

EC-20-192



Mayor Tim Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

October 1, 2020

TO: Pat Davis, President, City Council

FROM: Tim Keller, Mayor

A handwritten signature in black ink, appearing to be 'TK', is written over the name 'Tim Keller'.

SUBJECT: Early Head Start Quarterly Report for January, February and March 2020

The Department of Family & Community Services was directed through Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries.

The quarterly report, covering the time period from January, February and March 2020, includes Reviews and Findings, Enrollment/Risk Management Meeting, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of January, February and March 2020, and includes Self-Assessment and Findings, Leadership Staffing Changes, Enrollment/Risk Management Update, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from January 2020 through March 2020.

3. Why is this project needed?

This Report is in response to Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries. Where the Department of Family and Community Services was directed to provide quarterly reports to the City Council regarding Early Head Start.

4. How much will it cost and what is the funding source?

There are no costs associated with this legislation.

The Early Head Start Program is federally funded through the United States Department of Health and Human Services, Administration for Children & Families, Office of Head Start.

5. Is there a revenue source associated with this legislation? If so, what level of income is projected?

There is no revenue source associated with this legislation. This legislation is for informational purposes only.

**Early Head Start Quarterly Report
to City Council for
January, February, and March 2020**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

January, February, and March 2020

The fiscal year 2020-2021 City's Early Head Start program was awarded Cost of Living Allowance (COLA) and Quality Improvements supplemental funds in the amount of \$92, 511.00.

The fiscal year 2020-2021 the City's Early Head Start program was awarded one-time supplemental COVID funds in the amount of \$112,487.00

PROGRAM UPDATES and COMPLIANCE:

The City's Early Head Start program completed the **2020 Annual Head Start Federal Self-Assessment** on March 10-12, 2020.

2020 Findings: Strengths and Opportunities

1) Fiscal and ERSEA

Fiscal – Identified strengths include strong fiscal management procedures and oversight. Program staff meet with fiscal team members at least once per month to discuss monthly expenses, which include wages, benefits, and operating expenses. The fiscal team provides monthly and up to date expense reports to city council and program management team, including year to date expenditures, cash draws and the remaining budget balances. Through these communications, the policy council can identify major expenditures, and ensures compliance with laws and regulations. The management team and city council develop the budget based on the financial reports provided by fiscal team. Annual grant application is approved by the city council in accordance with the city's administrative instruction. City of Albuquerque has financial management system in place to effectively track and account all funds, property and other assets. All purchases and procurement contracts are initiated according to federal laws and regulations by program staff. The program is continually working to integrate fiscal staff into multiple areas of program operation.

ERSEA – Identified strengths include implementation of a consistent process for documenting and reviewing eligibility for every applicant. All eligibility documentation and eligibility forms used in determining income and age eligibility are maintained in a Fiscal Year notebook, by month of enrollment. The Head Start Eligibility Form included in the application includes the method of the interview. In addition, the form records whether the child is eligible, the category used for eligibility and documentation used for income eligibility. The Head Start Eligibility Form includes a staff signature line for verification of eligibility. The Head Start Verification Continuation Form includes both a staff signature line as well as the parent signature line that shows age and/or pregnancy information was reviewed. The program manager also signs the form. All applicants

are placed in the database CHILDPPLUS and the amount of over 100% of poverty level can be verified. Furthermore, applications for children over 130% of the poverty level are not taken unless the child has a documented IFSP. Training is provided in a group setting with the staff of Early Head Start and during new staff orientation. ERSEA Policies describe actions that could be taken against staff who knowingly violate ERSEA regulations. The data manager monitors and provides a monthly report of children who have an IFSP and are receiving services under IDEA. The program consistently exceeds the 10% minimum. Opportunities exist to update the ERSEA policy to incorporate guidance from the Office of Head Star regarding a broader eligibility

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selection criterion. Attendance policies also require updates to include ongoing monitoring and use of Child Plus database.

2) Education

Identified strengths include purchase and use of the center base curriculum, Creative Curriculum, and Assessment, TS Gold. Curriculum and assessment align with HSELOF and the NM ELG's. Home base curriculum, Parents As Teachers and the PAT Milestones by School Readiness Domains also align with the HSELOF/NM ELG's and covers the 5 developmental domains. Steps are in place to implement strategies and utilize assessment data. Daily sheets assist teachers in supporting learning during daily routines. Information used includes: Lesson Plans, IFSP's, Individual Learning Plans, screenings, observations, and assessment. Coaching assessments have been completed with staff, and reviewed. A new partnership with the Attachment Healing Center will provide mental health support for Early Head Start children and staff, professional development, and support for challenging behaviors. The City's Early Head Start program developed a collaboration with CNM for a cohort for staff interested in obtaining NM CDC. Classes were offered on the weekends, staff were supported with CYFD Scholarships, City of Albuquerque tuition reimbursement and educational leave. Opportunities include full implementation of TS-Gold to produce child level assessment data for continuous improvement. continued support for staff to achieve educational requirements. In addition, identification of a tool to monitor teacher-child interaction, nurturing environments, and promotion of critical thinking and problem solving such as ITERS, Q-CIIT or CLASS assessment is needed. Finally, development of policies and procedures, staff training and implementation of Practice Based Coaching and continued support for staff to achieve educational requirements is needed.

3) Program Design and Management

Identified strengths include strong fiscal management and oversight. Clear roles and communication exist between Governing Board (City Council), Policy Council, and Governing Advisory Committee. Ongoing support from human resources include weekly meetings and training provided at leadership meetings and as needed. Research based professional development opportunities for staff exceed requirements. Training days are scheduled throughout the year for staff and topics include required trainings by Head Start and licensing as well as others responsive to staff needs, and requests. Staff survey, observations, Head Start requirements, and licensing requirements guide training. Budget supports local and out of state training opportunities. Continuing education is supported for staff with partnerships with UNM, CNM, and Highlands as well as paid education leave and scholarship support. The program implemented a new data management system, Child Plus. Training was provided for staff and processes being developed to integrate ongoing monitoring, data aggregation, analysis, and comparison for program improvement. Program is continuing to develop ongoing agreements with community agencies to identify resources and partnerships 1302.53(a). Fatherhood (PCA), UNM College of Nursing (Health), and Attachment Healing Center (Mental Health) in process. MOU with multiple health and early care and education providers in place.

Opportunities include soliciting staff feedback after each training to ensure alignment with training goals. Development of policies and procedures for use of data for continuous program improvement and additional supports for dual language learners and their families are needed. Additional community partnerships to support children and families should be explored. Publication of an annual report as required by Head Start should take place no later than 90 days after the end of the fiscal and program year.

4) Family and Community Engagement

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Identified strengths strong rapport with families to promote well-being, family sustenance, and program/community engagement. Home Visitor staff provides 2 monthly socializations and weekly home visits for families, with increased focus on program goals and family outcomes. Centers provide monthly parent meetings and parent training opportunities. Goal setting takes place for each child/family at both the home-based and center-based program options. Curriculum for both center and home-based program options align with the Head Start Early Learning Outcomes Framework. Subscription for the home-based curriculum, Parents as Teachers, is current as well as TS Gold for assessment. Tadpoles subscription was purchased to track ratios in real time. The vacant Parent Family Community Engagement (PFCE) position was filled and program is working with Head Start Training and Technical Assistance to align work with the PFCE framework. The PFCE coordinates with staff and parents regarding needed community resources and family engagement documentation in Child Plus such as attendance and in-kind. Economic stability is supported through a partnership with Prosperity Works to provide financial literacy training and matched savings accounts. Community partnerships with APD for fingerprinting, UNM College of Nursing for screenings, Department of Oral Health for oral screenings and varnish provide needed resources for children and families. Program is exploring Ready Rosie, electronic resource for family engagement and education. Opportunities exist to strengthen transition to City Early PreK or Preschool programs to include toilet learning process. Tracking of strengths and needs assessment, goal setting, and tracking of parent meetings and home-based socializations into Child Plus is a need. Additional work is required to explore the PFCE framework and align framework with program requirements, processes, and procedures.

5) Health

Identified strengths include mechanisms in place for tracking well child checks, ROIs and immunizations Mechanisms are in place for determining whether children have insurance, medical and dental home. Child Plus has the capacity to track all program information needs. Child Plus training has been provided to staff and program is still working to learn the system and take advantage of all its features. Strong partnerships exist with Part C agencies for referrals. Program is in the process of finalizing a contract with an organization to provide mental health services including classroom observations and consultation, referral assistance, and staff training. Staff wellness is promoted through a variety of City resources and supports. Guidance and discipline policies use positive approaches for children and PYRAMID training is scheduled focused on teacher-child interactions. Oral health is supported with a partnership with the Department of Health to include oral screenings and fluoride treatments for children as well as oral health presentations for families. Child ren brush their teeth at the centers daily. Nutrition is monitored at enrollment and then at 6, 10, 12, 18, 24 and 30 mos. Allergies are documented and are accommodated at centers. Special formulas are purchased as needed when documented with a doctor note. Daily classroom and playground check ensure child safety and all staff have background checks with updates every 5 years. Opportunities include gaps within the delivery of comprehensive health services including various health screens, and referrals in health, early intervention, and social services for children and families. Current policies and procedures need

to be aligned with the Head Start Program Performance Standards (HSPPS) for each content area to include ongoing monitoring and use of data.

COVID 19 State of Emergency Pandemic

The City of Albuquerque Division of Child and Family Development Child Development centers closed on Tuesday March 24, 2020 due to COVID-19. Guidance from the Governor and Mayor have issued stay-at-home instructions through Friday, May 1st and may be extended. Once closures are

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lifted, the Division of Child and Family Development will announce re-opening dates

II. ENROLLMENT/ATTENDANCE UPDATE

January, February, and March 2020 - The City's Early Head Start program is funded for a total of 128 children and has met full enrollment in both the center-based and home-based program options for the months of January, February, and March 2020.

January 31, 2020

- a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 126; center 102 and home based 24.
- b) **Enrollment Vacancies** - includes 2 enrollment slots for the center-based program. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
 - New Enrollment-families (5), children (6), pregnant moms (0), number of children born (1); total new enrollment (7).
 - Total leaving program (7) - graduating children (4), pregnant moms giving birth (0), children leaving before turning 3 (4), pregnant moms leaving before having baby (2). Children up to date on Immunizations (105), children up to date as possible on immunizations (0), children not up to date (13).
- d) **Eligibility Category** – income eligible (76), TANF/SSI (11), Foster Child (7), Homeless (4). Over income (20), Over 130% (3), Children w/IFSPs (27).
- e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.
City operated Early Head Start centers classroom attendance rates:
 - Douglas MacArthur 78.21%,
 - La Mesa 70.47%,
 - Plaza Feliz 71.28%
 - School on Wheels 73.17%
 - Singing Arrow 86.43%
 - Trumbull 68.05%
 - Western Trails 78.23%

Overall center-based program attendance totals – 74.68%; total number of absences - 452.

- f) **Meal Counts** –Total number of meals served (3157)
 - Breakfast-(1,098)
 - Am Snack- N/A
 - Lunch-(1,123)
 - PM Snack-(936)
 - Supper- N/A
- g) **Budget** - Financial statements provided to policy council membership:
 - Federal Grant – year to date (YTD) expenditures \$794,789.30
 - Training/Technical Assistance (T/TA) – year to date expenditures \$11,595.32
 - City Match – year to date expenditures \$183,535,28

February 28, 2020-

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- a) **Enrollment** – Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 128; center 104 and home based 24.
- b) **Enrollment Monthly Summary** –
- New Enrollment-families (8), children (8), pregnant moms (0), number of children born (1); total new enrollment (9).
 - Total leaving program (10) - graduating children (5), pregnant moms giving birth (1), children leaving before turning 3 (4), pregnant moms leaving before having baby (0).
 - Children up to date on Immunizations (112), children up to date as possible on immunizations (0), children not up to date (6)
- c) **Eligibility Category** - income eligible (76), TANF/SSI (11), Foster Child (6), Homeless (5). Over income (19), Over 130% (3), Children w/IFSPs (32).
- d) **Attendance** –
City operated Early Head Start centers classroom attendance rates:
- Douglas MacArthur 74.71%,
 - La Mesa 60.94%,
 - Plaza Feliz 73.50%
 - School on Wheels 82.42%
 - Singing Arrow 70.54%
 - Trumbull 65.04%
 - Western Trails 69.79%
- Overall center-based program attendance totals – 71.44%; total number of absences -500.**
- e) **Meal Counts** –Total number of meals served (2913)
- Breakfast-(1011)
 - Am Snack-NA
 - Lunch-(1031)
 - PM Snack- (871)
 - Supper- N/A
- f) **Budget** - Financial Statements Data:
- Federal Grant – year to date (YTD) expenditures \$1,020,086.43
 - Training/Technical Assistance (T/TA) – year to date expenditures \$18,080,.32
 - City Match – year to date expenditures \$217,256,69

March 30, 2020,

- a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 128; center 104 and home based 24.
- b) **Enrollment Monthly Summary.**
- New Enrollment-families (6), children (6), pregnant moms (1), number of children born (01); total new enrollment (9).
 - Total leaving program (8) – children transitioning out (2), pregnant moms giving birth (1), children leaving before turning 3 (5), pregnant moms leaving before having baby (0). Children up to date on Immunizations (114), children up to date as possible on immunizations (0), children not up to date (6).
- c) **Eligibility Category** – income eligible (77), TANF/SSI (11), Foster Child (5), Homeless (5). Over income (21), Over 130% (3), Children w/IFSPs (30).
- d) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.
City operated Early Head Start centers classroom attendance rates:

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- Douglas MacArthur 49.78%,
- La Mesa 48.57%,
- Plaza Feliz 54.67%
- School on Wheels 65.33%
- Singing Arrow 44.12%
- Trumbull 53.77%
- Western Trails 60.50%

Overall center-based program attendance totals – 55.17%; total number of absences -638.

- e) **Meal Counts** –Total number of meals served (2465)
 - Breakfast-(631)
 - Am Snack- N/A
 - Lunch-(636)
 - PM Snack-(515)
 - Supper- N/A
- f) **Budget** - Financial statements provided to policy council membership:
 - Federal Grant – year to date (YTD) expenditures \$794,789.30
 - Training/Technical Assistance (T/TA) – year to date expenditures \$11,595.32
 - City Match – year to date expenditures \$183,535,28

Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacant for over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.

III. GOVERNANCE

Early Head Start Policy Council – January, February, and March 2020

- A. January 2020 Meeting – In Session.
 - **January 16, 2020 – Action Item:** The Early Head Start Policy Council approved the following:
 - Election of Officers
 - i. **Chair** – Stephanie Pickup nominated herself for Chair. No opposition. Unanimous consent.
 - ii. **Vice-Chair** – Corina Gonzalez nominated herself for Vice-Chair. No opposition. Unanimous consent.
 - iii. **Secretary** – Kristi Sanchez nominated herself for Secretary. Unanimous consent.

- B. February 2020 Meeting – In Session.
 - **February 20, 2020 – Action Item:** The Early Head Start Policy Council approved the following:
 - **Approval of 2019-2020 Self-Assessment Report**
 - **Approval to submit 2020-2021 Continuous Grant Application**
 - Program Operations - \$1,875,562.00
 - Training and Technical Assistance - \$44,906.00
 - Total funding requested: 1,920,468.00**

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Total Funded Enrollment: 128

- C. March 2020 Meeting – In Session.
 - **March 18, 2020 – Action Item:** The Early Head Start Policy Council approved the following:
 - 2020 Division of Child & Family Development – Family Handbook for Early Head Start
 - Virtual Learning
- D. Ongoing efforts to encourage parent participation in Policy Council meetings include monthly mail out of Policy Council meeting reminders to membership and call arounds to Policy Council members 3 days prior to the Policy Council meetings. Monthly parent meetings at each City-operated center include Policy Council updates, parent recruitment for Policy Council, and information on the next meeting date.

Advisory Governing Body – January, February, and March 2020

- A. January 2020 - Not in Session.
- B. February 2020– Not In Session
- C. March 2020 – Not In Session
- D. Next Meeting Scheduled – TBD