



MRI: Management Review Instrument for Head Start and Early Head Start Program Evaluation/Self-Assessment

A Virtual Edition

November 17-20, 2020

Continuous Improvement strategies are predicated upon two major cornerstones: a process of continuous internal monitoring and improvement and periodic program evaluation. This virtual workshop and supporting instrument will focus upon the higher order issues that programs are to confront as part of program evaluation; namely, how well the services are preparing children and families for school; and how well the program is meeting the goals they have set and the Board and Policy Council have approved.

The locus of accountability has shifted for programs from the Federal Offices to the local governing bodies. Organizations need to be able to document and discuss how the self-assessment (program evaluation) process provides the governing bodies with actionable information. As a result, the development of a programmatic self-assessment is an integral part of Head Start and Early Head Start's continuous improvement process. Through this program-evaluation technique, programs report their progress toward meeting goals, areas needing improvement, and program strengths to a variety of stakeholders, including the governing body, policy council, program staff, and federal officials. This insightful workshop will utilize a new instrument, *MRI (Management Review Instrument)*, in order to assist the stakeholders in determining program effectiveness. T/TAS still offers its nationally renowned *Self-Assessment CATscan* tool for programs who need an evaluation tool covering all items in the regulations. This event will utilize the new *MRI* tool that focuses less on the minutia of the standards and more to the goals that agencies have created for themselves. Accountability by Boards and Policy Councils is a critical underpinning of Head Start grant administration, this workshop and the MRI instrument are designed to utilize existing resources and data in order to complete the requirement of self-assessment/program evaluation.

While most organizations are capable of developing and implementing a procedure and obtaining results, quite a few have difficulty filtering the results in a meaningful way, analyzing the data collected, and presenting an improvement plan that both expands upon the strengths while working to correct the weaknesses.

This informational workshop will show participants how to:

- Explain to stakeholders how program evaluation/self-assessment is expected to function within programs.
- Identify items that need to be addressed in the self-assessment.
- Utilize the *MRI* for program evaluation purposes.
- Synthesize data collected.
- Produce a compilation of results based upon the individual program's own aims.
- Generate a useable report for the various stakeholders.
- Create a program improvement plan.

In addition, time will be included to explain how to:

- Set up review teams.
- Organize the self-assessment calendar.
- Obtain results.
- Monitor the results of the program improvement plan.

This virtual workshop will benefit all Head Start and Early Head Start staff, volunteers, and stakeholders who have a role in the self-assessment process. Space will be limited, but the demand will not, so register today!

The Standard Registration Fee is \$410 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$385 per person. (Please visit www.ttas.org for information on how to become a subscriber.) For details on registering, including information on earning 1.05 Continuing Education Units (CEUs) for this event, please see page 5.

Learning Outcomes

- ★ Participants will learn what is required in a self-assessment by focusing upon evaluation of goals, measurable objectives, and organizational responses impacting the local community based upon each agency's stated goals;
- ★ Participants will receive a compliant self-assessment tool that is designed to assist managers, policy council, and board members in evaluating how well the program is providing management, ongoing monitoring, and continuous improvement for achieving program goals, ensuring child safety, and ensuring the delivery of effective, high-quality school readiness services;
- ★ Participants will receive an overview of the hot-topic items in each service area; and
- ★ Participants will practice analysis and conclusion generation on self-assessment issues.

Your Presenters



J. Christopher Watkins, MA, MBA, Executive Director of T/TAS, and Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees and is an expert in the areas of community assessment, strategic planning, and program evaluation. He has developed and presented hundreds of management and supervision workshops throughout the U.S., including annual seminars on the Federal monitoring review process. He has a Certificate in Non-Profit Management from Duke University, an M.A. in Economics from American University, and a B.A. in Government and an M.B.A. from Western Kentucky University.



Eric Dupree, MBA, Management Specialist, has extensive managerial experience providing services to Head Start and Early Head Start programs in large multi-county, urban/rural programs. Since 1975, Eric has worked as a Home-Based Supervisor, Head Start Director, a Community Action Agency Executive Director, and consultant. He has a B.S. degree in Business and a Master's in Business Administration, and believes in the theory that effective managers should, "inspect what they expect." Eric's specialty areas are management and operation of Head Start and Early Head Start Programs, new director mentoring/coaching, home-based supervision, program governance, strategic planning, team building, community partnerships and linkages, facilities, and lease negotiations. As a Management Specialist, Eric has provided long-term leadership and served as Interim Director for both large urban and small rural Head Start programs.

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

T/TAS Also Brings the Training to You

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

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Tentative Agenda Central Time Zone

<p>November 17, 2020 9:00 AM – Noon</p>	<p>Introduction and welcome</p> <p>Self-Assessment requirements and program evaluation purposes</p> <p>Explanations to stakeholders: How program evaluation/self-assessment is expected to function within programs</p> <p>How to set-up teams</p> <p>Identify items that need to be addressed in the Self-Assessment (program-specific)</p> <p>Overview of possible monitoring focus: (Please note this will be a hot-topic approach, not a comprehensive examination)</p> <ul style="list-style-type: none"> - 1302.41 Collaboration and communication with parents - 1302.42(a)-(d) Child health status and care - 1302.43 Oral health practices
<p>Noon – 1:30 PM</p>	<p>Lunch Break</p>
<p>1:30 – 2:30 PM</p>	<p>Optional round of questions for anyone who wishes to return to site with specific questions</p>
<p>November 18, 2020 9:00 AM – Noon</p>	<p>Overview of possible monitoring focus (Please note this will be a hot-topic approach, not a comprehensive examination)</p> <ul style="list-style-type: none"> - 1302.44(a) Child nutrition - 1302.45 Child mental health and social and emotional well-being - 1302.46 Family support services for health, nutrition, and mental health - 1302.47(b) Safety practices - 1302.80 Enrolled pregnant women - 1302.81 Prenatal and postpartum information, education, and services
<p>Noon – 1:30 PM</p>	<p>Lunch Break</p>
<p>1:30 – 2:30 PM</p>	<p>Optional round of questions for anyone who wishes to return to site with specific questions</p>
<p>November 19, 2020 9:00 AM – Noon</p>	<p>Overview of possible monitoring focus: (Please note this will be a hot-topic approach, not a comprehensive examination)</p> <ul style="list-style-type: none"> - 1302.50 Family engagement approach - 1302.52 Family partnership services - 1302.90(d)(1) Communication with dual language learners and their families - 1302.91(e)(7) Staff qualifications and competency requirements - 1302.92(a)-(b) Training and professional development - 1302.101(a)-(b) Management system implementation and coordinated approaches - 1302.82 Family partnership services for enrolled pregnant women - 1302.90(c) Standards of conduct - 1302.101(a)-(b) Management system implementation and coordinated approaches - 1302.102(b) Monitoring program performance - 1302.102(c) Using data for ongoing improvement - 1302.102(d) Reporting - Sec. 648A(g)(3) Staff recruitment and selection procedures: Criminal record check
<p>1:30 – 2:30 PM</p>	<p>Optional round of questions for anyone who wishes to return to site with specific questions</p>
<p>November 20, 2020 9:00 AM – Noon</p>	<p>Using the results</p> <p>Communicating the results</p> <p>Monitoring the program improvement process</p> <ul style="list-style-type: none"> - 1302.102(b) Monitoring program performance - 1302.102(c) Using data for ongoing improvement - 1302.102(d) Reporting
<p>Noon – 1:30 PM</p>	<p>Lunch Break</p>
<p>1:30 – 2:00 PM</p>	<p>Optional round of questions for anyone who wishes to return to site with specific questions</p>

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, *Adobe Captivate Prime*.**
 - Participants will be sent an email before the start date which will provide a link to login to Captivate Prime.
 - The first time you use Captivate Prime, you will be required to use your email address to create an Adobe ID and you will need to create your own unique password. Your T/TAS Captivate Prime account is a free service provided as part of the online course or virtual event, and you can use the same account for future T/TAS events.
 - After you sign in to Captivate Prime, you will be able to access the event dashboard which will provide your access to the agenda, the live Zoom Webinar URLs, any PDF materials, or suggested external resources.
 - If you will be accessing the training on a *desktop or laptop computer*, you will not need to download any Captivate Prime add-ons.
 - If you will be accessing the training on a *mobile device*, you will need to install the free Captivate Prime mobile app to participate.
- ★ **The event will also require you to access the *WKU Zoom Video Conferencing* website or app.**
 - If you are participating in the live Zoom session on a *desktop or laptop computer*, you will find the Zoom link in your Captivate Prime training content.
 - 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, 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: Unless the event fills first, registrations for this virtual event must be received by **November 6, 2020.**

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. 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 or call 800-882-7482.

Cancellations/Substitutions Policy: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received by email to ttas.register@wku.edu by **November 6, 2020.** 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 this event with electronic devices 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).