

**Department of Human Services
Early Head Start Program**

Training and Technical Assistance Plan 2024-2025

The City of San Antonio, Department of Human Services, Early Head Start Program (heretofore, The Early Head Start Program) contracts with four direct service providers—one education service provider, two health service providers and one mental wellness service provider—and collectively employs approximately 60 professionals to provide high-quality infant and toddler program services to 128 children and families.

The Early Head Start Program retains primary responsibility for providing ongoing training and technical assistance. Staff collaborates with the education service provider in the development of annual training plans to ensure needed trainings support the direct service staff in the delivery of high-quality services. This system ensures staff and families have access to ongoing training opportunities.

The 2024-2025 Training and Technical Assistance Plan (T&TA) reflects activities provided during the 2023-2024 program period for the Early Head Start Program and planned training and development for the 2024-2025 program year. Through this application, The Early Head Start Program is applying for \$50,223.00 training and technical assistance funds, for the awarded project period from February 1, 2024 – January 31, 2025.

Section 1: Planning for Training

On an annual basis, The Early Head Start Program works to prioritize, and develop a plan for training based on the needs of staff, parents and children. The Early Head Start Program approaches ongoing professional development across the program as a joint venture working closely with the education service provider.

Training plans that are developed yearly meet or exceed the requirements of the Head Start Program Performance Standards (HSPPS), Head Start Act, Texas Child Care Regulations, and other regulations. Furthermore, CLASS data, child outcome data, family assessment information, Quality Assurance data, self-assessment data, Five-Year Strategic Planning goals, staff and parent surveys, training evaluation forms and Child Care Regulation compliance history are utilized to identify program-wide training needs.

Section 2: Professional Development & Training

The Early Head Start Program implements a comprehensive professional development plan that includes national and local conferences and workshops, orientation training, pre-service training, onsite training during the program year, and online trainings and webinars. Professional development opportunities will be presented in person and virtual, as needed, in the 2024-2025 program year. The professional development plan centers on the following five areas of focus and presented in detail in the tables below: Quality Teaching and Learning, Family & Community Engagement, Health & Safety, Program Leadership, and Wellness Support.

The Early Head Start Program ensures that at the beginning of employment all new program staff receives orientation. The education service provider conducts an orientation to all new staff, which meets their organizational expectations and Child Care Regulation Standards. The Early Head Start Program Early Education Service Mentors continue to improve sessions to be used at the education service provider for Onboarding of new Early Head Start staff. Sessions focus on the goals and philosophy of Head Start, the mission and vision of the Early Head Start Program, Standards of Conduct, Disabilities and Wellness Services, Approach to School Readiness, the School Readiness Plan of Action, Head Start Early Learning Outcomes Framework, and Parent Family and Community Engagement Framework.

In addition to the new staff orientation, the Early Head Start Program, in collaboration with the education service provider, hold an annual pre-service event prior to the new program year beginning. To kick off the 2022-2023 program year, The Early Head Start Program staff hosted a three-day pre-service event with over 50 education service provider staff attending from the Early Head Start Program. Topics included new program year expectations, Infant/Toddler CLASS data review, wellness and self-care strategies and activities. In addition, a special session was presented in collaboration with the Early Head Start Program Monitor and Early Education Services team to take the teachers through a data walk of education monitoring from the 2021-2022 program year. The presentation included monitoring data, pictures and discussion on areas needed for improvement and areas to celebrate. Rounding out the event, First Three Years (F3Y) provided an overview and introduction to Reflective Supervision. This was well received, and the Early Head Start Program has a contractual agreement to continue the collaboration of infant/toddler training, as well as a robust training and technical assistance plan on Reflective Supervision across the Head Start Division.

The Early Head Start Program staff and parents have opportunities throughout the program year to attend training events and conferences, including local, regional, and national conferences and workshops. The opportunity to attend additional conferences, workshops, and trainings arises throughout the program year based on identified program and/or individual needs.

The Early Head Start Program and the education service provider offer various training opportunities throughout the program year using a variety of training methods and consultants, including online modules, webinars, scheduled trainings, on-site meetings, conferences, and events. Training delivery methods are designed to be flexible, and topics vary in order to meet

requirements and program-wide training needs. Topics and number of participants may vary based on identified program and/or individual needs and all topics fall within the five areas of focus.

The program has professional networks and services to assist staff in continuing their education goals including completion of additional coursework, obtaining a degree, or becoming credentialed. These professional educational opportunities are designed to build staff capacity and to meet the requirements of the Head Start Act, HSPPS, The Early Head Start Program policies/procedures and furthering staff's education.

The program builds capacity within both the Early Head Start Program staff and education service provider. The program values staff pursuits of various training certifications to grow trainers and leaders within specific service areas. The Early Head Start Program management staff currently holds certifications and trainer status in the following:

- Car Seat Proxy Technician and Technicians
- Infant CLASS-Reliability and Trainer status
- Toddler CLASS-Reliability and Trainer status
- Pre-K CLASS Reliability and Trainer status
- Family Service Credential and Trainer status
- NAEYC – Developmentally Appropriate Practices
- Program for Infant/Toddler – (PITC)
- Period of PURPLE Crying
- Child Care Health Consultant
- Mental Health First Aid
- Triple P Parenting Program
- Early Childhood Outdoor Learning Environments
- ASQ and ASQ-S/E Trainer status
- Infant Mental Health Endorsement Category II
- CPR/First Aid Trainer status
- Pyramid Model Trainer status
- Safety Compliance Awareness Trainer (S-CAT)

The Early Head Start Program staff uses their knowledge, skills, and abilities to provide quality trainings and technical assistance to the education service provider and families to ensure the program builds knowledge and best practices.

The Early Head Start Program plans to continue the use of the Infant and Toddler CLASS tools to measure teacher/child interaction to collect data and utilized as one data point in driving decisions for ongoing professional development. In-person CLASS observations were conducted in the fall of 2022 and will continue in the fall of 2023. Moving into the 2024-2025 program year, The Early Head Start Program plans to continue conducting classroom observations. The Early Head Start Program CLASS Reliable staff continual test throughout the program year to maintain their reliability as applicable to their certification.

The program continues the approach of six designated half-day professional development days held over the course of the program year to deliver high quality professional development. The education service provider closes the centers at noon for all staff to attend specified four-hour trainings. Parents have been strongly supportive of the idea and plans are to continue the approach in the 2024-2025 program year. Table 3 indicates the six half-day professional development days and topics presented during the 2022-2023 The Early Head Start Program year.

Table 3. 2022-2023 Half-Day Professional Development Days

Date	Topics
September 16, 2022	<ul style="list-style-type: none"> Staff participated in the TXAEYC annual conference experiencing various professional development opportunities
October 21, 2022	<ul style="list-style-type: none"> Intro in to Pyramid Model: Tips for Working with Infants and Toddlers
November 18, 2022	<ul style="list-style-type: none"> F3Y-Ethics in Early Childhood F3Y-Relationships in Early Childhood & The Parallel Process

	<ul style="list-style-type: none"> Oral Health & Toothbrushing
February 17, 2023	<ul style="list-style-type: none"> F3Y- Brain Architecture Game & Impact of Trauma and Brain Development
March 31, 2023	<ul style="list-style-type: none"> F3Y- Impacts of Trauma on Families on Child Behavior
May 19, 2023	<ul style="list-style-type: none"> F3Y- Secondary Trauma and Professional Wellbeing

The planned 2023-2024 Half-Day Professional Development days are listed in Table 4 that will include both the Early Head Start Program and the Early Head Start - Child Care Partnership Program.

Table 4. 2023-2024 Tentative Half-Day Professional Development Days

Date	Topics
September 22, 2023	<ul style="list-style-type: none"> CLASS Plan and Data Review Working through Difficult Conversation with Parents
October 20, 2023	<ul style="list-style-type: none"> Development & Inclusion in Infant/Toddler Classrooms School Readiness Goals Making the Connection
November 10, 2023	<ul style="list-style-type: none"> Linking Early Literacy and Social Emotional
January 26, 2024	<ul style="list-style-type: none"> Adult Wellness for Staff who Support Young Children
March 22, 2024	<ul style="list-style-type: none"> Family Engagement and the Home-to-School Connection for Teachers
May 17, 2024	<ul style="list-style-type: none"> Promoting and supporting Self-Care Staff Wellness

The Early Head Start Program prioritizes the health and well-being of all staff, children, and families by implementing a comprehensive ongoing trauma informed approach. The Early Head Start Program has provided professional development opportunities to all Early Head Start staff to introduce the trauma informed approach and build a foundation of knowledge on the impact trauma has on staff, children, and families.

A priority of the Early Head Start Program is the implementation of The Pyramid Model,

which is a positive behavioral intervention and support framework that uses system-thinking and implementation science to promote evidence-based practices. The Pyramid Model works to support social and emotional development in early childhood classrooms. The Pyramid Model Framework will provide the Early Head Start Program needed tools, strategies and supports to ensure the workforce is able to adopt and sustain evidence base practices and learn various strategies to reframe those behaviors that challenge us and see them as a means of communication. Working through a multi-year contract with the Teaching Consortium will provide the needed foundation, planning and implementation for the Early Head Start Program. Trainings, consultations and train the trainer models are included in the very intentional plan. All the Early Head Start Program staff and education service provider will have opportunities to engage at various levels of training.

The Early Head Start Program Early Education Services team will provide support to Peer Coaches and education service provider staff to ensure strategies and practices that support each tier of the Pyramid Model are being implemented. Family Support and Home Visitors will work to share recommended strategies to families as needed in a preventive approach and/or as a response to request. Each position with the Early Head Start Program will have the needed tools and resources available to share with families.

The Early Head Start Program provides Family Service Credential (FCS) training for all family support service staff within eighteen months of hire. The Family Service Credential is a comprehensive, competency and credit-based training designed to support direct service family support staff in their work with children and families.

Additionally, providers have had or currently have staff working on either their child development associate (CDA) or associate's degrees through the T.E.A.C.H. program offered through the Texas Association for the Education of Young Children. T.E.A.C.H. is an evidence-

based strategy that provides scholarships to assist with course tuition, books, CDA assessment fee, completion bonus and commitment from sponsoring licensed child care centers to increase compensation for completion.

Section 3: Parent Leadership Programs and Training

The Early Head Start Program implements several parent programs and initiatives available throughout the program year to support parents and empower them to serve as not only leaders in their families but also in the community.

The Early Head Start Program utilizes Ready Rosie as its research-based parenting curriculum. Ready Rosie builds on parents' knowledge and provides tools that are focused on equipping and engaging families and caregivers of children 0-6 years old. The curriculum includes a one-year subscription for the digital tool provided to all the Early Head Start Program parents and staff through text, email, or smart phone app. Subscribers receive "Modeled Moments" of real families, rather than actors, engaging in learning activities within the context of their own homes, grocery stores, restaurants, and cars. In addition to the digital tool, the Early Head Start Program implements the Ready Rosie Family Workshops presented both in English and Spanish, which is dual collaboration between the Early Head Start Program EES Mentors and the Family Support staff. This collaboration provided parents with the opportunity to discuss their child's development and identify strategies that can be implemented in the home environment to support parent-child interactions. Workshops are based on various topics aligned to the Parent, Family and Community Engagement Framework such as All About Me – supporting positive parent-child relationships, Keeping it Healthy and Family Literacy workshops support family well-being as other well as other topics. The six session workshop series for parents and caregivers addresses positive discipline strategies, healthy routines,

language development, developmental milestones, fostering play and social emotional development. Three additional sessions were introduced in 2021-2022 program year bringing the total number of workshops from seven to ten. These additional sessions are focused on social emotional support and included: Fostering Listening Skills, Resiliency Raising Strong Children and Nurturing Resilient Children with Positive Expectations and Healthy Family Norms.

To prevent and reduce child abuse and neglect, the Early Head Start Program collaborates with the City of San Antonio Metro Health Department on the implementation of Triple P, a parent training curriculum. Triple P is an evidence-based parenting curriculum that has been shown to reduce child maltreatment among families with a history of maltreatment or with risk factors for maltreatment. During the 2022-2023 program year, four discussion groups were held in the fall of 2022 and spring 2023 at two Early Head Start-Child Care Partnership child care centers. Parents from across the Early Head Start Program were invited to participate. Discussion groups provided parents with an overview of positive parenting principles related to four topics: Dealing with Disobedience, Managing Fighting and Aggression, Developing Good Bedtime Routines and Hassle-free Shopping with Children. In addition to each discussion group, parents were provided an opportunity to receive additional individualized support if requested.

Section 4: Policy Council and Governing Body Training

In accordance with Head Start Performance Standards and the Head Start Act, all Policy Council and Governing Body members receive Head Start orientation and ongoing training throughout the program year. Training topics include Effective Meetings, Council & Committee Structure, Parliamentary Procedures, Roles & Responsibilities, Refunding Application, Community Assessment, Strategic Planning, Self-Assessment, Governance Requirements,

Budget Planning & Development, and Content Area Training. Additional training may be provided based on an identified need.

Section 5: Effectiveness of Training and Technical Assistance

Throughout the course of the program year, staff regularly evaluates the effectiveness of training and technical assistance provided and determines if additional follow-up or re-training is needed. Various evaluation tools, such as surveys, training evaluation forms and focus groups, review of the professional development plans, annual performance reviews, and results of ongoing monitoring are used to determine effectiveness of training and technical assistance. At the time of this application, The Early Head Start Program staff are working to have deeper discussions on evaluation methods to determine the effectiveness of the delivered trainings and professional development. The program also uses the Early Head Start Program Five-Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

The Early Head Start Program is seeking a total of \$50,223.00 T&TA budget for the continuation of services from February 1, 2024 - January 31, 2025.

National/State Conferences & Workshops

Quality Teaching and Learning

Date	Location	Conference/Meeting	Attendees
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (2)
April 2024	Tampa, FL	National Training Institute (NTI) on Effective Practices (Pyramid Model)	Program Staff (1)
September 2024	TBD	Zero to Three Annual Conference	Program Staff (2)

Family & Community Engagement

Date	Location	Conference/Meeting	Attendees
December 2024	San Diego, CA	NHSA Parent Conference and Family Engagement Institute	Program Staff and Policy Council Members (1)

Health & Safety

Date	Location	Conference/Meeting	Attendees
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

Program Leadership

Date	Location	Conference/Meeting	Attendees
January 2024	Crystal City, VA	NHSA Winter Leadership Institute	Program Staff (1)
June 2024	LA, CA	UCLA Head Start Management Fellows	Program Staff (1)
September 2024	TBD	Region VI Head Start Conference	Program Staff (1)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

Local Conferences & Workshops**Quality Teaching and Learning**

Date	Conference/Meeting	Attendees
October 2024	Texas AEYC State Conference	Program Staff (2)

Family & Community Engagement

Date	Conference/Meeting	Attendees
April 2024	IDRA La Semana del Nino Parent Institute	Program Staff, Policy Council Members, and Parents (6)

May 2024	Women's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)
May 2024	Men's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)
November 2024	Family Engagement Symposium	Program Staff, Policy Council Members, and Parents (8)

Health & Safety

Date	Conference/Meeting	Attendees
March 2023	Nutrition Summit	Program Staff, Policy Council Members, and Parents (10)
October 2023	Texas Health Literacy Conference	Program Staff (2)
October 2023	Healthier Texas Summit	Program Staff (1)

Program Leadership

Date	Conference/Meeting	Attendees
March 2024	Diversity Conference	Program Staff and Policy Council Members (4)
April 2024	San Antonio Report Education Forum	Program Staff and Policy Council Members, and Parents (4)
May 2024	South Texas Trauma Informed Care Conference	Program Staff (2)
September 2024	Congress on Children	Program Staff and Policy Council Members, and Parents (4)
November 2024	Texans Care for Children Policy Conference	Program Staff (2)

Wellness Support

Date	Conference/Meeting	Attendees
May 2024	South Texas Trauma Informed Care Conference	Program Staff (6)
July 2024	CLARITYCON	Family & Community Support Staff and Mental Health Staff (2)
August 2024	Pathways to Hope	Program Staff and Policy Council Members, and Parents (6)

October 2024	Ecumenical Center Mental Health Conference	Program Staff (2)
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Onsite Trainings & Conferences

Quality Teaching and Learning

Titles	
<ul style="list-style-type: none"> • Safe Sleep Practices for Infants • E-LAP and Lap-3 • Infant / Toddler CLASS • Teaching Pyramid Model • Disabilities/ECI – 101 • School Readiness/HSELOF • PITC 	<ul style="list-style-type: none"> • Individualization • Language & Literacy • Practice Base Coaching & Coaching Support • First Three Years • Trauma Informed Care • Reflective Supervision • Triple P Parenting • Pyramid Model Family Coach Modules

Family & Community Engagement

Titles	
<ul style="list-style-type: none"> • Triple P • Case Management Training • Community Resources • Effectively Using Family Outcome Data • Disability Resources & Services • Ready Rosie and Parent Engagement 	<ul style="list-style-type: none"> • McKinney-Vento Training • Parent, Family, and Community Engagement • Poverty Training • Period of Purple Crying • Reflective Supervision

Health & Safety

Titles	
<ul style="list-style-type: none"> • Active Supervision for Infants and Toddlers • Car Seat Safety • CPR/First Aid • Child Abuse: Neglect & Prevention • Active Supervision and Playground Safety • Triple P 	<ul style="list-style-type: none"> • Effectively Using Health Outcome Data • Health Services in the Early Head Start Program • Nutrition & Early Childhood Education • Creating Safe Environments • Emergency Preparedness

Program Leadership

Titles	
<ul style="list-style-type: none"> • Child Plus & Data Entry • Effectively Using Child & Family Outcome Data • Reflective Supervision 	<ul style="list-style-type: none"> • Governance in Head Start • Person First Leadership • Equity in Early Childhood Education

Wellness Support

Titles	
<ul style="list-style-type: none"> • Compassion Fatigue • Period of Purple Crying • Parenting Strategies that Work • Triple P 	<ul style="list-style-type: none"> • Stories that Haunt Us • Trauma Informed Care • Wellness Support for Staff • Reflective Supervision

Online Trainings & Webinars**Quality Teaching and Learning**

Providers	
<ul style="list-style-type: none"> • Early Childhood Investigation • ELCKC • Office of Head Start • T&TA Specialist 	<ul style="list-style-type: none"> • Texas A&M Agri-Life Extension • Texas Rising Star • First Three Years • Teaching Pyramid

Family & Community Engagement

Providers	
<ul style="list-style-type: none"> • Early Childhood Investigation • ELCKC • ESC Region XX • T&TA Specialist 	<ul style="list-style-type: none"> • Office of Head Start • First Three Years • Teaching Pyramid

Health & Safety

Providers	
<ul style="list-style-type: none"> • Child Safe • ECLKC • Safe Schools • Office of Head Start 	<ul style="list-style-type: none"> • T&TA Specialists • Texas A&M Agri Life Extension • EMR Safety & Health

Program Leadership

Providers	
<ul style="list-style-type: none"> • Early Childhood Investigation • ECLKC • Trauma Informed Care 	<ul style="list-style-type: none"> • Office of Head Start • First Three Years • Teaching Pyramid

Wellness Support

Providers	
<ul style="list-style-type: none"> • Child Safe • ECLKC • First Three Years 	<ul style="list-style-type: none"> • ESC Region XX • Office of Head Start • Teaching Pyramid