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## Agenda

Group/Meeting Name: Program Services Subcommittee

Date: 9/4/19 Time: from: 5:00pm To: 6:00pm

Location: 1470 Civic Ct., Suite 200 Concord – Room 221

Meeting Leader: Magda Bedros

Purpose: Share Information & Collect Input and Feedback

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.*

*Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.*

**Desired Outcome: By the end of this meeting, we will have:**

Reviewed Desired Outcomes and ground rules.

Discuss the purpose and outcome of the Health and Safety Screener.

Received parent input into all elements of 2020 Head Start and Early Head Start Grant Application and approval to send to Policy Council for approval

An evaluation of the meeting to celebrate our success and enhance areas where needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Welcome Desired Outcomes Ground Rules	Present Review	Volunteer	5
Health and Safety Screening	Present Clarify Check for understanding	Tracy Lewis	30
Review and approve 2020 Head Start and Early Head Start Year Two Grant	Present Clarify Check for understanding	Magda Bedros	20
Plus/Delta		Volunteers	5

## Health and Safety Screener Results Summary

Grant Number: 09CH010862, 09HP000193

Program: Head Start, Early Head Start, Early Head Start-Child Care Partnership

### Overview:

As a condition of the Head Start (HS)/Early Head Start (EHS) and Early Head Start- Child Care Partnership (EHS-CCP) grant funding awards for Fiscal Year 2019, Contra Costa County Community Services Bureau is required to conduct a review of each site serving children through this funding utilizing the health and safety screener checklist. The health and safety screener helps organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

The following sites serving children under these grants have been reviewed with the required tool:

Directly Operated Centers	Partner Centers	Family Child Care (FCC)
Balboa	Crossroads	Anel Saavedra-Huerta
Bayo Vista	Baby Yale	Denise Medlock
Contra Costa College	FBHS Lido Square	Gina Jackson
Crescent Park	FBHS Odessa	Glorious Jackson
George Miller Concord	FBHS Belshaw	Jeanette Cooper
George Miller III	FBHS Fairgrounds	Jeannie Santos
Las Deltas	FBHS East Leland Court	Michelle Watkins
Lavonia Allen	FBHS Kid's Castle	Ruth Watkins
Los Arboles	KinderCare Mahogany	Shannon Del Prado Evans
Los Nogales	KinderCare El Sobrante	Tanya Taylor
Marsh Creek	Martinez ECC	Veronica Munoz
Riverview	Tiny Toes	Yolanda Braggs-Evans
Verde	YMCA Rodeo	
	YMCA Richmond CDC	
	YMCA 8th St.	
	YMCA Giant Rd.	

### Findings:

Forty-one (41) sites were reviewed utilizing the health and safety screener tool. This tool has a series of twenty-four (24) requirements. Upon completion of the tool, (3) sites were found to have no areas for improvement. The remaining (38) sites had a total of (170) items in need of improvement, as summarized below.

Areas in Need of Improvement:

Directly Operated		
Site	Items in Need of Improvement	Status
Balboa	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage; Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Garbage is stored in a safe and sanitary manner to prevent contamination; Medication is properly stored and labeled and is not accessible to children; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children; Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff	<i>In Progress</i>
Bayo Vista	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children; Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff; All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids;	In progress
Contra Costa College	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage; Medication is properly stored and labeled and is not accessible to children; A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<i>Corrected</i>
Crescent Park	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<i>In progress</i>
George Miller Concord	Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly; Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors,	<i>In progress</i>

	including falls and breakage; Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Garbage is stored in a safe and sanitary manner to prevent contamination; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children; All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids	
George Miller III	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<i>Corrected</i>
Las Deltas	Fire extinguishers are available, accessible, tested, and serviced regularly; Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids  Garbage is stored in a safe and sanitary manner to prevent contamination; Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants; Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff	<i>Corrected</i>  <i>In process</i>
Lavonia Allen	Agency policies and procedures protect children with allergies from known allergens; Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<i>Corrected</i>
Los Arboles	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Agency policies and procedures protect children with allergies from known allergens; A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children	<i>Corrected</i>
Los Nogales	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<i>Corrected</i>
Verde	Lighting is sufficient and adequate for all classroom activities; Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	In progress
Partner Centers		

Crossroads	Lighting is sufficient and adequate for all classroom activities; Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly; Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants; Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children; Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies;	In progress
Baby Yale	Lighting is sufficient and adequate for all classroom activities; Toilets and hand washing facilities are clean, in good repair, and easily accessible for children’s use. Supplies including toilet paper, hand soap, and towels are available and accessible; Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day; Medication is properly stored and labeled and is not accessible to children; All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM); Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff; Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs; A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent; Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent; All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams; All regular volunteers have been screened for appropriate	In progress

	communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee; All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements; Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies;	
FBHS Lido Square	Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants;	In progress
FBHS Odessa	Lighting is sufficient and adequate for all classroom activities; Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	In progress
FBHS Belshaw		
FBHS Farigrounds	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM); Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff; Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program; Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs;	<i>Corrected</i>
FBHS East Leland Court	Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children; All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM); Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff; Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program; Agency has all-	<i>Corrected</i>

	hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent;	
FBHS Kid's Castle	All areas are safe, clean, and free from pests; Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage; Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area; Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs; Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children; All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM); Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program; Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs	<i>Corrected</i>
FBSH Lone Tree	Lighting is sufficient and adequate for all classroom activities; Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly; Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees); Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children;	In Progress
KinderCare Mahogany	All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM); A sign-in/sign-out system is used to track those who enter and exit the facility; Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program	<i>In Progress</i>
KinderCare El Sobrante	Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	In Progress
Martinez ECC	A sign-in/sign-out system is used to track those who enter and exit the facility; Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program; Agency maintains current parent or guardian and emergency	<i>Corrected</i>

	contact list. Staff carry list on field trips and during evacuations	
Tiny Toes	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage; Medication is properly stored and labeled and is not accessible to children; Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program;	<i>Corrected</i>
YMCA Rodeo	All areas are safe, clean, and free from pests; Lighting is sufficient and adequate for all classroom activities; Garbage is stored in a safe and sanitary manner to prevent contamination; Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<i>Corrected</i>  <i>In process</i>
YMCA Richmond CDC	All areas are safe, clean, and free from pests; Lighting is sufficient and adequate for all classroom activities;	
YMCA 8 <sup>th</sup> St.	All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety	
YMCA Giant Rd.	Lighting is sufficient and adequate for all classroom activities; Emergency lighting is available in case of a power failure.	<i>Corrected</i>
Family Child Care (FCC)		
Denise Medlock	A sign-in/sign-out system is used to track those who enter and exit the facility.	In Process
Gina Jackson	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site; A sign-in/sign-out system is used to track those who enter and exit the facility.	In Process
Glorious Jackson	Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent; Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	In Process
Jeanette Cooper	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	In Process



Jeannie Santos	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site; A sign-in/sign-out system is used to track those who enter and exit the facility; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent; Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	
Michelle Watkins	Emergency lighting is available in case of a power failure; Current child care, health, fire, and other applicable licenses and inspection certificates are present on site; Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	
Ruth Watkins	Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day; A sign-in/sign-out system is used to track those who enter and exit the facility; Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	
Shannon Del Prado Evans	Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children;	
Tanya Taylor	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site; Emergency lighting is available in case of a power failure; A sign-in/sign-out system is used to track those who enter and exit the facility;	
Veronica Munoz	Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent;	
Yolanda Braggs-Evans	Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site' Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs; A sign-in/sign-out system is used to track those who enter and exit the facility; Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	

**Outcomes:**

Timely follow-up has been conducted for each item and actions have been taken to ensure child safety, representative of quality standards of Head Start and local regulation. Action plans have been implemented for any outstanding items in need of improvement.

## 2018-22 Program Goals & Objectives: June 2019 Updates

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**Goal 1:** Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

**Objective 1:** By June 30, 2019, CSB will place interactive self-service kiosk stations at large centers and the administration building with user-friendly interface and software that interacts with CSB's data management system.

**January 2019 Updates:**

- CSB has acquired five (5) self-service kiosks. Locations have been identified and are as follows: George Miller III, George Miller Concord, Los Arboles, CSB Administrative Office, and an EHSD Office.
- The software communicates with our data management system, CLOUDS, to support seamless access to services. The software is being refined to ensure that it is user friendly and supports multiple program requirements.

**June 2019 Updates:**

- Testing is in progress for the kiosk software, which interfaces with our data management system, CLOUDS.
- Plans are in development to pilot the kiosks following the testing phase.
- For the first phase of implementation, the pilot will allow families to apply for CSB childcare and development services using the kiosks.

**Objective 2:** By June 30, 2019, CSB will implement the use of an interactive web-portal and mobile application to improve communication between client and staff.

**January 2019 Updates:**

- The web portal is currently being enhanced to allow for electronic form submission.
- Additional testing is planned for February 2019 with plans to pilot online enrollment in the spring.

**June 2019 Updates:**

- As part of the Bureau's effort to further streamline access to services, a mobile application has been developed which interfaces with our data management system, CLOUDS.
- CSB is in the first phase of implementation by piloting the use of the mobile application with the Alternative Payment program.

**Objective 3:** By June 30, 2019, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text to input via keypad or their land line or mobile device.

## 2018-22 Program Goals & Objectives: June 2019 Updates

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### **January 2019 Updates:**

- *IVR and SMS communication features have been tested and enhancements are in progress to streamline communication between families and staff.*
- *CSB's enrollment hotline has been converted to IVR format.*
- *CSB is piloting the CLOUDS IVR system via the enrollment hotline with plans to expand IVR utilization by June 2019.*

### **June 2019 Updates:**

- *CSB went live with the CLOUDS IVR format for the enrollment hotline in May 2019.*
- *The Centralized Enrollment Unit (CEU) is now utilizing an efficient system for recording, tracking, and processing hotline calls. Over 900 calls have been processed using the IVR system in May and June.*
- *CSB continues to utilize automated interactive SMS for child absence alerts and has expanded SMS features through CLOUDS. CSB now has the capability to send group messages to staff and families through CLOUDS, which are then automatically recorded in staff and/or family profiles.*

**Goal 2:** Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

**Objective 1:** By June 2019, trainings based on Program for Infant and Toddler Care (PITC) and State of California Infant and Toddler Learning Foundations will continue to be implemented to support growing professional knowledge of caregiving practices.

### **January 2019 Updates:**

- *PITC trainings for Early Head Start teaching staff and supervisors are scheduled for April 2019 and June 2019.*
- *The trainings will support teachers with children's temperament and social/emotional development through interactions and relationships.*

### **June 2019 Updates:**

- *The PITC training was presented to the Early Head Start staff in May 2019. The topic was Temperament: A Practical Approach to meeting Individual Needs.*
- *Over forty infant toddler teachers and site supervisors attended. The training included:*
  - *Participation in a temperament treasure hunt*
  - *Participation in a temperament dimensions activity*
  - *Learning about the latest temperament research related to brain development*

**Objective 2:** By June 2019, CSB will increase family collaboration and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.

## 2018-22 Program Goals & Objectives: June 2019 Updates

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### **January 2019 Updates:**

- *Parent surveys pertaining to supporting children’s understanding of number sense of quantity was distributed to families in December 2018.*
- *The first take-home activity to support the math concept of number sense of quantity was sent home in January 2019. The activity consisted of literature to families describing how to support math concepts at home.*
- *Additional math-related activities will be sent to parents on a monthly basis.*

### **June 2019 Updates:**

- *Parent post-implementation surveys pertaining to parent’s growth in the understanding of supporting their child’s understanding of number sense of quantity were distributed in June 2019.*
- *Parents received six take-home activities from the months of January 2019 to June 2019 to support the math concept of number sense of quantity.*

**Objective 3:** By June 2019, CSB will administer vision screenings to Early Head Start Children ages 6 months to 3 years using the PlusOptix Mobile Vision Screener to ensure the earliest possible identification of vision concerns.

### **January 2019 Updates:**

- *PlusOptix Vision Screening Equipment was purchased - two machines.*
- *PlusOptix trainer provided training to 27 team members on December 11, 2018.*
- *Protocols have been established for PlusOptix screenings - children 6 months to 3 years’ old.*
- *PlusOptix vision screenings will begin in February 2019.*

### **June 2019 Updates:**

- *Vision Screenings are being administered and scheduled accordingly to ensure earliest possible identification of vision concerns.*
- *Screening results identify concerns and follow up referrals are scheduled as needed.*

**Objective 4:** By June 2019, CSB will enhance nutrition and oral health education with parents and staff to reduce the risk of early onset dental decay in children under 3 years old.

### **January 2019 Updates:**

- *Nutrition and oral health education will be disseminated by posting standing articles in the CSB Family Newsletter.*
  - *A “Healthy Snacks for Your Children’s Teeth” article was posted in the Family Newsletter December 2018 and distributed to all CSB families including partners.*
- *Developed 3 mini trainings to be presented during parent committee meetings, and parent education reminders will be posted on the CLOUDS dash boards.*
  - *Mini Trainings were developed. An email will be sent to Site Supervisors for support with presentations at parent meetings in March, April and May.*

## 2018-22 Program Goals & Objectives: June 2019 Updates

- *Dash board messages are being developed and will be posted in March, April and May.*
- *A flyer will be developed by the end of February to support father/father figures recruitment participation.*

### **June 2019 Updates:**

- *The article “Nutrition Oral Health” appeared in the April 2019 CSB Family Newsletter, which was distributed to all CSB Families including partners.*
- *The resource “Oral Health: Tips for Families from the National Center on Early Childhood Health and Wellness” was also in the April 2019 Family Newsletter.*
- *Five dashboard messages were developed and sent out in June:*
  - *Stay hydrated*
  - *Tooth brushing*
  - *Dental check-ups*
  - *Drink plain or infused water*
  - *Healthy food choices*
- *CSB participated in Give Kids A Smile Day. At our large centers, a total of 535 children were seen by volunteer dentists providing a free oral health assessment and a fluoride varnish treatment. Each child who participated was given a goodie bag with a toothbrush, toothpaste and oral health information.*

Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

**Objective 1:** By December 31, 2019, CSB will collaborate with Diablo Valley College ECE Learning Communities to engage participants in the field of early childhood education.

### **January 2019 Updates:**

- *The program’s first cohort – a total of six Teacher Assistants from CSB (4) and our partner agency First Baptist (2) – have passed their class and completed the first semester.*
- *The cohort is continuing in their second semester in Spring 2019.*

### **June 2019 Updates:**

- *The first cohort continues and has completed their 2<sup>nd</sup> semester, and will enter their 3<sup>rd</sup> this Fall.*
- *One of the participants accelerated her coursework and has completed all core course work, totaling 12 units. She is in the process of applying for her Associate Teacher permit.*

**Objective 2:** By December 31, 2019, CSB staff will have an opportunity to participate in the Staff Health Improvement Plan (SHIP) and other initiatives that facilitate increased staff wellness and morale.

## 2018-22 Program Goals & Objectives: June 2019 Updates

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### **January 2019 Updates:**

- Last October, CSB won the “Most Spirited” award for having the most staff participate in the department-wide walking initiative as more than 50 CSB staff participated.
- SHIP has partnered with Health Services and a health education specialist has led two physical activity sessions during separate manager meetings, and will lead one for the rest of CSB staff and teachers soon.
- Wellness Champions have been identified and will be officially launched in February 2019- they will be representatives of SHIP to help promote and model its goals and objectives.
- The SHIP has been integrated into the workplan of the bureau’s Competencies and Teambuilding strategic initiative, enhancing the implementation with the support of this team.

### **June 2019 Updates:**

- Kick Off Event in April for the Wellness Champions was a success! They learned all about the Staff Health Improvement Plan (SHIP) and how their role as Wellness Champions is critical to the success of this plan.
- Follow up check-Ins with each Wellness Champion has been conducted and have revealed significant progress in holistic wellness efforts throughout various facets of CSB that align with SHIP’s focus areas (raise awareness, nutrition and physical activity, and stress management)
- Areas of focus vary from site to site – some of their projects include: creating or enhancing break areas, focus on participation in agency’s physical health initiatives such as the walking challenge, and unit-based “30 Day Challenges” where each member commits to prioritizing health and wellness so that they can be their best selves
- CSB’s Wellness library continues to grow - staff periodically submits applicable material and resources; and Wellness Champions have been proactive in submitting ideas in strengthening our wellness initiative
- SHIP members have also been intentional and consistent in sharing applicable wellness information via various platforms (email, newsletters, meetings)
- “WHEN” books were purchased for all Wellness Champions and distributed for their usage and reference that will hone their endeavors in being an impactful Wellness Champion

**Objective 3:** By December 31, 2019, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.

### **January 2019 Updates:**

- Since the start of the initiative in 2017, six participants have graduated from the program.
- Six additional participants are on target to complete the program on December 31, 2019.
- As of now, there are 10 planned participants for the next (Spring) cohort.

### **June 2019 Updates:**

- All 10 participants passed their classes this past Spring.

## 2018-22 Program Goals & Objectives: June 2019 Updates

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- *Five participants completed the program and have now acquired all core coursework, totaling 12 units; they are in the process of applying for their Associate Teacher (AT) Permits and have been promoted to an AT sub.*
- *The second graduation of the Head Start Teacher Apprenticeship Graduation was held in June 2019; various guest speakers were present, including State Senator Nancy Skinner and Celebrity Chef Nikki Shaw, who tied the importance of wellness in Early Care and Education.*
- *At this time, the Fall 2019 cohort consists of 10 participants, with five expected to complete the program at the end of the year.*

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

**Objective 1:** By June 2019, CSB will strengthen father-child relationships through activities that promote healthy lifestyles.

### **January 2019 Updates:**

- *The team is developing a 1-hour training for father/child participants. The first part of the training will provide individual activities for children and fathers, the second part will be fathers and children enjoying a group activity that will include a cooking project and movement activities.*
- *Pre and post evaluations will be taken to measure the training impact on the fathers.*
- *The training will be scheduled at 3 county locations west, central, and east county.*
- *Flyers will be developed to publicize the event and will be posted in Friday Flyers.*
- *Dashboard messages will be posted at sites hosting the event.*

### **June 2019 Updates:**

- *Flyers were created, shared through the Friday Flyers, and e-mailed to CSB staff to assist in the recruitment of interested parents.*
- *Three training sessions were successfully conducted at GMC, GMII and Marsh Creek Sites.*

**Objective 2:** By June 2019, CLOUDS's Strength Building-Family Partnership Agreement (SB-FPA) will provide measurable family outcome reports.

### **January 2019 Updates:**

- *Met with CLOUDS team to tune up/enhance SB-FPA reports.*
- *Urgent requests are on the CLOUDS suggestion board marked as High priority.*
- *Developers are currently working on the urgent suggestions with the completion date of March 2019.*

### **June 2019 Updates:**

- *CLOUDS Developers are fine-tuning the SB-FPA reports developed. They are expected to be completed prior to the next program year.*
- *The main reports are:*
  - *Family Assessment Reports*



## 2018-22 Program Goals & Objectives: June 2019 Updates

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- *Family Goals Reports*
- *Family Referral and Services Reports*
- *A Family Outcomes Report for 2018-19 will be produced in Sept 2019*

**Objective 3:** By June 2019, The Make Parenting A Pleasure (MPAP) Curriculum will expand the scope of trainings.

### **January 2019 Updates:**

- *In an effort to support the expansion, 3 directly operated staff and 2 staff from the partner unit were trained by end of October 2018. The partner unit will train partner staff to deliver trainings at their sites.*
- *PFCE Manager met with each one of the three teams to plan and support the training delivery. (Room reservation, food order, supplies, training preparation, recruitment and training delivery)*
- *Trainings were scheduled at GMIII-West County, GMC- Central County and Marsh Creek-East County.*
- *MPAP Flyers were posted at sites and on Friday Flyers.*
- *Partner unit has scheduled training for the delegate agency, which has decided to use this curriculum as well.*
- *Systems are in place to collect pre/post training evaluations to measure program impact on families.*

### **June 2019 Updates:**

- *Flyers were created, shared through the Friday Flyers, and e-mailed to CSB staff to assist in the recruitment of interested parents.*
- *Newly trained staff, teamed with experienced trainers to provide the full curriculum at GMC, GMII and Marsh Creek.*
- *All enrolled parents were offered the Full MPAP Curriculum; this includes parents from the directly operated and partner sites.*
- *Thirty-nine MPAP sessions were presented between the three county locations and 218 parents participated.*
- *All directly operated sites were provided with three individual sessions throughout the year to expand the training to those parents that were unable to participate in the full curriculum training. Approximately 363 parent's participated in those events.*