

Head Start Training and Technical Assistance (T/TA) Services



TECHNICAL ASSISTANCE SERVICE PLAN

Date of Request/Revision(s): 11/24/2014

Grantee Agency: Celina City Schools	Contact Information: 6731 State Route 219 Celina, Ohio 45822 (419) 268 0301 – ext 4002	Grant #: 05CH8467 <input checked="" type="checkbox"/> Head Start <input type="checkbox"/> Early Head Start
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Head Start Director: Ms. Carol Schroyer Carol.Schroyer@CelinaSchools.org	Education Coordinator:	
Program Specialist: Michael Butler michael.butler@acf.hhs.gov	Fiscal Specialist: Nina Bassole nina.bassole@acf.hhs.gov	
ECE Specialist: Heather Nasbaum HNasbaum@etas.stginternational.com	Grantee Specialist: Ametta L. Reaves AReaves@etas.stginternational.com	
Non-Compliance Date: NA Deficiency Date: Pending Regional Office Management Concern: Grantee self reported – Child left unsupervised		
Data Analysis Summary: <ol style="list-style-type: none"> 1. The grantee reported to the OHS Regional Office on 10/29 that a child was left unsupervised while being transported on the HS bus. The grantee reported that a bus driver and monitor fail to ensure the safety of child being transport home during the afternoon route. The child was not released to an authorized adult at the bus stop. The driver and monitor fail to follow internal procedures including releasing children to an authorized adult and giving an informational folder with the child's picture on it to the adult as the child exited the bus. 2. The grantee is located in Mercer County with a funded enrollment of 158. The grantee and provides transportation for approximately 95 children. 3. The grantee's has an Ongoing Monitoring system. Transportation services are monitored 2 times per year and as needed by the Education Manager. 4. In the Head Start Federal Review Report dated 9/14/2009, the grantee was cited with 2 deficiencies in the area of transportation. The grantee did not ensure children were seated in appropriate child restraint systems. The grantee did not properly store and secure baggage transported in the passenger compartment of the bus. During the follow up review, it was determined that the findings were corrected. Internal policies and procedures were revised and appropriate child restraints were purchased. 5. As a part of the corrective action for properly storing baggage, the grantee eliminated the use of backpacks. The backpacks were used to keep information or communication for parents. The grantee 		

replaced this procedure and implemented the use of child folders. The folders are given to parents daily as children exited the bus. This procedure was also used to ensure that children are released to an authorized adult. During the GS initial site visit with the grantee, it was determined that this was one of the procedures not followed by the transportation staff on 10/29/2014.

Goals <i>(Describe the over-arching grantee goal)</i>	T/TA Strategies <i>(Specify training content and technical assistance strategies that you will provide to the grantee)</i>	T/TA Dates <i>(List dates for each T/TA Strategy agreed upon with the grantee)</i>	T/TA Impacts and Outcomes <i>(Describe the intended grantee changes)</i>	Resources <i>(List ECLKC resources you will use and related TTA the grantee is receiving from other sources)</i>
<p>The grantee will have systems, policies and procedures to ensure the active supervision and safety of all children enrolled in the program</p>	<ul style="list-style-type: none"> • Assist the grantee to enhance their Ongoing Monitoring system. • Assist the grantee to develop a plan to sustain corrective actions and continuous improvement. • Provide guidance on active supervision; redundant transportation and safety practices; completing daily health and safety checklist; transitions activities. • Assist the grantee to review internal policies and procedures. 	<p>12/29/2014 01/2015 02/2015</p>	<p>The grantee will have an enhanced ongoing monitoring and continuous improvement plan.</p> <p>The grantee will have revised internal policies, procedures, and training plans.</p> <p>The grantee will identify strategies and preventative methods to ensure that children are supervised and safely transported.</p>	<p>OHS Health and Safety Screener & Active Supervision Fact Sheet</p> <p>ODE Licensing Regulations</p> <p>PMFO Management System diagram</p> <p>PS-1304.52 Human Resources Management</p> <p>1306.23(a)(b), Staff Training & 1306.32 Class Size</p>