



Grant No. 06CH011533

**Department of Human Services  
Early Head Start**

**Training and Technical Assistance Plan 2022-2023**

The City of San Antonio, Department of Human Services, Grantee of the Head Start Program's Early Head Start (DHS EHS) contracts with three direct service providers (one education service provider, two health and one mental wellness service providers) and collectively employs approximately 55-60 professionals (including substitutes, floaters, and part-time staff) to provide high-quality infant and toddler program services to 128 children and families.

DHS EHS 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 2022–2023 Training and Technical Assistance Plan (T&TA) reflects activities provided during the 2021-2022 program period for the DHS Early Head Start program and planned training and development for the 2022-2023 program year. Through this application, DHS is applying for \$45,632 training and technical assistance funds, for the awarded project period from February 1, 2022 – January 31, 2023.

**Section 1: Planning for Training**

On an annual basis, DHS EHS and each education service providers (both EHS and the DHS Early Head Start-Child Care Partnership (EHS-CCP) identify, prioritize, and develop a plan for the provision of training, based on the needs of staff, parents and children.

As a rule, CLASS data, child outcome data, family assessment information, monitoring

compliance data, self-assessment data, staff and parent surveys, training evaluation forms and child care licensing compliance history are utilized to identify program-wide training needs. However, during the past year of operations during the COVID-10 pandemic some data points are not available for consideration for the 2022-2023 training plan. For instance, the infant/toddler CLASS Plan was not implemented due to the limitations to the response to COVID-19, the late opening of the Stafford EHS program and to adhere to the change in Child Care Regulations.

Training plans are developed yearly meet or exceed the requirements of the Head Start Performance Standards, Head Start Act, Texas Child Care Regulations, and other regulations.

## **Section 2: Professional Development & Training**

DHS EHS 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. To address concerns related to COVID-19, many professional development opportunities are available online. 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.

DHS EHS 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. DHS EHS staff works with the education service provider to include required training on the goals and philosophy of Head Start, the mission and vision of DHS EHS Program, Approach to School Readiness and the School Readiness Plan of Action. During the 2021-2022 program year, DHS EHS Early

Education Services (EES) Mentors developed a system to ensure continuity of the Head Start/Early Head Start orientation being provided by the education service providers. The EES team worked to develop content, record and produced a series of seven (7) sessions for all new teachers/program staff to complete. The DHS EHS New Teacher Orientation (EHS-NTO) will be provided to all seven (7) EHS and EHS-CCP program education service providers along with the procedures for competition. DHS EHS monitoring will ensure the education service providers follow the defined procedures.

In addition to the new staff orientation, the DHS EHS program, in collaboration with the education service providers, hold an annual pre-service event prior to the new program year beginning. To kick off the 2021-2022 program year, DHS EHS staff hosted a three-day pre-service event with over 90 child care service provider staff attending from both EHS and EHS-CCP programs. Training topics included new program year expectations, reflective practices and addressing burnout, Federal Review and your role, baby yoga, infant massage, baby sign language, monitoring and an education data walk.

DHS EHS 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. Adjustments have been made to reduce out of town conferences due to the current pandemic and anticipate some travel may be eliminated. As applicable, staff and parents will have opportunities to participate in face-to-face trainings as reasonable.

DHS EHS and the education service providers offer various training opportunities throughout the program year using a variety of training methods and consultants including online

modules, webinars, scheduled trainings, on-site training, 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, the Head Start Performance Standards, DHS EHS policies and furthering staff's education.

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

- Playground Safety
- 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
- Early Childhood Outdoor Learning Environments
- ASQ and ASQ-S/E Trainer
- Infant Mental Health Endorsements
- Mental Health First Aid

DHS EHS staff uses their knowledge, skills and abilities to provide quality trainings and technical assistance to the child care service providers and families to ensure the program builds knowledge and best practices.

DHS EHS program plans to continue the use of the Infant and Toddler CLASS tools to measure teacher/child interaction to collect data for driving decisions for ongoing professional development. DHS EHS staff will work with the Stafford EHS program staff to provide training opportunities so staff will begin to build and build a knowledge base of the correlation of teacher's positive interactions and children's growth and success.

During the fall of 2021, DHS EHS is planning to hold both Infant and Toddler CLASS Observation trainings to build the capacity of reliable observers from the new Stafford EHS Program as well as with new DHS EHS management staff. Additionally, plans are to conduct Infant/Toddler CLASS observations in the spring of the 2021-2022 program year with 100% observations in all EHS and EHS-CCP classrooms.

CLASS data is used to assist in the decision making of the needed trainings, but in addition, the data is used to assist the peer coaches with individual needs of the various child care service providers within the EHS program. During the 2022-2023 program year, CLASS will continue to be used as a data point in making professional development decisions across the Early Head Start program for both programs.

Throughout the 2021-2022 program year, DHS EHS staff presented a vigorous initial training for both classroom teachers and home visitor for the Stafford EHS program. In the tables below various training topics are captured that were delivered to the newly hired home visitors and classroom teachers. Table 1 identifies topics presented to the home visitors and Table 2 captures topics presented to the classroom teachers. Tables do not reflective all topics presented, but rather a snapshot of the robust training plan the DHS EHS management team presented to the new staff.

<b>Table 1: Home Base Trainings (not all inclusive)</b>	
Home Based Services Overview	Education Services 101
Partners for Healthy Baby Curriculum Overview	Family & Community 101
Home Base Data Entry – Child Plus	Health 101
Individualization	Connecting Partners for Healthy Baby and Creative Curriculum
ERSEA 101 & Eligibility	Family Goals & Assessments

<b>Table 2: Classroom Teacher Trainings (not all inclusive)</b>	
DHS EHS Standards of Conduct/EHS Policies	Disability Services
Wellness Services	Family & Community
ASQ3 and ASQ SE-2	Creative Curriculum
Parent Communication	ELAP and LAP3
Active Supervision	Responsive Caregiving

During the 2020-2021 Stafford EHS staff participated in the well-established ongoing professional development of six designated half-day professional development days held over the course of the program year. Service providers close the centers at noon in order for all staff (both EHS and EHS-CCP) to attend specified four-hour trainings. Parents have been strongly supportive of the idea and plans are to continue the approach in the 2021-2022 program year. Table 3 indicates the six half-day professional development days and topics presented during the 2010-2021 EHS program year.

**Table 3. 2020-2021 Half-Day Professional Development Days**

<b>Date</b>	<b>Topics</b>
September 18, 2020	<ul style="list-style-type: none"> <li>▪ Child Care Regulation with DFPS</li> <li>▪ Federal Review Preparation</li> </ul>
October 9, 2020	<ul style="list-style-type: none"> <li>▪ Too Afraid to Learn – Trauma Informed Care</li> <li>▪ Wellness Services</li> </ul>
November 20, 2020	<ul style="list-style-type: none"> <li>▪ Continuation of a holistic approach to supporting Dual Language Learners and all children</li> </ul>
January 29, 2021	<ul style="list-style-type: none"> <li>▪ Understanding CLASS data and our work</li> <li>▪ Approach to School Readiness/School Readiness Plan of Action</li> </ul>
March 26, 2021	<ul style="list-style-type: none"> <li>▪ Wellness and Self Care Strategies</li> <li>▪ Workout for Self-Care</li> <li>▪ Recognizing signs of abuse and neglect in a virtual world</li> </ul>
May 27, 2021	<ul style="list-style-type: none"> <li>▪ Best practices to support the language and cognitive development of infants and toddlers</li> </ul>

The planned 2021-2022 Half-Day Professional Development days are listed in Table 4 that will include both the Stafford EHS and the EHS-CCP programs.

**Table 4. 2021-2022 Tentative Half-Day Professional Development Days**

<b>Date</b>	<b>Topics</b>
September 17, 2021	<ul style="list-style-type: none"> <li>▪ ELAP/LAP 3 – Understanding the importance to Individualization</li> </ul>
October 8, 2021	<ul style="list-style-type: none"> <li>▪ Introduction to the Pyramid Model</li> </ul>
November 12, 2021	<ul style="list-style-type: none"> <li>▪ First 3 Years – Introduction to Infant/Toddler Mental Health and the impacts of trauma on Infants/Toddlers and their families – What is our role?</li> </ul>
January 28, 2022	<ul style="list-style-type: none"> <li>▪ First 3 Years – Impact of trauma on Infant/Toddler Brain Development – Brain Architecture Game</li> </ul>
March 25, 2022	<ul style="list-style-type: none"> <li>▪ Introduction to Trauma Informed Care and Adult Wellness for Staff who Support Children</li> </ul>
May 27, 2022	<ul style="list-style-type: none"> <li>▪ First 3 Years – Trauma and Child Behavior – understanding the relationship.</li> </ul>

The DHS EHS Program prioritizes the health and well-being of all staff, children, and families by implementing a comprehensive ongoing trauma informed approach. The DHS EHS

Program has provided professional development opportunities to all EHS staff to introduce the trauma informed approach and build a foundation of knowledge on the impact trauma has on staff, children, and families.

DHS EHS staff is finalizing a comprehensive two-year training and professional development approach for all EHS staff on strategies that can be implemented to support trauma informed care utilizing the Pyramid Model. The Pyramid Model will provide the DHS EHS Program with a framework of evidence-based practice to promote children's health and social emotional development. Also incorporated into this plan is the work from First Three Years and the continued work on supporting Dual Language Learners and all children in language and literacy.

Additionally, DHS Head Start 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.

Lastly, DHS EHS provides ongoing support for service providers' staff and program parents to obtain and renew their Child Development Associate Credential.

### **Section 3: Parent Leadership Programs and Training**

DHS EHS 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.

DHS EHS utilizes ReadyRosie as its research-based parenting curriculum. ReadyRosie 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 DHS EHS 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, DHS EHS implements the ReadyRosie Family Workshops presented both in English and Spanish. Initiated during the 2018-2019 school year, the six session workshop series for parents and caregivers addressed positive discipline strategies, healthy routines, language development, developmental milestones, fostering play and social emotional development.

#### **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, DHS 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 DHS EHS Five-Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

**DHS EHS is seeking a total of \$45,632 T&TA budget for the continuation of services from February 1, 2022-January 31, 2023**

**National/State Conferences & Workshops**

**Quality Teaching and Learning**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
February 2022	Washington, DC	National Home Visiting Summit	Program Staff (2)
October 2022	Virtual	Zero to Three Annual Conference	Program Staff (4)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Family & Community Engagement**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
December 2022	TBD	NHSA Parent Conference and Family Engagement Institute	Program Staff and Policy Council Members (2)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Health & Safety**

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

**Program Leadership**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
April 2022	Columbus, OH	NHSA Annual Head Start Conference	Program Staff (2)

Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)
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### **Local Conferences & Workshops**

#### **Quality Teaching and Learning**

Date	Conference/Meeting	Attendees
June 2021	Texas AEYC Conference	Program Staff (2)

#### **Family & Community Engagement**

Date	Conference/Meeting	Attendees
April 2022	IDRA La Semana del Nino Parent Institute	Program Staff, Policy Council Members, and Parents (6)
May 2022	CAM Messina Child Advocacy Training	Program Staff and Policy Council Members (2)
May 2022	Women's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)
May 2022	Men's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)

#### **Health & Safety**

Date	Conference/Meeting	Attendees
March 2022	Nutrition Summit	Program Staff, Policy Council Members, and Parents (10)
October 2022	Texas Health Literacy Conference	Program Staff (2)
October 2022	Healthier Texas Summit	Program Staff (1)

#### **Program Leadership**

Date	Conference/Meeting	Attendees
March 2022	Diversity Conference	Program Staff and Policy Council Members (4)

April 2022	Rivard Report Education Forum	Program Staff (4)
September 2022	Congress on Children	Program Staff and Policy Council Members, and Parents (4)
November 2022	Texans Care for Children Policy Conference	Program Staff (2)

**Wellness Support**

Date	Conference/Meeting	Attendees
May 2021	South Texas Trauma Informed Care Conference	Program Staff (6)
June 2021	CLARITYCON	Family & Community Support Staff and Mental Health Staff (4)
August 2021	Pathways to Hope	Program Staff and Policy Council Members, and Parents (2)
October 2021	Ecumenical Center Mental Health Conference	Program Staff (2)

**Onsite Trainings & Conferences****Quality Teaching and Learning**

Titles	
<ul style="list-style-type: none"> <li>• Safe Sleep Practices for Infants</li> <li>• E-LAP and Lap-3</li> <li>• Infant / Toddler CLASS</li> <li>• Teaching Pyramid Model</li> <li>• Pyramid Model Family Coach Modules</li> <li>• Effectively Using Child Outcome Data</li> <li>• Disabilities/ECI – 101</li> <li>• School Readiness/HSELOF</li> <li>• PITC</li> </ul>	<ul style="list-style-type: none"> <li>• Individualization</li> <li>• Language &amp; Literacy</li> <li>• Practice Base Coaching &amp; Coaching Support</li> <li>• Creative Curriculum</li> <li>• Supporting Varying Abilities for Infant and Toddlers</li> <li>• First Three Years</li> <li>• Trauma Informed Care</li> </ul>

**Family & Community Engagement**

Titles	
<ul style="list-style-type: none"> <li>• Case Management Training</li> <li>• Community Resources</li> <li>• Effectively Using Family Outcome Data</li> <li>• Disability Resources &amp; Services</li> <li>• ReadyRosie and Parent Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• McKinney-Vento Training</li> <li>• Parent, Family, and Community Engagement</li> <li>• Poverty Training</li> <li>• Period of Purple Crying</li> </ul>

**Health & Safety**

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

**Program Leadership**

Titles	
<ul style="list-style-type: none"> <li>• ChildPlus &amp; Data Entry</li> <li>• Effectively Using Child &amp; Family Outcome Data</li> </ul>	<ul style="list-style-type: none"> <li>• Governance in Head Start</li> <li>• Person First Leadership</li> </ul>

**Wellness Support**

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

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

Providers	
<ul style="list-style-type: none"> <li>• Early Childhood Investigation</li> <li>• ELCKC</li> <li>• Office of Head Start</li> <li>• T&amp;TA Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• ChildrenFlow-Dual Language Learners</li> <li>• Texas A&amp;M Agri-Life Extension</li> <li>• Texas Rising Star</li> <li>• First Three Years</li> </ul>

**Family & Community Engagement**

Providers	
<ul style="list-style-type: none"> <li>• Early Childhood Investigation</li> <li>• ELCKC</li> <li>• ESC Region XX</li> <li>• T&amp;TA Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Head Start</li> <li>• T&amp;TA Specialists</li> <li>• Annie E Casey Foundation</li> <li>• Western Kentucky T/TAS</li> </ul>

**Health & Safety**

Providers	
<ul style="list-style-type: none"> <li>• Child Safe</li> <li>• ECLKC</li> <li>• Safe Schools</li> <li>• Office of Head Start</li> </ul>	<ul style="list-style-type: none"> <li>• T&amp;TA Specialists</li> <li>• Texas A&amp;M Agri Life Extension</li> <li>• Western Kentucky T/TAS</li> </ul>

**Program Leadership**

Providers	
<ul style="list-style-type: none"> <li>• Early Childhood Investigation</li> <li>• ECLKC</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Office of Head Start</li> <li>• Annie E Casey Foundation</li> </ul>

**Wellness Support**

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