Self Assessment During COVID… MRI: Management Review Instrument for Head Start and Early Head Start Self-Assessment

Phase One, February 9 – 21, 2022
Self-paced, Pre-recorded Modules

Phase Two, February 22-23, 2022
Live Zoom Sessions, 9:00 AM – Noon CT each day
(10 AM-1 PM ET|8-11 AM MT|7-10 AM PT)

The pandemic has brought about many temporary changes to Head Start programs. T/TAS believes the tool best suited to self-assessment during these unusual operations is likely the MRI. For this reason, T/TAS is providing a virtual workshop on conducting a programmatic self-assessment using the MRI.

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 use the *MRI* (*Management Review Instrument*) in order to assist the stakeholders in determining program effectiveness under COVID related modified services. 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 *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.

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.
- 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 $425 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of $400 per person. (Please visit **www.ttas.org** for information on how to become a subscriber.) For details on registering, including information on earning 0.8 (8 hours) 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.

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.

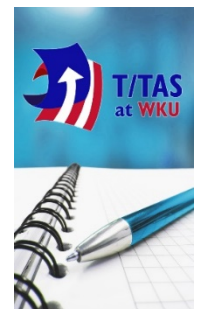*(T/TAS reserves the right to substitute presenters.)*

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.**

Tentative Agenda

Phase One
Self-paced, Pre-recorded Modules

February 9 – 21, 2022
- Self-paced Module One (30 minutes)
  - Self-Assessment requirements and program evaluation purposes
  - Explanations to stakeholders: How program evaluation/self-assessment is expected to function within programs
- Self-Paced Module Two (45 minutes)
  - How to set-up teams
  - Using the results
  - Communicating the results
- Self-Paced Module Three (45 minutes):
  - Monitoring the program improvement process
  - 1302.102(b) Monitoring program performance
  - 1302.102(c) Using data for ongoing improvement
  - 1302.102(d) Reporting

Phase Two
Live Zoom Sessions

Tuesday, February 22, 2022
Live Zoom Session, 9:00 AM – Noon CT (10 AM-1 PM ET|8-11 AM MT|7-10 AM PT)
- Overview of possible monitoring focus: (Please note this will be a hot-topic approach, not a comprehensive examination)
  - 1302.41 Collaboration and communication with parents
  - 1302.42(a)-(d) Child health status and care
- 1302.43 Oral health practices
  - 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

Wednesday, February 23, 2022
Live Zoom Session, 9:00 AM – Noon CT (10 AM-1 PM ET|8-11 AM MT|7-10 AM PT)
- Overview of possible monitoring focus: (Please note this will be a hot-topic approach, not a comprehensive examination)

  - 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

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 **February 7, 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 *February 7, 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 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).

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