Finding the Keys to ERSEA:
Eligibility, Recruitment, Selection, Enrollment & Attendance

A Virtual Edition
September 7-9, 2021

September 7, 2021 – Independent Study *(see brochure Agenda, page 2)*

September 8-9, 2021 – Live Zoom Sessions: 10:00 AM – 4:00 PM CT each day
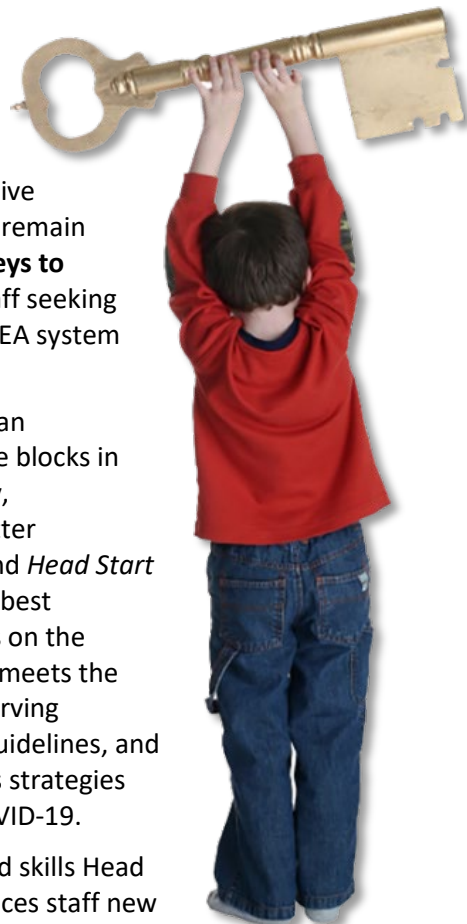*(11 AM - 5 PM ET|9 AM - 3 PM MT|8 AM – 2 PM PT)*

What is the one thing that Head Start and Early Head Start staff **ALL** have in common? You guessed it, CHANGE. Programs have had to conduct business differently, reimagine how to build relationships, and to re-evaluate the needs of our communities. There might be some new Head Start staff that don't know their program pre-pandemic. T/TAS at WKU understands the challenges encountered with those changes. **We are here for you** and responsive to your needs. Though we are in the midst of much change, the fundamentals remain much the same. T/TAS invites you to get back to the basics with **Finding the Keys to ERSEA, A Virtual Edition**. Designed for staff new to ERSEA and experienced staff seeking a refresher, this affordable virtual training covers the fundamentals of the ERSEA system in Head Start and Early Head Start programs.

Finding the Keys to ERSEA, A Virtual Edition will start on September 7th with an independent study day, and then continue September 8-9th with 2½ hour time blocks in the morning and afternoon each day. It will focus on the key areas of Eligibility, Recruitment, Selection, Enrollment and Attendance. Participating staff will better understand the interplay of the *Head Start for School Readiness Act of 2007* and *Head Start Program Performance Standards* in defining the requirements, directives, and best practices applicable in this service area. Discussions of each key area will focus on the questions that programs must consider in order to implement a program that meets the needs of their community, including: Identifying the neediest of the needy, serving homeless families, enrolling families from 101 to 130 percent of the poverty guidelines, and attendance as a predictor of school readiness. This virtual edition incorporates strategies and considerations relevant to the changes necessitated by the impacts of COVID-19.

Finding the Keys to ERSEA Virtual Edition is essential to bolster knowledge and skills Head Start and Early Head Start Managers, Coordinators, Directors, and Family Services staff new to their position, or experienced staff needing continuing education in the fundamentals. Governing Body and Policy Council members seeking a better understanding of an area over which they have primary oversight to support effective programming would also benefit. Finding the Keys to ERSEA is a **prerequisite for the WKU TTAS event ERSEA: A Deeper Dive,** designed to support experienced staff and leaders.

Participants will receive the *Finding the Keys to ERSEA* workbook that supports the training and includes relevant regulations and other useful resources. Enrollment is limited – register soon!

The Standard Registration Fee is $550 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of $515 per person. (Please visit **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.
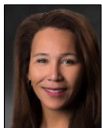
Learning Outcomes

★ Participants will increase their knowledge of ERSEA;

★ 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 an understanding of the relationship of the Community Needs Assessment and ERSEA; and

★ Participants will enhance their understanding of how ERSEA impacts all services with emphasis on attendance as an indicator of school readiness.

Your Presenters

Robin Gadsden-Dupree, EdD, 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 EdD. in Organizational Leadership and Higher Educational Leadership and holds BS and MS degrees in Early Childhood Education. She is a certified teacher in nursery and K-6 in New York and Tennessee.

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
Training includes 1 independent study period and 4 virtual sessions
Sessions are live. No recordings will be available.

Tuesday, September 7, 2021 – *Independent Study*

Use approximately 2 ½ hours during the day and do the following:

- Find and review your Community Assessment
- Locate and read your Head Start Public Report/Annual Report
- Read your ERSEA policies and procedures
- Review the PDF version of the *Finding the Keys to ERSEA* book

Wednesday, September 8, 2021
AM Virtual Session

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

- − Introductions/Overview of Virtual Training and Ground Rules for Interaction
- − The Master Key: Head Start Systems
- − Exploring the Custom Fit Key: The Community Assessment
- − Introduction to Eligibility-Fundamentals of ERSEA

PM Virtual Session

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

- − Exploring Eligibility and Considerations in the COVID-19 Era

Thursday, September 9, 2021
AM Virtual Session

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

- − Exploring Recruitment
- − Discussion of Selection

PM Virtual Session

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

- − Exploring Enrollment
- − Exploring Attendance
- − Summary

IMPORTANT Participation and Technology Information Required to Participate

★ We *highly* recommend participating from a <u>desktop or laptop computer</u>, 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 (if you already have an Adobe ID connected to your registered email address, you can use your current Adobe ID). 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 Adobe ID for future T/TAS events.

  – After you sign in to Captivate Prime, you will be able to access the event dashboard to download 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 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 Captivate Prime 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**, 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 August 27, 2021.**

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** or call 800-882-7482.

Cancellations/Substitutions Policy: To obtain a refund of registration fees (less $75 enrollment charge), cancellations must be received by email to **ttas.register@wku.edu** by *August 27, 2021*. 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.**