



Grant No. 06CH011533

**Department of Human Services  
Early Head Start**

**Training and Technical Assistance Plan 2023-2024**

The City of San Antonio, Department of Human Services, Grantee of the Head Start Program's Early Head Start (DHS EHS) contracts with four 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 2023-2024 Training and Technical Assistance Plan (T&TA) reflects activities provided during the 2022-2023 program period for the DHS Early Head Start program and planned training and development for the 2023-2024 program year. Through this application, DHS is applying for \$45,632 training and technical assistance funds, for the awarded project period from February 1, 2023 – January 31, 2024.

**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. DHS EHS approaches ongoing professional development across both programs as a joint venture and

provides additional support and/or content knowledge on a program specific topic dependent on where each program is in understanding a specified content area and/or topic. For instance, Dual Language Learners support has been ongoing for the EHS-CCP program. To bring the DHS EHS program up to date with content knowledge and practices of DLL support, additional focus areas and trainings were offered to the EHS program during the 2021-2022 and 2022-2023 program years.

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 Regulation compliance history are utilized to identify program-wide training needs. Due to the COVID 19 pandemic several training opportunities were held virtually. Due to the size of the program and to maintain health and safety standards, virtual trainings will remain an integral part of the 2023-2024 training plan.

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.

## **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. Many professional development opportunities continue to be available online in response to COVID-19. 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) is provided to all seven (7) EHS and EHS-CCP program education service providers along with the procedures for competition. DHS EHS-NTO continued into the 2022-2023 program year as well throughout the 2023-2024 program year.

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 2022-2023 program year, DHS EHS staff hosted a three-day pre-service event with over 100 child care service provider staff attending from both EHS and EHS-CCP programs. Training topics included new program year expectations, Infant and Toddler CLASS, Education and Safe Environment Data Walk using the 2021-2022 program year data as basis of the presentation and Brain Architect presented by First3Years.

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 for out-of-town conferences due to the current pandemic and slowly being reintroduce when applicable. As conditions and availability of adequate space allows, 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 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, DHS EHS policies/procedures 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:

- 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
- Infant Mental Health Endorsements
- Mental Health First Aid
- Triple P Parenting Program

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 and utilized as one data point in driving decisions for ongoing professional development. DHS EHS staff will work with the Stafford EHS program staff to provide training opportunities, so staff build a knowledge base of the correlation of teacher's positive interactions and children's growth and success.

DHS EHS CLASS Reliable staff continual test throughout the program year to maintain their reliability as applicable to their certification. Plans are to conduct Infant/Toddler CLASS observations in the fall of the 2022-2023 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 DHS EHS Early Education Services Mentors with individual needs of the various child care service providers within the EHS program. During the 2023-2024 program year, CLASS will continue to be used as a data point in making professional development decisions across the EHS program.

Throughout the 2022-2023 program year, DHS EHS staff presented a vigorous initial training for both classroom teachers and home visitors 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 2021-2022 program year Stafford EHS staff participated in six designated half-day professional development days held over the course of the program year. Service providers close the centers at noon 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 2023-2024 program year. Table 3 indicates the six half-day professional development days

and topics presented during the 2021-2022 EHS program year.

**Table 3. 2021-2022 Half-Day Professional Development Days**

<b>Date</b>	<b>Topics</b>
September 17, 2021	<ul style="list-style-type: none"> <li>Child Assessment – LAP Training Self Care</li> </ul>
October 8, 2021	<ul style="list-style-type: none"> <li>Autism Network Nutrition – Every Bite Counts</li> </ul>
November 12, 2021	<ul style="list-style-type: none"> <li>Strategies to Support Developmental Differences</li> <li>Approach to School Readiness/School Readiness Plan of Action</li> <li>Benefits of Receiving the Flu and COVID 19 Vaccinations</li> </ul>
January 28, 2022	<ul style="list-style-type: none"> <li>Early Childhood Intervention Services</li> <li>Federal Review Preparations</li> </ul>
March 25, 2022	<ul style="list-style-type: none"> <li>Infant and Toddler CLASS</li> <li>Outdoor Learning Environments</li> <li>Self-Paced Wellness Activities</li> </ul>
May 27, 2022	<ul style="list-style-type: none"> <li>Introduction to Infant Mental Health</li> <li>Dual Language Learners</li> <li>Implementing Speech Strategies in Everyday Routines</li> </ul>

The planned 2022-2023 Half-Day Professional Development days are listed in Table 4 that will include both the Stafford EHS and the EHS-CCP programs.

**Table 4. 2022-2023 Tentative Half-Day Professional Development Days**

<b>Date</b>	<b>Topics</b>
September 16, 2022	TXAEYC Annual Conference
October 21, 2022	<ul style="list-style-type: none"> <li>Ethics for Early Childhood Practitioners</li> <li>School Readiness Goals Making the Connection</li> </ul>
November 18, 2022	<ul style="list-style-type: none"> <li>Impacts of Trauma on Families and Child Behavior</li> <li>Impacts of Trauma on Families and Child Behavior Workshop</li> </ul>
February 17, 2023	<ul style="list-style-type: none"> <li>Secondary Trauma and Professional Wellbeing</li> <li>Secondary Trauma and Professional Wellbeing Workshop</li> </ul>
March 31, 2023	<ul style="list-style-type: none"> <li>Supporting Healthy Development in Early Childhood</li> </ul>
May 19, 2023	<ul style="list-style-type: none"> <li>Autism and Early Childhood</li> <li>The Parallel Process</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 will continue to focus on Trauma Informed Care (TIC) and increase professional development opportunities throughout 2022-2023 and 2023-2024 program years for the direct purpose of building and strengthening a tiered response system to meet the increased need of children families and staff. DHS EHS has entered in to a multi-year contract with First Three Years to provide a series of professional development that focuses on TIC concepts, objectives, and strategies to scaffold the learning opportunities to classroom teachers, home visitors and family support staff. DHS EHS continues to work towards 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.

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 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 0-5 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 Ready Rosie Family Workshops presented both in English and Spanish which is dual collaboration between the DHS EHS EES Mentors and the Family Support staff. 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.

### **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, 2023-January 31, 2024**

### National/State Conferences & Workshops

#### Quality Teaching and Learning

Date	Location	Conference/Meeting	Attendees
February 2023	Washington, DC	National Home Visiting Summit	Program Staff (2)
October 2023	Virtual	Zero to Three Annual Conference	Program Staff (2)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (2)

#### Family & Community Engagement

Date	Location	Conference/Meeting	Attendees
December 2023	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**

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

**Program Leadership**

Date	Location	Conference/Meeting	Attendees
April 2023	Columbus, OH	NHSA Annual Head Start Conference	Program Staff (2)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

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

Date	Conference/Meeting	Attendees
September 2023	Texas AEYC Conference	Program Staff (2)

**Family & Community Engagement**

Date	Conference/Meeting	Attendees
April 2023	IDRA La Semana del Nino Parent Institute	Program Staff, Policy Council Members, and Parents (6)
May 2023	CAM Messina Child Advocacy Training	Program Staff and Policy Council Members (2)
May 2023	Women's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)
May 2023	Men's Empowerment Conference	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 2023	Diversity Conference	Program Staff and Policy Council Members (4)
April 2023	Rivard Report Education Forum	Program Staff (4)
September 2023	Congress on Children	Program Staff and Policy Council Members, and Parents (4)
November 2023	Texans Care for Children Policy Conference	Program Staff (2)

**Wellness Support**

Date	Conference/Meeting	Attendees
May 2023	South Texas Trauma Informed Care Conference	Program Staff (6)
June 2023	CLARITYCON	Family & Community Support Staff and Mental Health Staff (4)
August 2023	Pathways to Hope	Program Staff and Policy Council Members, and Parents (6)
October 2023	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> <li>• Triple P Parenting</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> <li>• Reflective Supervision</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> <li>• Triple P</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> <li>• Reflective Supervision</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> <li>• Triple P</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> <li>• Reflective Supervision</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> <li>• Triple P</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> <li>• Reflective Supervision</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
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<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>
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### **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>