

# Preparing for an Onsite Review: Focus Area 2 A Virtual Event

**Phase One, October 22 – November 5, 2021**

Self-paced Recorded Presentations and Activities

**Phase Two, November 9-10, 2021**

Live Zoom Sessions, 10:00 AM – 1:00 PM CT each day  
(11 AM-2 PM ET/9 AM - Noon MT/8-11 AM PT)

According to the Office of Head Start, programs should not have to prepare for reviews. T/TAS believes programs should take a different approach. In 1996, T/TAS at WKU was the first to design and present the latest information on the Head Start/Early Head Start federal monitoring review process. Over two decades later, T/TAS is still providing this service. **Preparing for an Onsite Review** is nationally recognized as the premier source for programs searching for the best way to support all facets of review preparedness. **Preparing for an Onsite Review: Focus Area 2** is designed to assist will assist staff members on how to demonstrate implementation of plans and be prepared for data tours.



To maximize the information shared and to explain the uniqueness of each grantee, T/TAS believes that preparation for a federal review is a prudent activity. The Focus Area 2 (FA-2) reviews, whether virtual or in person, will build on the information obtained in the Focus Area 1 review; documentation and suggestions from the funding sources; and the standard questions presented in the FA-2 review instrument.

**Preparing for an Onsite Review: Focus Area 2** is a must for any agency that has an upcoming Focus Area 2 review. This seminar will be in two phases. *Phase One* will contain pre-recorded sessions that will provide an overview of the focus area instrument and process. In addition, you will receive a worksheet you can use to prepare your staff for the review. *Phase Two* consists of two separate 3-hour live Zoom training sessions.

Whether in person or by meeting virtually, getting the members of the governing body and Policy Council prepared to discuss how they work with the program to plan, implement, and evaluate the impact the program is having on the local community is no small undertaking. Demonstration of how they evaluate school readiness and use data to make informed decisions is vital to the review process. It is also important for the governing body and Policy Council to do so in a concise yet informative manner. **Preparing for an Onsite Review: Focus Area 2** will assist staff who work with these two bodies in determining what information needs to be demonstrated, what information needs to be discussed, and what the limits of federal reviews entail.

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](http://www.ttas.org) for information on how to become a subscriber.) For details on registering for this event, please see pages 3-4.

## Learning Objectives

- ★ Participants will dissect the federal review process, including the latest monitoring protocol and the role of additional requirements.
- ★ Participants will identify changing emphases since the last review cycle, including any addendums.
- ★ Participants will review each section of the latest monitoring instrument and discuss the information and materials that should be prepared and available for the review team.
- ★ Participants will discuss lessons learned from the last federal review period and issues identified for designation renewal.
- ★ Participants will receive materials that support the protocol.

## Tentative Agenda

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### Phase One

#### *Self-paced Recorded Presentations and Activities*

#### **October 22 – November 5, 2021**

- Self-paced Module One (1.5 hours)
    - Overview: *Using the Federal Review Instrument*
    - Follow-up quiz
  - Self-Paced Module Two (1.5 hours):
    - Overview: *Unpacking Federal Questions: Realizing that most questions are multi-part and possibly multifaceted*
    - Use the expanded worksheet questions with own staff
  - Self-Paced Module Three (1.5 hours):
    - Overview: *Using the Federal review instrument and Unpacking Federal Questions for Board and Policy Council members*
    - Using discussion items for Board and Policy Council
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### Phase Two

#### *Live Zoom Sessions*

#### **Tuesday, November 9, 2021**

*Live Zoom Session, 10:00 AM – 1:00 PM CT (11 AM-2 PM ET/9 AM - Noon MT/8-11 AM PT)*

- Overview of 2022 Instrument:
    - Changes and similarities to previous review questionnaires
    - Impact of PIR, 5-year plans, and federal communications on review
  - 2022 Instrument – Program Management, and Quality Improvement: Looking at programmatic results
  - 2022 Instrument – Monitoring and Implementing Quality Education and Child Development Services: School readiness results and individual child development
  - 2022 Instrument – Monitoring and Implementing Quality Health Services: Health data tour, health and safety follow-up
  - 2022 Instrument – Monitoring and Implementing Quality Family and Community Engagement Services: Supporting family well-being and promoting school readiness by child's family
  - 2022 Instrument – Monitoring and Implementing Fiscal Infrastructure: Development of the annual operating budget and evidence of the budget's implementation, adjustments, and fiscal accountability
  - 2022 Instrument – Monitoring ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance): ERSEA eligibility documentation and demonstration of the program's process for ensuring the program remains fully enrolled
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#### **Wednesday, November 10, 2021**

*Live Zoom Session, 10:00 AM – 1:00 PM CT (11 AM-2 PM ET/9 AM - Noon MT/8-11 AM PT)*

- Overview of 2022 Instrument:
  - Changes and similarities to previous review questionnaires
  - Communicating the purpose of the review
  - Planning for challenges of review format
- The governing body and policy council members will show how they use data, what data they use, and how frequently data is used in providing direction for the program
- The governing body and policy council members will show how they use data, what data they use and how frequently data is used in providing school readiness direction for the program
- The governing body and policy council members will show how they use data, what data they use and how frequently data is used in evaluating the program's progress toward completion of five-year goals
- The governing body will show how program goals and objectives are considered to set priorities and make trade-offs showing the program intentionally allocated resources to its highest priority goals and objectives
- The Policy Council will describe the Policy Council's engagement in the budget process, including their role in the budget process

## Your Presenter



**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.

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

## 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 (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/join>. 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:** Unless the event fills first, registrations for this virtual event must be received by **October 15, 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](mailto: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](mailto:ttas.register@wku.edu) by **October 15, 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 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.

**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**.

