



T/TAS Presents...

**A Virtual Edition of
The 31st Annual
Head Start & Early
Head Start
Home-Based
Institute**

September 23-24, 2020



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COVID-19 has forced us all to adapt to a new normal. With that in mind, T/TAS at WKU is presenting the popular **Annual Head Start & Early Head Start Home-Based Institute** in a Virtual Edition. *No travel. No large groups. No anxiety.* We prioritize your health and safety without sacrificing substance!

The Head Start & Early Head Start Home-Based Institute is a unique training event designed for new and

veteran home visitors and other staff working in programs using the home-based model for delivery of Head Start or Early Head Start services. The Institute also welcomes those programs and staff who are interested in learning more about the Head Start home-based option or who are considering a home-based model as a temporary option.

Workshop sessions will be presented live through Zoom Meeting, allowing you to interact directly with the presenters. Sessions will be recorded and made available to registered participants the following week to view workshops you did not attend. Session materials will be available to download through the T/TAS learning management system, Adobe Captivate Prime (see page 5 of this brochure for more information). *Registrants will be required to select their workshop sessions when they register for the Home-Based Conference.*

The Standard Registration Fee is \$375 per person. Members of T/TAS@Your Service may qualify for the Subscriber Rate of \$325 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org for information on becoming a subscriber.) For details on registering for this event, including information on earning .95 Continuing Education Units (CEUs) (see page 6 of this brochure for CEU details).

Learning Outcomes

- ★ Participants will receive practical information and materials specific to the home-based program option.
- ★ Participants will share strategies and techniques for working with families in home-based programs.
- ★ Participants will increase their professional knowledge of appropriate methods and materials to use in the Head Start and/or Early Head Start Home-Based option.

Your Presenters



Christopher Watkins, T/TAS Executive Director, has over 24 years' experience in providing training and consultation to Head Start grantees. He has developed and presented hundreds of management and supervision workshops. He has a Certificate in Non-Profit Management, an MA in Economics, an MBA, and a BA in Government.



Janet Buckley, Special Projects Consultant, has over 30 years of leadership experience in a variety of Head Start and other non-profit programs. Her training materials on the home-based option have been disseminated nationally. She has a BA in Communications, a Master's in Education, and a Certificate in Non-Profit Management. Ms. Buckley founded and manages the National Home Visitor Resource Center.



Katrina Abadia, BSN, RN, Health Specialist, obtained her B.S. in Nursing from Florida International University. As a former Head Start/Early Head Start Health Coordinator in one of the largest school districts in the nation, she is able to understand the intricate challenges faced by programs operating within school systems. Drawing on her experience as a Health Coordinator and her background in nursing, Katrina provides health training that is engaging, fun, and infused with practical, real-world advice and rooted in current, evidence-based practices.



Eric Dupree, 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." As a Management Specialist, Eric has provided long-term leadership and served as Head Start Interim Director.



Dr. Amy S. Hood, Infant/Toddler & Early Childhood Specialist, has worked with Head Start and child care since 1988. She has an extensive educational background in early childhood development, with a BS in Child Development, an MA in Early Childhood, and a PhD in Child and Youth Studies. In addition to her work in Head Start, Dr. Hood teaches at Western Kentucky University.

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

The Virtual Edition of the 31st Annual Home-Based Institute

All times are in Central Daylight Time.

Registrants are required to select their choice of workshop sessions in advance when registering online. You can read the workshop session descriptions at tinyurl.com/hb20-sessions

Wednesday, September 23, 2020

8:30 - 10:00 AM	Opening Session – Something to Consider: Redesigning Your Home-based Program in a time of COVID-19: Home-Based without Home Visiting, <i>Janet Buckley, MEd</i>
10:30 AM - 12:30 PM	Workshop Session I Selection: <ul style="list-style-type: none">• Supporting New Parents' Physical and Mental Health, <i>Katrina Abadia, BSN, RN</i>• It's an Adult Education Program: Brief Principles of Adult Education, <i>Janet Buckley, MEd</i>• Zooming Through Home-Based, <i>Amy Hood, EdD</i>• The 14 Commandments of an Effective Home-Based Program, <i>Christopher Watkins, MA, MBA & Eric Dupree, MBA</i>
12:30 - 1:30 PM	Break for Lunch
1:30 - 3:30 PM	Workshop Session II Selection: <ul style="list-style-type: none">• Healthy Habits for a Healthy and Safe Home, <i>Katrina Abadia, BSN, RN</i>• Home Visitor Safety in a COVID-19 Era, <i>Eric Dupree, MBA</i>• Screen Time: Helping Families Make Better Choices, <i>Amy Hood, EdD</i>• Capturing Changes in Community Assessment Updates, <i>Christopher Watkins, MA, MBA</i>

Thursday, September 24, 2020

8:00 - 10:00 AM	Workshop Session III Selection: <ul style="list-style-type: none">• Supporting Children's Health During COVID-19, <i>Katrina Abadia, BSN, RN</i>• Early Head Start Chat Room, <i>Amy Hood, EdD</i>• The Perfect Home Visit, but Not Necessarily in the Home, <i>Janet Buckley, MEd</i>• Self-Assessing the Results of the Home-Based Option, <i>Christopher Watkins, MA, MBA & Eric Dupree, MBA</i>
10:30 AM - 12:30 PM	Workshop Session IV Selection: <ul style="list-style-type: none">• Healthy Habits for Staff, <i>Katrina Abadia, BSN, RN</i>• Socialization Activities in a Time of Social Distancing, <i>Janet Buckley, MEd</i>• Fostering Healthy Interactions Between Families and Children, <i>Amy Hood, EdD</i>• Contingency Planning with Families for Service Delivery, <i>Christopher Watkins, MA, MBA</i>

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 can simply enter the Zoom session using the URL you will receive.
- 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 **September 14, 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 **September 14, 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 select the CEU option during your registration. There is 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).

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**.

