

Head Start Monthly Report February 2023

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$891.02

12/16/22	\$32.00	Cbus Parking Airport	A Esser
12/16/22	\$695.79	Hilton Anatole TX	A Esser
12/23/22	\$163.23	CJ Highmarks	Policy Council

B. Program Information Summary

The OHS released directives no longer mandating mask wearing; however, OHS did mandate Head Start grant recipients to ensure that policy and procedure was in place to mitigate any circumstances should COVID impact operations. The vaccine mandate is still in place; however, Ohio is one of the states that is currently under an injunction.

January was filled with multiple in-services – Active Supervision training was provided at the January call-back. OHS TTA presented The Big Five Language & Literacy training to the Education team.

District affiliated events Director participated in include: Board meeting, Admin mtg, Shared Governance training

Community affiliated events Director participated in include: Health District

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Futures Group, Capitol Hill visits – Congressmen Latta, Jordan, Senator Vance, NHSA ELC, OHSAI Fiscal COL,

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, 1303

Trainings provided – ECE innovation Grant, HSPPS Subpart J

Training received – OHS CLASS Video Pilot, NOASC USAS

The Director contacted Meyer Design regarding start time on Playground Project. Project will not begin until this Spring.

Education – Education staff began HV / PTC in the month of January. Finishing 2nd checkpoint early February.

Mental Health – 39 children received some form of mental health service since the beginning of the year.

Disabilities – 18 children are receiving special ed services at Head Start

Health – See EPSDT report

Family Engagement – DOGS meeting was science experiments in January. Kinship Support group continues to meet monthly.

C. Enrollment / Attendance

Program reporting cumulative enrollment : 122

Enrollment by Program Option:

Half Day PY Head Start	50
Full Day School Year Ed Complex	58
Full Day School Year Rockford	14

Attendance by Program Option:

Half Day PY Head Start	80.25%
Full Day School Year Ed Complex	86.25%
Full Day School Year Rockford	83%

D. CACFP report - CACFP claimed meals

Month Served	January 2023
Total Days Attendance	Rockford - 13 Part Day programming - 13 Ed Complex Full day Programming - 16
Total Breakfast	1171
Total Lunches	1413
Total Snacks	1097
Total Meals	3681

E. Financial Audit -

F. Annual Self-Assessment

- Begins May 2023
- Expect an invitation from the Director to participate in the process

G. Community Assessment

- Due summer 2023

H. Communication and guidance from the Secretary

ACF-PI-HS-23-01

Attachments to report:

Self - Assessment plan (requires approval)

Family Advocate Home Visit Report

Family Partnership Agreement Report

Parent Teacher Conference Report

Respectfully submitted,

Amy Esser

Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER
5563-7500-2990-4743

ACCOUNTING CODE:

Purchasing Activity

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-16	12-15	55432862350200832761404	CMH PARKING COLUMBUS OH	32.00-
12-16	12-15	55436872350163506458779	HILTON HOTELS ANATOLE DALLAS TX 3104173 ARRIVAL: 12-12-22	695.79-
12-23	12-22	55432862357203107264412	TST* CJS HIGHMARKS - C CELINA OH	163.23-
Total Travel Activity				\$891.02

HEAD START - ARP GRANT 525 - 3022

	SEPT/DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE			
189K7	35,759.52			8,626.40																		
47553						2,552.87								12,624.44						42,385.52		
Federal Revenue-C6																					15,220.31	
Federal Revenue-C5																						
Other Local																						
Refund prior year exp																						
Board advance				6,626.40		2,552.87								12,624.44								57,682.23
Total	35,759.52			6,626.40		2,552.87								12,624.44								57,682.23
Salary	29,100.75	1,521.19	1,864.41	1,723.57		(1,205.11)				1,005.65	2,459.90	3,414.83	1,061.50	2,035.34								44,179.14
Phone benefits	2,352.86	200.00		540.96		(8.08)				1,842.18	1,126.17	351.18	15.39	126.20								6,957.62
Programming																						1,284.86
Supplies	4,194.16	3,222.51		26.63		1,254.95		239.30														7,710.05
Capital Outlay																						
PA20 subtotal	35,759.52	4,943.70	1,864.41	2,294.16		1,254.95	(1,100.32)	239.30		3,745.84	3,586.07	3,776.10	1,076.89	2,154.54								59,740.77
PA20 expenses																						
Training & Technical Services (job code 400)																						
Training & technical serv (OB) 419																						
Staff out of town travel (OB) 419																						
Travel																						
Training & Technical Supplies																						
Training & Tech Supplies																						
Subtotal Supplies																						
TXFA-PA20																						
Return of Board Advance																						
TOTALS	35,759.52	4,943.70	1,864.41	2,294.16		1,254.95	(1,100.32)	239.30		3,745.84	3,586.07	3,776.10	1,076.89	2,154.54								59,740.77

HEAD START - ARP GRANT 525 - 9022

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
ARP	189,047.00	-	189,047.00	42,365.92	146,681.08
Federal Revenue - C-5	47,553.00	-	47,553.00	15,220.31	32,332.69
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	236,600.00	-	236,600.00	57,586.23	179,013.77

EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	110,296.00	-	110,296.00	44,178.14	-	66,117.86
Fringe Benefits	46,175.00	-	46,175.00	6,557.62	8.62	39,608.76
Programming	7,442.00	-	7,442.00	1,294.96	700.00	5,447.04
Supplies	42,667.00	-	42,667.00	7,710.05	1,715.96	33,260.99
Capital Outlay	30,000.00	-	30,000.00	-	-	30,000.00
Other Expenditures	-	-	-	-	-	-
PA22 subtotal	236,600.00	-	236,600.00	59,740.77	2,424.58	174,434.65

Training & Technical Services						
Training & technical serv (job code 400)	419	-	-	-	-	-
Staff out of town travel	439	-	-	-	-	-
Subtotal Purch Service						

Training & Tech Supplies						
Subtotal Supplies						

T&TA -PA20						
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Return of Board Advance						
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TOTALS	236,600.00	-	236,600.00	59,740.77	2,424.58	174,434.65
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TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (2,154.54)

HEAD START - 2022 GRANT

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	
Federal Revenue	134,000.00	6,562.77	8,011.23	209,536.16	11,065.82	13,893.40	750,000.00	750,000.00	511.68	511.68	230,000.00	220,000.00	120,000.00	85,510.15	
CACFP Revenue	-	-	-	7,755.06	-	-	-	-	-	-	10,154.82	11,638.13	9,908.96	-	
Other Local	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Board advance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	134,000.00	6,562.77	8,011.23	217,291.22	11,065.82	13,893.40	750,000.00	750,000.00	511.68	511.68	240,154.82	231,638.13	129,908.96	85,510.15	
REVENUE															
Salary	70,133.48	71,290.15	106,618.29	67,790.29	72,257.28	33,859.81	66,783.36	70,195.42	67,696.10	74,732.56	103,022.18	74,641.23	80,995.73	1,162.31	
Fringe Benefits	48,398.76	387.95	47,853.30	108,976.68	46,912.51	400.00	90,305.80	69,334.44	12,650.18	80,088.56	56,420.62	16,976.31	1,473.48	15.77	
Programming	8,046.00	5,344.65	10,891.70	13,748.76	16,818.46	15,975.67	5,736.16	6,223.68	2,313.79	6,750.63	11,968.47	14,474.51	1,544.98	2,691.12	
Supplies	6,378.02	4,039.96	8,012.21	16,648.76	3,333.88	11,524.11	3,992.70	6,213.19	4,635.24	4,802.14	16,261.81	23,056.11	2,905.85	4,209.12	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Expenditures	1,500.00	-	621.00	175.00	979.00	-	-	-	-	-	541.80	1,475.00	-	-	
PA22 subtotal	134,456.24	81,062.71	174,096.50	207,339.49	138,301.13	61,758.59	166,828.01	151,966.73	87,235.31	166,373.89	188,214.88	130,625.16	86,820.04	8,078.32	
Training & Technical Services (job code 400)															
Training & technical serv (OBJ 419)	3,750.00	1,125.00	1,125.00	1,383.25	-	5,400.00	1,095.97	-	410.38	470.50	1,160.00	9,209.96	-	32.00	
Staff out of town travel (OBJ 438)	176.89	262.95	194.87	194.87	134.44	664.54	2,799.09	2,034.73	1,366.70	75.00	388.30	456.27	926.82	699.04	
Subtotal Purch Service	3,886.89	1,387.95	1,387.95	1,578.12	134.44	6,064.54	3,895.06	2,034.73	1,777.08	545.50	1,548.30	9,666.23	926.82	731.04	
Training & Technical Supplies															
Training & Tech Supplies	-	-	-	-	33.00	-	-	-	-	-	-	141.54	-	-	
Subtotal Supplies	-	-	-	-	33.00	-	-	-	-	-	-	141.54	-	-	
T&TA -PA20	-	3,866.89	1,387.95	1,578.12	167.44	6,064.54	3,895.06	2,034.73	1,777.08	545.50	1,548.30	9,807.77	926.82	731.04	
Return of Board Advance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	134,456.24	84,928.70	175,474.45	208,517.61	138,458.57	67,823.13	170,723.07	154,001.46	89,012.39	166,919.39	189,763.18	140,432.93	87,746.86	8,809.36	
														1,817,478.34	

HEAD START - 2022 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	
Federal Revenue	2,002,713.00	-	2,002,713.00	1,729,046.31	273,666.69	
CACFP Revenue	-	30,696.00	30,696.00	79,622.67	(48,926.67)	
Other Local	-	-	-	-	-	
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
Total	2,002,713.00	30,696.00	2,033,409.00	1,808,668.98	224,740.02	
EXPENSES						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	REMAINING BALANCE
	940,036.00	-	940,036.00	961,027.16	(20,991.16)	(20,991.16)
Salary	627,205.00	-	627,205.00	579,194.36	48,010.64	48,010.64
Fringe Benefits	195,425.00	-	195,425.00	121,618.58	73,806.42	73,806.42
Programming	188,306.00	793.00	189,099.00	116,015.10	73,083.90	73,083.90
Supplies	-	29,903.00	29,903.00	-	29,903.00	29,903.00
Capital Outlay	10,682.00	-	10,682.00	5,291.80	5,390.20	5,390.20
Other Expenditures	1,961,654.00	30,696.00	1,992,350.00	1,783,147.00	209,203.00	209,203.00
PA22 subtotal						
Training & Technical Services						
Training & technical serv (job code 400)	27,605.00	-	27,605.00	24,037.06	3,567.94	3,567.94
Staff out of town travel	12,258.00	-	12,258.00	10,119.74	2,138.26	2,138.26
Subtotal Purch Service	39,863.00	-	39,863.00	34,156.80	5,706.20	5,706.20
Training & Tech Supplies	1,196.00	-	1,196.00	174.54	1,021.46	1,021.46
Subtotal Supplies	1,196.00	-	1,196.00	174.54	1,021.46	1,021.46
T&TA -PA20	41,059.00	-	41,059.00	34,331.34	6,727.66	6,727.66
Return of Board Advance	-	-	-	-	-	-
TOTALS	2,002,713.00	30,696.00	2,033,409.00	1,817,478.34	215,930.66	215,930.66

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (8,809.36)

HEAD START - 2023 GRANT

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
REVENUE													
Federal Revenue		163,000.00											
CACFP Revenue													
Other Local													
Refund prior year exp													
Board advance													
Total		163,000.00											163,000.00
EXPENDITURES													
Salary	75,584.14												
Fringe Benefits	61,409.66												
Programming	15,981.28												
Supplies	7,582.57												
Capital Outlay													
Other Expenditures	2,000.00												
PA22 subtotal	162,537.65	146,532.10											
Training & Technical Services (job code 400)													
Training & technical serv (OBJ 419)		1,270.50											
Staff out of town travel (OBJ 439)													
Subtotal Purch Service		1,270.50											
Training & Technical Supplies													
Training & Tech Supplies													
Subtotal Supplies													
T&TA -PA20		1,270.50											
Return of Board Advance													
TOTALS	162,537.65	147,802.60											311,610.75
													310,340.25

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,001,357.00	-	1,001,357.00	163,000.00	838,357.00
CACFP Revenue	-	-	-	-	-
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,001,357.00	-	1,001,357.00	163,000.00	838,357.00

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	918,812.00	-	918,812.00	147,853.74	770,958.26	-	770,958.26
Fringe Benefits	707,924.00	-	707,924.00	120,792.51	587,131.49	-	587,131.49
Programming	153,382.00	-	153,382.00	20,428.45	132,953.55	23,106.76	109,846.79
Supplies	177,985.00	-	177,985.00	17,995.05	159,989.95	13,148.99	146,840.96
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	2,000.00	9,186.00	-	9,186.00
PA22 subtotal	1,969,289.00	-	1,969,289.00	309,069.75	1,660,219.25	36,255.75	1,623,963.50
Training & Technical Services							
Training & technical serv (job code 400)	11,863.00	-	11,863.00	1,270.50	10,592.50	1,524.70	9,067.80
Staff out of town travel	19,552.00	-	19,552.00	-	19,552.00	2,352.26	17,199.74
Subtotal Purch Service	31,415.00	-	31,415.00	1,270.50	30,144.50	3,876.96	26,267.54
Training & Tech Supplies	2,009.00	-	2,009.00	-	2,009.00	-	2,009.00
Subtotal Supplies	2,009.00	-	2,009.00	-	2,009.00	-	2,009.00
T&TA -PA20	33,424.00	-	33,424.00	1,270.50	32,153.50	3,876.96	28,276.54
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	2,002,713.00	-	2,002,713.00	310,340.25	1,692,372.75	40,132.71	1,652,240.04

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (147,340.25)

MCHS December 2022

Category	Amount	Hours	Rate
Policy Council	\$422.91	9.75	\$43.37 / HR
At- Home Activities			
Anchors Away	\$312.39	16.75	\$18.65 / HR
Captain's Crew	\$671.40	36	\$18.65 / HR
Lighthouse Leaders	\$349.69	18.75	\$18.65 / HR
Lakeside Learners	\$186.50	10	\$18.65 / HR
Turtle Troop	\$139.88	7.5	\$18.65 / HR
Starboard Seacaptains	\$419.63	22.5	\$18.65 / HR
Rockford			
Total	\$2,079.49		
Parent Volunteers			
Total of Above	\$2,502.40		
Four U	\$665.71		reduced prices on supply items
ECE funding	\$4,333.34		State ECE funds
Utilities	\$2,142		Covered by CCS
CCS Personnel Support			
IT Director	737.34		
Asst Treasurer I	506.34		Payroll & Benefits
Asst Treasurer II	373.09		Accounts payable
Superintendent Sec	444.17		Personnel
Custodial Services	2,520.25		
Maintenance services	1,261		
Total	\$5,842.19		
CCS Fringe	524.17		
CCs Benefits	\$6,395.59		
Total	\$6,919.76		
Haley Thomas			Speech
Diane Donovan			Itinerant
Momentum	\$425		MH Discount \$25 / hr
Total	\$22,830.40		

Mercer County Head Start Self- Assessment Plan 2023

The Head Start Program Performance Standards outline the requirement for each grantee to conduct an annual self-assessment.

Ongoing assessment of program goals. A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,
- (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

MCHS admin team meets quarterly to review data collected from monitoring reports. Monitoring reports are the result of data collection and analysis of monitoring tools. Monitoring tools are developed to monitor the "musts" as outlined in the HSPPS along with program goals. These quarterly reports feed the data collection needed for self-assessment.

MCHS proposes the following plan for self-assessment:

Week of May 15-19

Orientation for all self – assessment members. Self-assessment commences throughout the week. Team leaders schedule individual meetings and provide data for analysis.

Self-Assessment report to PC and Board in June.

Filtering

Additional Filtering

Program Information Filtering

Filtering

Enrollment Type

Currently Receiving Services ▼

Group By

Visit Type ▼

Provider Type

ALL Provider Types ▼

Visit Result

ALL Results ▼

Visit Date From:

07-01-2022

To:

02-03-2023

Display Type

Numeric ▼

Funding Source

Select Funding Source ▼

Mercer County Head Start ▼

All Sites ▼

Filter

View All

Agency: Mercer County Head Start

Site: All

Receiving Services= 110

1007S - Family Visits Statistics

Visit Type	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	Total	Required Visits
Center Visit	0	0	0	0	0	0	0
CFE/FSW Home Visit	2	0	99	11	0	112	1
Disabilities	0	0	0	0	0	0	0
Family Contact Visit	0	0	24	5	0	29	26
Health	0	0	0	0	0	0	0
Mental Health	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0
Parent Conference	0	0	0	0	0	0	0
Pregnancy Health Visit	0	0	1	0	0	1	1
Pregnancy Nutrition Visit	0	0	0	0	0	0	0
Teacher Home Visit	0	0	0	0	0	0	0
Total	2	0	124	16	0	142	28
Total UNIQUE Number of Visits	2	0	124	16	0	142	28

* Note: Since multiple visit types can be indicated for each visit, Total Visit Types is not necessarily the total number of visits.

1009S - Family Goals Statistics Report

No.	Goal Category	14	Complete/Achieved	Declined	Expected To Achieve	In Progress	New	Not Accomplished	On-going	TOTAL GOALS	UNIQUE # OF FAMILIES
1	*Adult Education	0	0	0	0	<u>1</u>	<u>1</u>	0	0	2	<u>2</u>
2	*Adult Literacy	0	0	0	0	0	0	0	0	0	0
3	*Advocate & Lead	0	0	0	0	0	0	0	0	0	0
4	*Child Development	0	0	0	0	<u>1</u>	<u>4</u>	0	0	5	<u>5</u>
5	*Discipline	0	0	0	0	0	0	0	0	0	0
6	*Employment / Job Skills	0	0	0	0	0	<u>1</u>	0	0	1	<u>1</u>
7	*ESL Families	0	0	0	0	0	0	0	0	0	0
8	*Financial Security / Budgeting	0	0	0	0	<u>3</u>	<u>7</u>	0	<u>1</u>	11	<u>11</u>
9	*Formal & Informal Social Support / Networks	0	0	0	0	0	<u>3</u>	0	0	3	<u>3</u>
10	*Health	0	<u>4</u>	0	0	<u>10</u>	<u>9</u>	0	0	23	<u>22</u>
11	*Housing	0	0	0	0	<u>3</u>	<u>3</u>	0	0	6	<u>6</u>
12	*Involvement in Education of Child	0	0	0	0	<u>2</u>	<u>6</u>	0	0	8	<u>8</u>
13	*Mental Health	0	0	0	0	<u>2</u>	<u>5</u>	0	<u>1</u>	8	<u>8</u>
14	*Parenting	0	0	0	0	<u>5</u>	<u>10</u>	0	0	15	<u>15</u>
15	*Prenatal Health	0	0	0	0	0	0	0	0	0	0
16	*Relationship Building	0	0	0	0	<u>1</u>	<u>2</u>	0	0	3	<u>3</u>
17	*Safety	0	0	0	0	0	0	0	0	0	0
18	*Substance Abuse	0	0	0	0	0	0	0	0	0	0
19	*Transitions	0	0	0	0	0	<u>3</u>	0	0	3	<u>3</u>
20	Already working with Another Agency	0	0	0	0	0	0	0	0	0	0
21	Parent-Child At Home Activity	0	0	0	0	0	0	0	0	0	0
22	NO Goal Category	0	0	0	0	0	0	0	0	0	0
TOTAL GOALS		0	4	0	0	28	54	0	2	88	
UNIQUE # OF FAMILIES		0	4	0	0	28	54	0	2		84

Filtering Additional Filtering

Filtering

Currently Enrolled **Group By** Visit Type
Provider Type ALL Provider Types
Visit Result ALL Results **Visit Location** Please Select
Visit Date From 07-01-2022 **To** 02-03-2023
 Numeric ALL Funding Source

Mercer County Hea

All Sites

All Classes

Agency: Mercer County
Head Start

Site: All

Currently Enrolled= 121

705S - Child Visits Statistics

Visit Type	Cancelled by Family	Cancelled by Staff	Completed/Received	No Show	Planned Visit	No Status	Total	Required Visits
Center Visit	0	0	0	0	0	0	0	0
CFE/FSW Home Visit	0	0	0	0	0	0	0	0
Disabilities	0	0	0	0	0	0	0	0
Family Contact Visit	0	0	0	0	0	0	0	0
Health	0	0	0	0	0	0	0	0
Mental Health	0	0	0	0	0	0	0	0
Nutrition	0	0	0	0	0	0	0	0
Parent Conference	0	0	105	0	0	0	105	51
Pregnancy Health Visit	0	0	0	0	0	0	0	0
Pregnancy Nutrition Visit	0	0	0	0	0	0	0	0
Teacher Home Visit	0	0	121	1	0	0	122	57
Total	0	0	226	1	0	0	227	108
Total UNIQUE Number of Visits:	0	0	225	1	0	0	226	108

* Note: Since multiple visit types can be indicated for each visit, Total Visit Types is not necessarily the total number of visits.



Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-01

[View the Latest COVID-19 Updates from the Office of Head Start](#)

Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy ACF-PI-HS-23-01

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-23-01
- 2. Issuance Date:** 01/06/2023
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** COVID-19; Health Services Management; Safety Practices; Head Start Program Performance Standards; Safe Environments; Program Planning

Program Instruction

To: Head Start and Early Head Start Grant Recipients and Delegate Agencies

Subject: Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

Instruction:

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, [Mitigating the Spread of COVID-19 \(Coronavirus Disease 2019\) in Head Start Programs](#). This Final Rule removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement from the [Interim Final Rule with Comment Period \(IFC\)](#), so the Head Start Program Performance Standards (HSPPS) at 45 CFR

§§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

This Program Instruction (PI) provides supplementary information to support grant recipients in developing the required evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy.

HSPPS (Head Start Program Performance Standards) Requirements

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy developed in consultation with their HSAC (Health Services Advisory Committee) that can be scaled up or down based on the impacts or risks of COVID-19 (Coronavirus Disease 2019) in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (Health Services Advisory Committee) (45 CFR §1302.40(b)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC (Health Services Advisory Committee).

This Final Rule requires programs to have established an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy in consultation with their HSAC (Health Services Advisory Committee) by March 7, 2023.

Evidence-based Policy

As stated in the Final Rule, *evidence-based* is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what health care providers know) in content development.^[1] Integrating the best available science with the knowledge and considered judgements from stakeholders and experts benefits Head Start children, families, and staff.^[2]

The COVID-19 (Coronavirus Disease 2019) mitigation policy should be informed by objective evidence and findings from research and expert recommendations from public health authorities such as the U.S. Centers for Disease Control and Prevention (CDC) and state, tribal, local, and territorial health departments. Head Start programs have various sources to consider, including but not limited to:

- CDC (Centers for Disease Control) guidance, including general COVID-19 (Coronavirus Disease 2019) information and early care and education (ECE) program-specific guidance, such as Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning.

- State, tribal, local, and territorial health departments, universities, and professional health organizations
- Caring for Our Children health and safety standards
 - [9.2.3.2: Policy Development for Care of Children and Staff Who Are Ill](#)
 - [9.2.4.4: Written Plan for Seasonal and Pandemic Influenza](#)

The Early Childhood Learning and Knowledge Center features an interactive module to support Head Start programs in learning how to find and use up-to-date, trustworthy, and consistent health information. Programs may access [How to Find Science-informed and Evidence-based Health Information](#) to explore five steps to help determine if information is current and accurate when developing an evidence-based policy.

Grant recipients are not limited to the considerations outlined below when developing their evidence-based policy.

Considerations for an Evidence-based COVID-19 (Coronavirus Disease 2019) Mitigation Policy

Mitigation Strategies

As stated in the Final Rule, in the context of [COVID-19 \(Coronavirus Disease 2019\)](#), *mitigation* refers to measures taken to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Other terms used for this same concept are "risk reduction strategies" or "prevention strategies."

An evidence-based [COVID-19 \(Coronavirus Disease 2019\)](#) mitigation policy should use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick. Current evidence suggests the importance of a layered approach whereby one strategy is "layered" upon another because they are more effective in minimizing the impact of SARS-CoV-2 than when using one strategy alone.^[3] When developing their policy, Head Start programs should consider the [risk factors](#) for their staff and the families served, strategies to be used when the impact of [COVID-19 \(Coronavirus Disease 2019\)](#) changes in the community, and how the risk of exposure could change depending on the Head Start services provided.

COVID-19 (Coronavirus Disease 2019) Community Levels

[CDC \(Centers for Disease Control\)](#) developed the [COVID-19 \(Coronavirus Disease 2019\) Community Levels](#) to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new [COVID-19 \(Coronavirus Disease 2019\)](#) hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by [COVID-19 \(Coronavirus Disease 2019\)](#) patients (seven-day average), and

new COVID-19 (Coronavirus Disease 2019) cases per 100,000 population in the past seven days. Using these data, the COVID-19 (Coronavirus Disease 2019) Community Level is classified as low, medium, or high. Grant recipients should consider using this data and guidance to inform their evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy. Layered prevention strategies should also be able to be increased when community risk is higher (e.g., when COVID-19 (Coronavirus Disease 2019) Community Level has increased).

COVID-19 (Coronavirus Disease 2019) Vaccination

At this time, the national vaccination requirements at 45 CFR §§1302.93 and 1302.94 remain in effect for staff, certain contractors, and volunteers in Head Start programs in states that are not subject to permanent^[4] or preliminary^[5] court injunctions. There is no federal requirement to go further. However, all programs still have the discretion to require, promote, and encourage COVID-19 (Coronavirus Disease 2019) vaccines for staff, subject to tribal, state, and local laws. ACF strongly encourages that all staff, contractors, and volunteers be up-to-date on their COVID-19 (Coronavirus Disease 2019) vaccinations given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death.

OHS (Office of Head Start) also wants to make sure all families can obtain accurate information about the COVID-19 (Coronavirus Disease 2019) vaccine and encourages programs to address in their mitigation policy how they can help families and children access the vaccines. Programs may still consider COVID-19 (Coronavirus Disease 2019) vaccination in their evidence-based policy, including ways to provide access and increase uptake of vaccines among Head Start staff, contractors, volunteers, and children and families.

Prioritizing Strategies

Per CDC (Centers for Disease Control), Head Start programs should consider local context when developing and implementing a response to COVID-19 (Coronavirus Disease 2019) conditions. Factors to consider include:

- Age of population served
- People with disabilities
- People at risk of getting very sick
- Equity
- Availability of resources
- Communities served
- Pediatric-specific considerations

A fuller discussion of each of these factors can be found in CDC (Centers for Disease Control)'s Operational Guidance for K-12 Schools and Early Childhood Programs to Support Safe In-person Learning.

Responsive to Changing Conditions

The intent of this policy is to make sure programs can adapt to changing circumstances and conditions of COVID-19 (Coronavirus Disease 2019) while still protecting the health of children, families, and staff. The requirement for having an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy specifies that it needs to allow for programs' response to be scaled up or down based on the impact of COVID-19 (Coronavirus Disease 2019) in the community. It gives Head Start programs more flexibility to adapt to the changing circumstances and conditions of the virus and be responsive to the unique challenges and needs of their communities.

Given the unpredictable and evolving nature of COVID-19 (Coronavirus Disease 2019), Head Start programs may go through periods where the impact of COVID-19 (Coronavirus Disease 2019) is low, medium, or high. Programs' COVID-19 (Coronavirus Disease 2019) mitigation policy should specify what prevention strategies or combination of strategies will be used when the impacts or risks of COVID-19 (Coronavirus Disease 2019) increases or decreases, and how the policy is communicated to children, families, and staff. Programs can also decide to place requirements related to COVID-19 (Coronavirus Disease 2019) mitigation policies as needed. For example, a program may choose to require universal masking when there are higher levels of transmission or burden in the community, consistent with CDC (Centers for Disease Control) guidance. We include additional considerations for the communication of the policy below.

Additional Precautions

While local context is critical, Head Start programs may also want to consider additional precautions regardless of the level of impact from COVID-19 (Coronavirus Disease 2019) at that time and in consideration of the needs of the communities that programs serve. As noted in CDC (Centers for Disease Control)'s guidance to K-12 schools and ECE (Early Care and Education) settings, program administrators should work with health departments in their jurisdiction to consider other local conditions and factors when deciding to implement prevention measures. Pediatric-specific indicators, such as vaccination rates among children, pediatric-specific health care capacity, pediatric hospitalizations, and pediatric emergency visits, can help with deciding on which mitigation strategies to use. Head Start programs may consider the extent to which children or staff are at increased risk for severe disease from COVID-19 (Coronavirus Disease 2019) or have family members at increased risk for severe disease. ECE (Early Care and Education) programs may choose to implement universal indoor mask use, for example, to meet the needs of the families they serve, which could include people at risk for getting very sick with COVID-19 (Coronavirus Disease 2019).

Programs should also consider how their ~~COVID-19 (Coronavirus Disease 2019)~~ mitigation policy protects children with disabilities, children who are immunocompromised, and children at higher risk of severe complications, as well as layered mitigation strategies to make sure children can safely continue to attend the program in person. For example, programs may consider additional mitigation measures, such as more extensive mask use or increasing ventilation, if there are children who cannot safely wear a mask because of their disability, as defined by Section 504 of the Rehabilitation Act of 1973. The U.S. Department of Education's [Disability Rights](#) webpage provides guidance and resources for schools and ~~ECE (Early Care and Education)~~ programs to make sure students with disabilities continue to receive the services and supports they are entitled to so they have successful in-person educational experiences.

Communication Plan

~~COVID-19 (Coronavirus Disease 2019)~~ mitigation policies should include a strong communication plan consistent with [45 CFR §1302.41\(b\)\(2\)](#) to make sure staff and families are prepared to navigate the ongoing conditions of ~~COVID-19 (Coronavirus Disease 2019)~~. Programs should consider:

- Who communicates to staff and families?
- What should be communicated?
- When are communications shared and with what frequency? How does the timing for communications relate to changing ~~COVID-19 (Coronavirus Disease 2019)~~ conditions in the community?
- How will it be communicated? For example, programs may have signs outside classrooms and the building if masks are required or recommended.
- Is the communication accessible to individuals with disabilities?

Evolving guidance comes from various federal, state, tribal, local, and territorial authorities, in addition to ~~CDC (Centers for Disease Control)~~. Employers should be prepared to communicate changes in protocols as far in advance as possible to staff and families.

Please direct any questions regarding this ~~PI (Program Instruction)~~ or the requirement that Head Start programs have an evidence-based ~~COVID-19 (Coronavirus Disease 2019)~~ mitigation policy to your regional office.

Thank you for your work on behalf of children and families.

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start

See PDF Version of Program Instruction:

[Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy \[PDF, 442KB\]](#)

[1] Adapted from Office of Disease Prevention. Evidence-based practices and programs. National Institutes of Health <https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs>

[2] Adapted from European Centre for Disease Control and Prevention. European Centre for Disease Prevention and Control. Evidence-based methodologies for public health – How to assess the best available evidence when time is limited and there is lack of sound evidence. Stockholm: ECDC; 2011.

https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109_TER_evidence_based_methods_for_public_health.pdf

[3] Center for Disease Control and Prevention. “*Science Brief: Indicators for Monitoring COVID-19 (Coronavirus Disease 2019) Community Levels and Making Public Health Recommendations.*” August, 2022. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html>

[4] The U.S. Department of Health and Human Services (HHS) received notice that as of Sept. 21, 2022, following a decision by the United States District Court for the Western District of Louisiana, implementation and enforcement of [Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 \(Coronavirus Disease 2019\) in Head Start Programs](#), 86 Fed. Reg. 68052 (Nov. 30, 2021) (the “Interim Final Rule” or “IFC”), is permanently enjoined in the following 24 states: Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, West Virginia, and Wyoming. Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients in those 24 states are not required to comply with the [IFC \(Interim.Final.Rule.with.Comment\)](#).

[5] As of Dec. 31, 2021, following a decision by the United States District Court for the Northern District of Texas, implementation and enforcement of the [IFC \(Interim.Final.Rule.with.Comment\)](#) is preliminarily enjoined in Texas.

Historical Document

AJE 0013



Refrigeration Incorporated

820 SOUTH WAYNE STREET
St. Marys, OH 45885
PHONE: 419-394-4519
FAX: 419-394-5753
moranrefrigeration@woh.rr.com
Ohio License #24419

DATE: 1/9/2023
NAME: Celina City Schools
STREET: 585 E. Livingston
CITY: Celina, OH 45822
PHONE: 567-644-4335 ~ Jeff Everman
EMAIL: jeff.everman@celinaschools.org
RE:

QUOTATION

QTY	DESCRIPTION	UNIT	PRICE
<u>True Reach- in Freezers</u>			
2	True T35F-HC, bottom mount two door freezer. 35 cuft. S/S front with painted sides. Aluminum interior. 39 1/2"W x 29 1/2"D x 83 3/8"H (with castors.) 115v. Requires 15 amp circuit.	\$ 7,199.00	\$ 14,398.00
2	True T49F-HC, bottom mount two door freezer. 49 cuft. S/S front with painted sides. Aluminum interior. 54"W x 29 1/2"D x 83 3/8"H (with castors.) 115v. Requires 15 amp circuit.	\$ 7,349.00	\$ 14,698.00
<p>Note: Delivery and set-up for 2 of the above freezers in either size is estimated to be \$375.00- \$450.00.</p> <p>The 49 cuft freezers are in stock at the distributor's Ohio warehouse. The 35 cuft models are in stock at the manufacturer's facility.</p>			
<p>*** Equipment and materials are subject to price increases even after the order has been placed with the manufacturers.</p>			
<p>*** Unless noted elsewhere in this proposal, pricing on equipment is valid for 5 days. Pricing on material such as refrigerant and copper is only valid for 1 day. This is due to the volatile market of our industry. Our pricing is not being protected.</p>			
<p>Terms: Signed proposal or purchase order Total due upon installation</p>			
<p>I, _____ have read, understand, and agree to all of the information in this proposal.</p>			
<p>Date: _____</p>			
<p>Title: _____</p>			
<p>Salesman: <u>Gary Gayer</u></p>			



TRUE MANUFACTURING CO., INC.

U.S.A FOODSERVICE DIVISION

2001 East Terra Lane • O'Fallon, Missouri 63366-4434 • (636)240-2400
 Fax (636)272-2408 • Toll Free (800)325-6152 • Intl Fax# (001)636-272-7546
 Parts Dept. (800)424-TRUE • Parts Dept. Fax# (636)272-9471 • www.truemfg.com

Project Name: _____

Location: _____

Item #: _____ Qty: _____

Model #: _____

AIA #

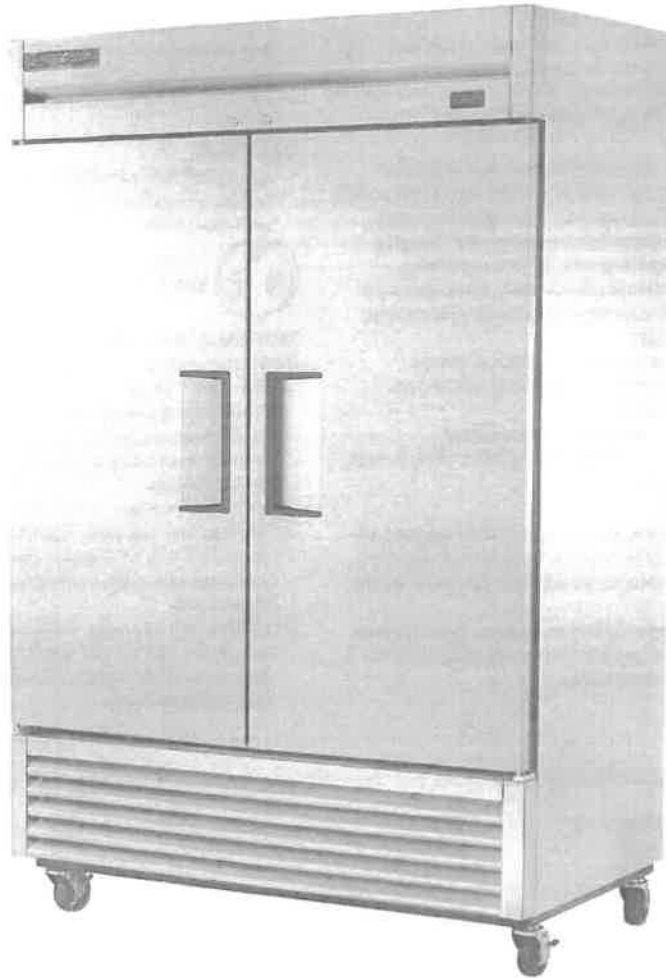
SIS #

Model:

T-49F-HC

T-Series:

Reach-In Solid Swing Door Freezer with Hydrocarbon Refrigerant



T-49F-HC

- ▶ True's solid door reach-in's are designed with enduring quality that protects your long term investment.
- ▶ Designed using the highest quality materials and components to provide the user with colder product temperatures, lower utility costs, exceptional food safety and the best value in today's food service marketplace.
- ▶ Factory engineered, self-contained, capillary tube system using environmentally friendly R290 hydro carbon refrigerant that has zero (0) ozone depletion potential (ODP), & three (3) global warming potential (GWP).
- ▶ High capacity, factory balanced refrigeration system that maintains -10°F (-23.3°C) temperatures. Ideal for both frozen foods and ice cream.
- ▶ Stainless steel solid doors and front. The very finest stainless with higher tensile strength for fewer dents and scratches.
- ▶ Adjustable, heavy duty PVC coated shelves.
- ▶ Positive seal self-closing doors. Lifetime guaranteed door hinges and torsion type closure system.
- ▶ Automatic defrost system time-initiated, temperature-terminated. Saves energy consumption and provides shortest possible defrost cycle.

Bottom mounted units feature:

- ▶ "No stoop" lower shelf.
- ▶ Storage on top of cabinet.
- ▶ Compressor performs in coolest, most grease free area of kitchen.
- ▶ Easily accessible condenser coil for cleaning.

ROUGH-IN DATA

Specifications subject to change without notice.
 Chart dimensions rounded up to the nearest 1/8" (millimeters rounded up to next whole number).

Model	Doors	Shelves	Cabinet Dimensions (inches) (mm)			HP	Voltage	Amps	NEMA Config.	Cord Length (total ft.) (total m)	Crated Weight (lbs.) (kg)
			W	D	H*						
T-49F-HC	2	6	54 1/8 1375	29 1/2 750	78 3/8 1991	1 1	115/60/1 230-240/50/1	9.6 5.5	5-15P ▲	9 2.74	480 218

* Height does not include 5" (127 mm) for castors or 6" (153 mm) for optional legs.

▲ Plug type varies by country.

	APPROVALS:	AVAILABLE AT:
	Printed in U.S.A.	

Model:
T-49F-HC

T-Series:
Reach-In Solid Swing Door Freezer with
Hydrocarbon Refrigerant



STANDARD FEATURES

DESIGN

- True's commitment to using the highest quality materials and oversized refrigeration systems provides the user with colder product temperatures, lower utility costs, exceptional food safety and the best value in today's food service marketplace.

REFRIGERATION SYSTEM

- Factory engineered, self-contained, capillary tube system using environmentally friendly R290 hydro carbon refrigerant that has zero (0) ozone depletion potential (ODP), & three (3) global warming potential (GWP).
- High capacity, factory balanced refrigeration system that maintains -10°F (-23.3°C) temperatures. Ideal for both frozen foods and ice cream.
- State of the art, electronically commutated evaporator and condenser fan motors. ECM motors operate at higher peak efficiencies and move a more consistent volume of air which produces less heat, reduces energy consumption and provides greater motor reliability.
- Bottom mounted condensing unit positioned for easy cleaning. Compressor runs in coolest and most grease free area of the kitchen. Allows for storage area on top of unit.
- Automatic defrost system time-initiated, temperature-terminated. Saves energy consumption and provides shortest possible defrost cycle.

CABINET CONSTRUCTION

- Exterior - Stainless steel front. Anodized quality aluminum ends. Corrosion resistant GalFan coated steel back.

- Interior - attractive, NSF approved, clear coated aluminum liner. Stainless steel floor with coved corners.
- Insulation - entire cabinet structure and solid door are foamed-in-place using a high density, polyurethane insulation that has zero ozone depletion potential (ODP) and zero global warming potential (GWP).
- Welded, heavy duty steel frame rail, black powder coated for corrosion protection.
- Frame rail fitted with 4" (102 mm) diameter stem castors - locks provided on front set.

DOORS

- Stainless steel exterior with clear aluminum liner to match cabinet interior. Doors extend full width of cabinet shell. Door locks standard.
- Lifetime guaranteed recessed door handles. Each door fitted with 12" (305 mm) long recessed handle that is foamed-in-place with a sheet metal interlock to ensure permanent attachment.
- Positive seal self-closing doors. Lifetime guaranteed door hinges and torsion type closure system.
- Magnetic door gaskets of one piece construction, removable without tools for ease of cleaning.

SHELVING

- Six (6) adjustable, heavy duty PVC coated wire shelves 24 5/16" L x 22 3/8" D (624 mm x 569 mm). Four (4) chrome plated shelf clips included per shelf.
- Shelf support pilasters made of same material as cabinet interior; shelves are adjustable on 1/2" (13 mm) increments.

LIGHTING

- LED Interior lighting - safety shielded. Lights activated by rocker switch mounted above doors.

MODEL FEATURES

- Exterior temperature display.
- Evaporator is epoxy coated to eliminate the potential of corrosion.
- Rear airflow guards prevent product from blocking optimal airflow.
- NSF/ANSI Standard 7 compliant for open food product.

ELECTRICAL

- Unit completely pre-wired at factory and ready for final connection to a 115/60/1 phase, 15 amp dedicated outlet. Cord and plug set included.



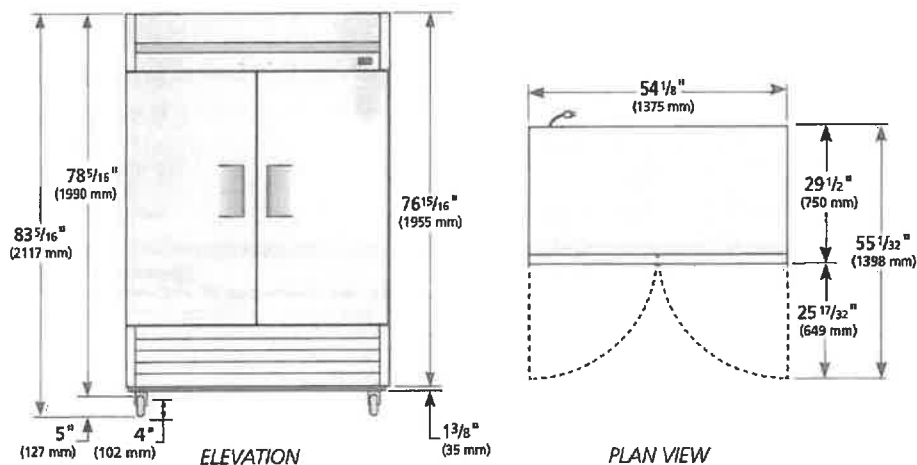
115/60/1
NEMA-5-15R

OPTIONAL FEATURES/ACCESSORIES

Upcharge and lead times may apply.

- 230 - 240V / 50 Hz.
- 6" (153 mm) standard legs.
- 6" (153 mm) seismic/flanged legs.
- Alternate door hinging (factory installed).
- Novelty baskets.
- Additional shelves.
- Half door bun tray racks. Each holds up to eleven 18"L x 26"D (458 mm x 661 mm) sheet pans (sold separately) (airflow guards need to be removed).
- Full door bun tray racks. Each holds up to twenty-two 18"L x 26"D (458 mm x 661 mm) sheet pans (sold separately) (airflow guards need to be removed).

PLAN VIEW



METRIC DIMENSIONS ROUNDED UP TO THE NEAREST WHOLE MILLIMETER

SPECIFICATIONS SUBJECT TO CHANGE WITHOUT NOTICE

KCL	Model	Elevation	Right	Plan	3D	Back
	T-49F-HC					

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Additional Filtering

Currently Enrolled Filter View All

Mercer County Head Start All Sites All Classes Currently Enrolled= 120

406 - EPSDT status Report		
	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>101</u>	<u>19</u>
Blood Pressure (Mandated)	<u>106</u>	<u>14</u>
Dental	<u>67</u>	<u>53</u>
Growth (Mandated)	<u>114</u>	<u>6</u>
Hearing (Mandated)	<u>114</u>	<u>6</u>
Lead Screening (Mandated)	<u>82</u>	<u>38</u>
Physical (Mandated)	<u>117</u>	<u>3</u>
Vision (Mandated)	<u>116</u>	<u>4</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>69</u>	<u>51</u>

Notes:

- 1- Numbers do not include unborn children
- 2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.
- 3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.

