ERSEA: A Deeper Dive
A Virtual Edition
April 19-20, 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 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 *Finding the Keys to ERSEA* presented by WKU T/TAS.

Participants will better understand how to utilize ERSEA data and resources to support effective and innovative program planning. Participant pre-requisites are: Staff and Leadership with ERSEA responsibilities, minimum 6-months experience or completed the T/TAS *Finding the Keys to ERSEA* training, and 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 two-day 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.

Institute 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** 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; and

★ 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 preschool 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 Tennessee, and is CLASS reliable. She is a certified teacher in nursery and K-6 in New York.

Krystal Heinzen Lindsey, 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, April 19, 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 Review/Discussion
  • Communication
  • Program Governance Reports
  • Record Keeping Challenges
− 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 Collab Office
− Other Eligibility Issues
− Recruitment

Wednesday, April 20, 2022

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

− Diving into Selection and Enrollment

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 Attendance
− Networking Activity

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 April 12, 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** 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 *April 12, 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.**