

**GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC.
HEAD START AND EARLY HEAD START
SCHOOL READINESS ACADEMY**

2021-2022 Self-Assessment

Summary of Findings and Recommendations

Program CEO: Mrs. Catriva Webbs



During the 2021-2022 program year, Greater Opportunities of The Permian Basin, Inc. Head Start School Readiness Academy conducted the annual Self-Assessment by analyzing data across all service areas to create final recommendations for program improvements. The attached report reflects the results of the assessment, including program strengths, areas for improvements, and program improvement plans.



Greater Opportunities of The Permian Basin Inc.
Head Start & Early Head Start School Readiness Academy

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SELF-ASSESSMENT REPORT 2022

PROGRAM DESCRIPTION

Greater Opportunities of The Permian Basin, Inc., Head Start School Readiness Academy has been in operation since 1967 as a non-profit organization providing Head Start services to families and children living in Ward, Reeves, Ector, and Howard counties in the West Texas region. Since 2018, the program expanded services to expectant families and children ages birth-three by offering Early Head Start services in center-based classrooms. Funded enrollment for GOPB is a total of 842 slots; 750 Head Start children and 92 Early Head Start families. All services are provided in center-based, full day classrooms; 43 Head Start classrooms and 12 Early Head Start classrooms.

The underlying philosophy of GOPB, Inc. is a belief that children can benefit most from a comprehensive disciplinary program that fosters development and remedies problems as expressed in a broad range of services. The child's entire family, as well as the community must be involved. The Head Start program is a family-focused program focusing on childhood education, giving children the opportunity to reach their maximum potential.

The program mission is to provide a positive learning experience in a safe and healthy environment that will improve the quality of life for the children and families served, and empower them to become self-sufficient, contributing members of the community.

GOPB conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement goals. The annual self-assessment is an essential element of the GOPB Head Start and Early Head Start program. During this time the management team leads a thorough examination of ongoing monitoring results and multi-year data to review progress towards meeting program goals and objectives, and discover strengths and successes that could potentially be built upon to support continuous quality improvement. The assessment serves as a tool by which we hold ourselves accountable and determine if our program is doing what was proposed in our application for funding. We also use it to determine if resources are being used effectively to achieve our goal of providing high-quality

services to children and families. Most importantly, the results of the annual self-assessment serve as a foundation for future planning and goal setting that will drive innovations to improve outcomes for children and families in the Permian Basin.

We are currently in year two of our five year grant cycle. GOPB has five broad goals for our five-year (2020-2025) project period:

- Goal 1: Bring a deeper community awareness to the services provided by GOPB.
- Goal 2: Ensure a safe, secure and healthy environment for students, staff, and other stakeholders.
- Goal 3: Develop and implement a comprehensive training program for parents and staff.
- Goal 4: Ensure services meet the identified needs of the community.
- Goal 5: Improve quality of services provided by staff to enhance school readiness.

After review of the data collected in the self-assessment and community assessment from 2021, GOPB implemented plans to advance toward our goals and improve the program's services. The program closed the Saragosa Head Start / Early Head Start center as a result of a change in population and low enrollment. The number of enrollment slots previously served at this site were transferred to other centers in the service area. The 2021-2022 program year started earlier this year with a full week of Pre-Service professional development training for all staff from August 9th – August 13th, 2021. Children began in-person services the following week on August 18th, about two and a half weeks earlier than had ever been done in previous years. More professional development days for staff were built into the program calendar to incorporate ongoing training activities throughout the year. In addition, funding was allocated to the purchase of additional classroom supplies and multiple building improvements.

CONTEXT FOR SELF-ASSESSMENT AND METHODOLOGY

This year's Self-Assessment began in February 2022 with key members of the management team meeting to review refresher materials provided in ECLKC regarding best practices in conducting self-assessment. The leadership team decided upon the design and timeline for what the self-assessment process would look like and who would be invited to participate. The plan was presented to the governing body and Policy Council during meetings in March for approval. Team leaders began the process of compiling and summarizing data collected over the year. Ongoing monitoring summaries were prepared by gathering a variety of information including: data and documentation collected in ChildPlus; on-going monitoring reports; progress towards program goals and objectives; Teaching Strategies GOLD child assessment data; CLASS assessment data; school readiness reports; PIR; 2020-2021 community and

self-assessment reports; financial audit reports; and, Office of Head Start Focus Area One and Two monitoring protocols.

On March 23, 2022 the self-assessment analysis team met to review the data collection summary. In addition to the director and managers, the team included Policy Council members, governing body representatives, internal staff, and parents of enrolled children. Data summaries were shared by team leaders to encompass integration of services, identify trends, discover strengths, and establish priorities for program improvement. Discussion and dialogue were used to develop the Self-Assessment report including key insights, areas identified for improvements, and improvement plans. Data analysis for each of the component areas was guided by GOPB management staff:

PROGRAM GOVERNANCE (45 CFR §1301)

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE

(ERSEA) (45 CFR §1302 – Subpart A)

Team Leader – Mr. Hijinio Moreno, Associate Director ERSEA/PFCE Manager

PROGRAM STRUCTURE (45 CFR §1302 – Subpart B)

Team Leader – Mrs. LeeAnn Unruh, Fiscal Manager

EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES (45 CFR §1302 – Subpart C)

Team Leaders – Mrs. Alma Fuentes, Education Manager

Mrs. Amanda Ramirez, Compliance and Professional Development Manager

HEALTH PROGRAM SERVICES (45 CFR §1302 – Subpart D)

Team Leader - Mrs. Debbie Cernoch, Health & Nutrition Manager

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES (45 CFR §1302 – Subpart E)

Team Leader – Mrs. Melba Dominguez, Disabilities / Mental Health Manager

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES (45 CFR §1302 – Subpart F)

Team Leader – Mrs. Alma Fuentes, Education Services Manager

TRANSITION SERVICES (45 CFR §1302 – Subpart G)

SERVICES TO ENROLLED PREGNANT WOMEN (45 CFR §1302 – Subpart H)

Team Leader – Mrs. Robin Reeves, Early Head Start Coordinator

HUMAN RESOURCES MANAGEMENT (45 CFR §1302 – Subpart I)

Team Leader – Mrs. Delma Lozano, HR Manager

PROGRAM MANAGEMENT & QUALITY IMPROVEMENT (45 CFR §1302 – Subpart J)

Team Leader – Mrs. Amanda Ramirez, Compliance and Professional Development Manager

FINANCIAL AND ADMINISTRATIVE REQUIREMENTS (45 CFR §1303)

Team Leader – Mrs. LeeAnn Unruh, Fiscal Manager

KEY INSIGHTS

Report of progress in meeting goals and objectives; Strengths of the program

PROGRAM GOVERNANCE

- ✓ Minutes from the Board meetings reflect active participation and monthly reports are provided of ongoing monitoring data in all service areas, quarterly reports of progress towards School Readiness Goals, and updates twice a year based on CLASS observations. Decisions regarding expenditures and approval of operating budget is reflected in meeting minutes.
- ✓ Impasse procedures were adopted and implemented into By-Laws.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)

- ✓ The Eligibility and Enrollment Team (EETS) provides ongoing monitoring of child and family eligibility determination.
- ✓ Online applications are available in English and Spanish versions.

PROGRAM STRUCTURE

- ✓ GOPB has become a Texas Workforce Commission (TWC) approved childcare subsidy provider and began offering extended day services at one location for eligible families needing care for children before and/or after the Head Start day.

EDUCATION AND CHILD DEVELOPMENT SERVICES

- ✓ Scores in child assessment data reflect improvements in Literacy and Cognitive development.
- ✓ CLASS observation data reflects scores above the national average in areas of Emotional Support and Classroom Organization.
- ✓ Classroom observation reports reflect this year's recently added supplies and resources have improved curriculum implementation and cultural diversity in classrooms.
- ✓ New professional development training system has been established to include follow-up observations of classroom practices and application of new skills learned in training by staff.
- ✓ A School Readiness team has been created and a meeting scheduled to establish collaborations with LEA school districts in the program communities.

HEALTH PROGRAM SERVICES

- ✓ ChildPlus information management system has been utilized to develop a "To-Do" list to track additional health events and ensure follow-up.
- ✓ Tracking system utilized by staff assists in promoting up-to-date EPSDT health requirements for children.

- ✓ A work order system has been established to identify facility issues in a timely manner.
- ✓ The Registered Dietician consultant provides monthly newsletters for staff and parents.

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

- ✓ Multiple opportunities are offered for parent engagement activities.

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES

- ✓ The Mental Health consultant provides reports following classroom observations to identify opportunities for staff training and follow-up needs.
- ✓ A mental wellness team provides weekly wellness activities for staff via email.

TRANSITION SERVICES

- ✓ Eligible EHS children are enrolling into Head Start within days of completing EHS program.

SERVICES TO ENROLLED PREGNANT WOMEN

- ✓ Recruitment of pregnant women has been successful by partnering with other community agencies and programs that provide services to pregnant families.

HUMAN RESOURCES MANAGEMENT

- ✓ Background checks for staff are monitored through Texas Health and Human Services (HHS) to ensure background checks are updated annually.
- ✓ One-time COVID stipends were given to all staff to acknowledge program commitment during pandemic challenges and encourage retention.
- ✓ Hiring incentives have been established to aid in staff recruitment.

PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

- ✓ Additional professional development days were built into the program calendar to ensure ongoing professional development opportunities are provided for all staff.
- ✓ COVID funding was utilized to replace multiple HVAC systems in centers and update camera systems in all classrooms.
- ✓ Multiple building improvements have been made across the program.

FINANCIAL / ADMINISTRATIVE / FACILITIES REQUIREMENTS

- ✓ Recent 2021 fiscal audit reflected no new findings, and no instance of repeated findings from prior audits.
- ✓ Final approval has been received for retroactive purchase of 11th Street facility (Carter EHS). A Notice of Federal Interest has been filed as required.

AREAS FOR IMPROVEMENT; CONCERNS; SYSTEMIC ISSUES

PROGRAM GOVERNANCE

- ✓ Policy Council membership is missing representatives from all centers and attendance is low for monthly meetings.
- ✓ Recruitment for additional board members.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)

- ✓ Head Start enrollment not meeting required number of children.
- ✓ Inconsistency in determining income eligibility at some centers.

PROGRAM STRUCTURE

- ✓ Booth center waitlists and West Odessa demographics indicate opportunity for additional Head Start / EHS classrooms to service that area.
- ✓ EHS waitlists have high numbers of children not being served
- ✓ Since we are not meeting Head Start funded enrollment, should we consider a conversion of Head Start enrollment slots to EHS enrollment numbers?

EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES

- ✓ Inconsistencies in conducting home visits in-person, at families' homes.
- ✓ Parent engagement in completing developmental assessments and social/emotional assessments is low.
- ✓ TS GOLD Developmental assessment reports indicate areas for improvement to be: Social and Emotional development.

HEALTH PROGRAM SERVICES & SAFE ENVIRONMENTS

- ✓ PIR-data entry inconsistencies in ChildPlus.
- ✓ 6-month dental exam check-ups are not being tracked to ensure children are meeting EPSDT schedule.
- ✓ Completion of work orders are not consistently tracked.
- ✓ Meal production records are not being consistently documented for unused milk being served at meals following breakfast.

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

- ✓ Family engagement numbers are low in relation to total number of enrolled families.
- ✓ Parent attendance at monthly committee meetings, trainings and Parent Power program is low.

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES

- ✓ The Mental Wellness program has low level of participation from staff and parents.
- ✓ The program is not meeting the requirement for 10% of funded enrollment serving children with disabilities identified by an LEA with a current IEP in place.
- ✓ There is no tracking data for children who are awaiting evaluation by the LEA to show progress for weekly individualized goals being implemented by classroom staff and parents.

TRANSITION SERVICES

- ✓ Transition activities are not being documented consistently to show activities provided prior to a child turning 3 and transitioning out of Early Head Start and into Head Start.

SERVICES TO ENROLLED PREGNANT WOMEN

- ✓ Home visits with pregnant mothers are inconsistent in showing required education trainings are being provided.
- ✓ Post-natal visits (2 weeks after baby is born) are inconsistent.

HUMAN RESOURCES MANAGEMENT & PROFESSIONAL DEVELOPMENT

- ✓ Some HS Teacher Aides and EHS teachers have not completed and received their CDA within two years of employment as required by agency policy.
- ✓ Staff retention and recruitment of new qualified staff.

PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

- ✓ Identified need for family engagement focused training

FINANCIAL / ADMINISTRATIVE / FACILITIES REQUIREMENTS

- ✓ Additional training on new accounting software needs to be implemented to enable Executive Director and governing board members' fiscal visibility and real-time data on a daily basis.
- ✓ Need to configure an electronic bill approval process for Board members to be able to electronically review and approve AP bills assigning electronic signatures while also allowing for in-person review and approval process.

RECOMMENDATIONS

The following table of recommendations encompass GOPB action plans for making progress towards program goals and objectives, resolving systemic issues, and implementing innovative ideas for program improvement.

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Parent Engagement-Policy Council membership	Program Governance Family & Community Engagement Services	<ul style="list-style-type: none"> Attend parent meetings at centers who lack PC representation to recruit required PC members Train PC members on the importance and value of roles/responsibilities. 	Oct. 31, 2022	Assoc. Dir/ERSEA Site Managers
Board Membership	Program Governance	<ul style="list-style-type: none"> Board members will each make efforts to recruit/refer one potential person for membership. 	Ongoing	Board Members
Head Start enrollment not meeting required number	ERSEA	<ul style="list-style-type: none"> Boost recruitment efforts to identify eligible families in Odessa. Participate in partnering agency events that reach the demographic eligible for HS enrollment. Identify opportunities to add classrooms at centers that are fully enrolled and have wait lists of HS children not being served. Explore possibility of applying for a conversion of HS slots to EHS slots with continuation application for 2022-2023. 	June 1, 2022	Assoc. Dir/ERSEA Site Managers Family Advocates Executive Director Governing Board Policy Council
Inconsistency in determining income eligibility	ERSEA	<ul style="list-style-type: none"> Provide staff professional development focused on correct process for calculating income, documenting, and determining eligibility. 	April 29, 2022	Assoc. Dir/ERSEA Family Advocates Site Managers
Home Visits are not being consistently conducted in-person, at families' homes	Education and Child Development Program Services Family & Community Engagement Services	<ul style="list-style-type: none"> Provide family engagement focused training to teachers and family advocates. Provide staff training on Home visit requirements and the importance of family connections. Look at program schedule of Home Visits-restructure to conduct after open house activities/first PTCs. 	May 31, 2022	Ed. Manager EHS Coordinator Assoc. Dir/ERSEA Family Engagement Manager

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Parent engagement in child developmental assessment and social/emotional assessment input is low; Involvement & attendance is low in all offered parent engagement activities	Education and Child Development Services Family & Community Engagement Services	<ul style="list-style-type: none"> Restructure Open House to include: more focus on family engagement and connections; importance of involvement; attended by admin team member at each location Provide family engagement focused training to teachers and family advocates during Pre-Service activities 	April 29, 2022	Ed. Manager Assoc. Dir/ERSEA Family Engagement Manager Site Managers
TS Gold child assessment data-Social and Emotional development	Education and Child Development Services	<ul style="list-style-type: none"> Continue to implement ways to enhance Social Emotional development in ongoing YES, Inc. staff professional development and coaching program 	Aug. 31, 2022	Ed. Manager Compliance/Prof. Dev. Manager
PIR data collection in ChildPlus	Health Program Services Data Management	<ul style="list-style-type: none"> Reconfigure access in ChildPlus for different user security groups. Run monthly PIR reports to identify data entry errors. Provide additional staff development for ChildPlus during Pre-Service in Aug. 	April 29, 2022	Health/Nutrition Manager EHS Coordinator Ed. Manager
EPSDT 6 month dental check-ups for children not being tracked for completion	Health Program Services	<ul style="list-style-type: none"> Configure ChildPlus to track 6 month dental check-ups. Educate parents on EPSDT schedule of health requirements 	Aug. 31, 2022	Health/Nutrition Manager Health Staff
Work Order System for identified issues	Safe Environments	<ul style="list-style-type: none"> Implement "numbering" system for work orders Track work orders in ChildPlus utilizing numbering system to follow completion 	June 30, 2022	Health/Nutrition Manager Health & Safety Team
Documentation of required Meal Production Records	Nutrition Services	<ul style="list-style-type: none"> Provide nutrition staff with additional training for meal record documentation. 	April 29, 2022	Health/Nutrition Manager Nutrition Assistant Nutrition services Staff

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Disability Enrollment-Below 10%	ERSEA and Disabilities	<ul style="list-style-type: none"> Continue collaborating with LEAs to advance referral and evaluation process on children with concerns identified from screenings. 	Ongoing	Dis/MH Mgr.
Low staff engagement in Mental Wellness program	Mental Health services	<ul style="list-style-type: none"> Work with mental health wellness team to develop plans to encourage staff engagement in wellness activities. Implement incentive plans for staff participation. Add mental wellness activities to staff & parent monthly meeting agendas 	April 29, 2022	Disabilities/MH Mgr. Mental Health Wellness team Site Managers
Tracking individualized goals-progress towards intervention goals for children awaiting referral process with LEAs	Additional Services for Children with Disabilities	<ul style="list-style-type: none"> Develop a follow-up tracking system to follow progress towards implementation of intervention goals Train staff on process of implementing goals and working with children awaiting evaluations-response to intervention during Pre-Service 	July 31, 2022	Disabilities/MH Mgr. Ed. Manager Site Managers Teachers
Consistency in documentation of Transition services	Transition Services Services to pregnant women/ Early Head Start	<ul style="list-style-type: none"> 6 months before a child turns 3, plans will be developed and documented including Head start application and eligibility determination; site visit. Design a module in ChildPlus to track transition activities Provide staff training during Pre-Service 	July 31, 2022	EHS Coordinator Ed. Manager Site Managers Teachers
Required trainings to be provided to expectant families and post-natal visits	Services to pregnant women/ Early Head Start	<ul style="list-style-type: none"> Develop a training plan/timeline to be used with all expectant mothers Provide training for staff who will be conducting 	June 30, 2022	EHS Coordinator Compliance/Prof. Dev. Manage

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
		<p>pregnant mother visits (Teachers/Advocates) during summer staff development days</p>		
<p>HS Teacher Assistants & EHS teacher qualifications- CDA requirements within two years of hire date</p>	<p>Human Resources Professional Development</p>	<ul style="list-style-type: none"> • PD Manager will track CDA training completion in Pro-Solutions. • Participants will be required to complete CDA portfolio, observation, and test within 90 days of Pro-Solutions training completion. 	<p>Current and ongoing</p>	<p>HR Manager Prof. Dev. Mgr. EHS Coordinator</p>
<p>Recruitment and retention of qualified staff</p>	<p>Human Resources Management</p>	<ul style="list-style-type: none"> • Implement incentive plan for new hires including timelines for eligibility. • Develop additional staff incentives and encouragement activities for staff retention. 	<p>April 29, 2022 and ongoing</p>	<p>HR Manager Executive Director</p>
<p>Parent Engagement</p>	<p>Program Management & Quality Improvement</p>	<ul style="list-style-type: none"> • Managers to attend Family Engagement Regional training in May • Provide all staff with Family Engagement focused training during Pre-Service to improve parent engagement in all offerings. • Combine parent trainings with other engagement opportunities • Track family engagement goal setting and outcomes with a goal of 25% improvement. 	<p>Nov. 30, 2022</p>	<p>Assoc. Dir/ERSEA Family Engagement Manager Site Managers</p>
<p>Accounting software-fiscal visibility and reporting; electronic bill approval and signature process</p>	<p>Fiscal & Administrative</p>	<ul style="list-style-type: none"> • Finalize training offered with Sage Intacct to increase knowledge of live reports and dashboard creation. • Provide training for Executive Director, Board Members, and other managers as identified needs arise. 	<p>April 30, 2022</p>	<p>Fiscal Mgr. Bookkeeping/AP clerk Executive Director</p>

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APPROVAL OF 2021-2022 HEAD START SELF-ASSESSMENT

**GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC., HEAD START AND
EARLY HEAD START SCHOOL READINESS ACADEMY**

By signing below, we approve the 2021-2022 Self-Assessment summary of findings and improvement plans.

The information in this report will be used in future planning and goal setting for GOPB, Inc. Head Start and Early Head Start School Readiness Academy.

PRESIDENT, BOARD OF DIRECTORS

DATE

PRESIDENT, POLICY COUNCIL

DATE