:** *Payment or Purchase Order is due at time of registration.* Registrations received without copy of Purchase Order or payment by check or credit card will not be confirmed to participate in this virtual event.

**Registration Deadline:** Registration for this virtual event must be received by **September 1, 2022.**

**Enrollment is Limited:** T/TAS cannot guarantee enrollment at virtual events. If available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations.

**Confirmation of Registration:** Registrations can only be confirmed by e-mail. Please provide a unique email address for the participant. If an administrator needs to receive a copy of the confirmation, please include administrative email address on the Group Contact Profile. If you do not receive a confirmation within five days of registering for the event, please contact the T/TAS office at [ttas.register@wku.edu](mailto:ttas.register@wku.edu) or call 800-882-7482.

**Cancellations/Substitutions Policy:** In order to obtain a refund of registration fees (less \$75 enrollment charge) cancellations must be received by email to [ttas.register@wku.edu](mailto:ttas.register@wku.edu) by **September 1, 2022.** If you do not receive an email confirmation of your cancellation from T/TAS within 3 business days, you must call 800-882-7482 to confirm your cancellation email was received in order to be eligible for the refund. Substitutions can be made up to the cancellation deadline date. **After the cancellation deadline date, no refunds will be provided.**

T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

**Continuing Education Units (CEUs):** Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

**Photo/Video/Recording Policies:** Recording or taking images of this event is not permitted. Participants of this event may be recorded. By registering for the event, authorization is given by you to be included in any recordings made of live webinar or meeting sessions of this event in connection with T/TAS programs, publications, the internet, and public web sites. T/TAS and any employees, officers, and associates, as well as any assignees, are released from any and all claims for damages for libel, slander, invasion of privacy, right of publicity, or any other claim based on use of the above-described material(s).

### T/TAS Also Brings the Training to You

You have questions...T/TAS Specialists have solutions.

*Let the highly qualified T/TAS at WKU Training Specialists bring up-to-date information and best practices to your program leadership, as we work together to develop individualized strategies and solutions for your program.*

- Customized program roadmap planning
- Staff in-service/pre-service trainings delivered from a variety of remote platforms
- Need-based learning designed by you to engage in creative discussion and problem solving

To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482.**



