

Training and Technical Assistance Plan

The City of San Antonio Department of Human Services Head Start Program (DHS Head Start) contracts with four service providers: San Antonio Independent School District (SAISD), Edgewood Independent School District (EISD), San Antonio Metropolitan Health District (Metro Health), and the University of the Incarnate Word (UIW). Collectively, the program employs over 600 professionals to provide high-quality program services to 3,020 children and their families. DHS Head Start and each service provider develop annual training plans to ensure staff and families have access to ongoing training opportunities.

The 2023 Training and Technical Assistance Plan (T&TA) reflects activities and trainings planned for the 2022-2023 school year. Through this grant application, DHS Head Start is applying for training and technical assistance funding for the period of February 1, 2023 – January 31, 2024.

Section 1: Planning for Training

In partnership with SAISD and EISD, DHS Head Start engages in an annual process to identify, prioritize, and develop a training plan based on the needs of staff, parents, and children.

Data from the following sources is collected and analyzed to identify program-wide training needs: Classroom Assessment Scoring System (CLASS), child outcomes, family assessment information, monitoring and compliance reports, self-assessment report, staff and parent surveys, training evaluation forms and focus groups. Our DHS Head Start Program training plan meets or exceed the requirements of the Head Start Performance Standards, Head Start Act, State of Texas Prekindergarten Guidelines, and other regulations.

Section 2: Professional Development & Training

DHS Head Start implements a comprehensive professional development plan that includes national and local conferences and workshops, orientation training, pre-service training, onsite training during the school year, support for teachers and staff to further their education, and online trainings

and webinars. Many professional development opportunities continue to be available online. The professional development plan centers on five areas of focus within each training type: Quality Teaching and Learning, Family & Community Engagement, Health & Safety, Program Leadership, and Wellness Support.

DHS Head Start ensures that new Head Start program staff receive orientation at the start of their employment. The orientation includes the goals and philosophy of Head Start, the mission and vision of DHS Head Start, the Approach to School Readiness, position specific responsibilities, and service area implementation plans.

In addition to new staff orientation, each program year, DHS Head Start collaborates with our two partner school districts to organize annual pre-service training mandatory for all Head Start program staff. The pre-service training events for the 2022-2023 program year were held June-August 2022. The events included sessions on the following topics:

- Health & Safety
- Head Start Expectations
- Health & Safety, Nutrition, Child Development & Best Practices in the Early Childhood Classroom
- Cavity Free Kids, Screenings & Assessment
- Parent Engagement & ReadyRosie
- Child Abuse & Neglect Identification and Reporting
- School Readiness
- Meeting Individual Student Needs
- Special Education Services
- Curriculum
- Lesson planning and individualization
- Staff Wellness

Head Start 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 tables below include the local, regional, and national conferences and workshops DHS Head Start plan to attend and the estimated costs associated with travel, including transportation, lodging, and per diem. The costs are based on historical information. Registration fees for local, regional, and national conferences are not included in travel costs.

DHS Head Start provides 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 maximize participation. During the 2022-2023 school year, professional development will be offered both in person and virtually. 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.

Both San Antonio ISD and Edgewood ISD are provided T&TA Funds to help meet the training and technical assistance needs of staff, including meeting health and safety training requirements and expenses related to national and local conference fees.

Our student outcome data continues to indicate that language and literacy development are areas in need of additional support. DHS Head Start will offer the LETRS for Early Childhood Educators, professional learning that provides deep knowledge of literacy instruction through a contract with Voyager Sopris that includes online courses, self-guided learning, and in-person professional development. The program continues to partner with Education Service Center Region XX to provide professional development opportunities related to language and literacy and individualize instruction.

In addition to language and literacy, DHS Head Start focuses on building knowledge of STEAM concepts. In partnership with the Challenger Center at San Antonio College, DHS Head Start implements the Micronaut Program. This unique program includes professional development for educators and parents, as well as field trips for students.

Student and staff wellness continue to be an area of focus for our program. All staff will complete training related to Adverse Childhood Experiences (ACEs) and Trauma Informed Care. DHS Head Start will continue to contract with Dr. Travis Wright, Associate Professor at the University of Wisconsin at Madison and nationally recognized expert on resilience and emotionally responsive teaching, especially for children developing in the midst of adversity, to provide training and professional development related to trauma informed teaching. Costs include up to \$3,500 for full day trainings and up to \$1,500 for half-day virtual sessions.

Outdoor play and appropriate play spaces is an area of focus for the program. DHS Head Start will contract with Rusty Keeler, nationally recognized expert in play and designing play spaces, to lead a study in outdoor play and play space design. DHS Head Start continues the Summer Institute Program for teachers. Initiated in 2012, the continuing education program provides funding for up to ten Head Start teachers to complete 18 hours of graduate level coursework in early childhood education over a two-year period at Texas A&M San Antonio. Since 2012, 45 teachers have participated in the program and 38 have completed 18 hours of graduate level coursework in early childhood education. Additionally, 30 have earned a master's degree or in the process of earning a master's degree. In July 2022, the sixth cohort began the program.

DHS Head Start provides Family Service Credential (FCS) training for all family support workers 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. In addition, staff work with nationally recognized speakers and

trainers to provide professional development for Family & Community Support Staff related to compassion fatigue and reflective supervision. DHS Head Start will partner with ChildSafe to provide compassion fatigue support and contract with First Three Years to provide Reflective Supervision. Reflective supervision is a supervisor – supervisee relationship that pays attention to the influence of relationships on other relationships, the parallel process, and empowers the supervisee to discover solutions/concepts through consciously using strategies that include active listening and waiting. The goal of reflective supervision is to support staff who then support families- and create a more effective working relationship.

To ensure the data and information collected from program staff and participants is accurate and to ensure staff are up-to-date on our data management system, DHS Head Start contracts with ChildPlus to provide three days of onsite training and technical assistance for staff.

Additionally, DHS Head Start provides ongoing support for Head Start staff, community members, and parents to obtain and renew their Child Development Associate Credential. Beginning in August 2019, DHS Head Start partnered with the Texas Association for the Education of Young Children to provide scholarships and support to instructional assistants to obtain an Early Childhood Certification, associates, or bachelor’s degree. Thirteen Instructional Assistants have participated in the program, four have completed an Early Childhood Education Certificate, 3 have completed an associate’s degree, and one has completed a bachelor’s degree. Eight individuals are enrolled for the 2022 Fall Semester and working towards an associate’s degree.

Section 3: Parent Leadership Programs and Training

In an effort to support and empower Head Start parents to serve as not only leaders in their families but also in the community, DHS Head Start has implemented several parent programs and initiatives available throughout the program year.

DHS Head Start 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 Head Start 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 Head Start implements the ReadyRosie Family Workshops. Initiated during the 2017-2018 school year, 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.

In an effort to prevent and reduce child abuse and neglect, DHS Head Start implements Triple P, a parent training curriculum. A collaboration between DHS Head Start, Metro Health and community partners allows for the provision of multiple levels of the Triple P program to Head Start families. 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. Triple P is designed for individual and group implementation and can be offered in a virtual setting with flexibility regarding the levels of support based upon individual family needs and interests.

Finally, DHS Head Start has taken initial steps to create pathways to educational attainment and employment for current Head Start Parents, including earning a High School/GED, Child Development Credential, Education Certificate, Associates Degree, Bachelor's Degree, and Master's Degree. DHS Head Start continues to partner with e Education Service Center Region XX to offer Treasuring Our Paraprofessionals Course, a requirement for hire as an instructional assistant. Over 40 parents have completed the course and have been employed by local school districts or are in the process of applying for employment as an instructional assistant.

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 Facilitating 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: Training and Certification

In an effort to provide quality services and professional development, DHS Head Start staff attend various trainings and certification courses.

To ensure DHS Head Start has qualified CLASS Observers and Trainers, the program contracts with Teachstone to provide observer training, recertification, and professional development for certified observers.

Motor vehicle injuries are a leading cause of death among children in the United States, but many of these deaths can be prevented by ensuring that children are correctly buckled-in to age and size appropriate car seats. DHS Head Start is committed to helping reduce serious and fatal injuries of young children. The program has a team of certified passenger safety technicians that provide trainings, workshops, and individual sessions to parents/guardians. Staff are required to attend training and recertify every two years.

In effort to reduce incomplete applications for enrollment, reduce delays in the completion of background checks, and ensure Policy Council members are sworn-in in a timely manner, DHS

Head Start has a team of notaries. These staff members attend application events for families, conduct new staff orientation, assist with Policy Council.

To ensure compliance with the Head Start Program Performance Standards and the safety of children, families, and staff and DHS Head Start provides CPR/First Aid Training. Four staff members are certified in CPR/First Aid and are required to attend training and recertify every two years.

Section 6: Supplies & Materials

Supplies and materials are required for various trainings. DHS Head Start provides consumable supplies, textbooks, and workbooks for Family Credentialing Training, CPR/First Aid, Summer Institute, and CDA Credential classes.

Section 7: Effectiveness of Training and Technical Assistance

Throughout the course of the program year, staff regularly evaluate 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. The program uses the DHS Head Start 5-Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

DHS Head Start is seeking a total of \$277,322 T&TA budget for the continuation of services from February 1, 2023–January 31, 2024.

Table 1: National/State Conferences & Workshop

The table below includes national/state conferences and workshops DHS Head Start plans to attend during the program year. The following is an estimate of travel costs associated with attendance at national/state conferences and workshops.

Date	Conference/ Meeting	Location	Attendees	Lodging	Per Diem	Flight cost	Taxi/Uber/ car mileage travel	TOTAL
May 2023	NHSA Annual Conference	Phoenix, AZ	Program Staff (2)	\$447/person	\$276/person	\$303	\$70.76	\$2,132.00
May 2023	National Inclusion Institute	Chapel Hill, NC	Program Staff (1)	\$575.45	\$296.00	\$367.96	\$86.00	\$1,325.41
June 2023	Texas Head Start Association Conference	Dallas, TX	Program Staff (1)	\$426.01	\$276.00	\$293.80	\$146.00	\$1,141.81
June 2023	Texas Child Passenger Safety Conference	Dallas, TX	Program Staff (2)	426.01/person	\$276.00/person	\$293.8/person	\$146.00	\$2,137.62
July 2023	UCLA Management Fellows	Los Angeles, CA	Head Start Administrator (1) Program Staff (1)	\$0	\$247.16/person	\$520.96/person	\$110.00	\$1,756.24
Oct. 2023	ChildPlus Training Scramble	Atlanta, GA	ChildPlus Administrator (1)	\$471.00	\$296.00	\$335.80	\$142.00	\$1,244.80
Aug. 2023	Crimes Against Children	Dallas, TX	Family & Community Support (1) Wellness Support (1)	\$426.01/person	\$276.00/person	\$293.8/person	\$146.00	\$2,137.62
Sept. 2023	Zero – three	Washington, DC	Family & Community Support (1) Wellness Support (1)	\$669.00/person	\$316/person	363.31/person	\$138.00	\$2,834.62
Sept. 2023	NHSA Fall Leadership	Washington, DC	Program Staff (1)	\$669.00	\$316.00	\$363.31	\$138.00	\$1,486.31

Sept. 2023	Head Start Region VI Association Conference	Dallas, TX	Program Staff (1)	\$426.01	\$276.00	\$293.80	\$146.00	\$1,141.81
Nov. 2023	NAEYC Annual Conference	Nashville, TN	Program Staff (2)	\$540/person	\$316/person	\$263/person	\$101.36	\$2,339.36
Dec. 2023	NHSA Parent Conference	New Orleans, LA	Program Staff (2) Policy Council Members (2)	\$264/person	\$296/person	\$201/person	\$103.46	\$3,147.46
Dec. 2023	Federal Funding Academy	Tampa, FL	Fiscal Staff (1)	\$553.11	\$276	\$267	\$40.00	\$1,136.11
Jan. 2024	NHSA Winter Leadership	Washington, DC	Head Start Administrator (1)	\$669.00	\$316.00	\$363.31	\$138.00	\$1,486.31
TOTAL								\$25,447.00

Table 2: Local Conferences & Workshops

The table below includes local conferences and workshops DHS Head Start plans to attend during the program year.

Date	Conference/Meeting	Attendees
Feb. 2023	San Antonio Chapter Texas AEYC Conference	Program Staff, Instructional Coaches, Teachers (25)
Feb. 2023	TAPPEstry Conference	Program Staff, Policy Council Members, and Parents/Guardians (25)
Feb. 2023	Out in Space STEAM Conference	Program Staff, Instructional Coaches, Teachers (15)
Feb. 2023	State of the District	Program Staff and Policy Council Members (10)

Feb. 2023	Congress on Children	Program Staff and Policy Council Members, and Parents/Guardians (8)
Feb. 2022	Grief Education Institute Symposium	Wellness Support Staff (7)
March 2023	InterACT NOW – CLASS Summit	Program Staff, Instructional Coaches (5)
March 2023	First Three Years	Family & Community Support, Wellness Support Staff (10)
March 2023	Emergency Preparedness Conference	Program Staff and Policy Council Members (10)
Mar. 2023	Nutrition Summit	Program Staff, Policy Council Members, and Parents/Guardians (10)
Mar. 2023	Diversity Conference	Program Staff and Policy Council Members (15)
April 2023	Social Work Conference	Family & Community Support Staff (15)
April 2023	San Antonio Report Education Forum	Program Staff and Policy Council Members (10)
April 2023	UTHSC Cultural Inclusion Institute	Program Staff (2)
April 2023	IDRA La Semana del Nino Parent Institute	Program Staff, Policy Council Members, and Parents/Guardians (25)
May 2023	South Texas Trauma Informed Care Conference	Program Staff (8)

May 2023	First 3 Years Annual Conference	Program Staff (8)
May 2023	CAM Messina Child Advocacy Training	Program Staff and Policy Council Members (8)
May 2023	Women's Empowerment Conference	Program Staff, Policy Council Members, and Parents/Guardians (25)
May 2023	Men's Empowerment Conference	Program Staff, Policy Council Members, and Parents/Guardians (15)
Jun. 2023	Texas AEYC Conference	Program Staff, Instructional Coaches (5)
June 2023	CLARITYCON	Family & Community Support Staff and Wellness Support Staff (10)
June 2023	NAMIcon	Family & Community Support Staff and Wellness Support Staff (7)
June 2023	Texas Autism Conference	Program Staff and Policy Council Members, and Parents/Guardians (15)
Aug. 2023	Pathways to Hope	Program Staff and Policy Council Members, and Parents/Guardians (5)
August 2023	TEHCY Conference	ERSEA and Family & Community Support Staff (3)
Oct. 2023	Texas Health Literacy Conference	Program Staff (2)
Oct. 2023	Healthier Texas Summit	Program Staff (1)

Oct. 2023	Ecumenical Center Mental Health Conference	Wellness Support Staff (2)
Nov. 2023	Family Engagement Symposium	Program Staff, Policy Council Members, and Parents/Guardians (25)
Nov. 2023	Texans Care for Children Policy Conference	Program Staff (5)
Jan. 2024	Winston Learning Symposium	Program Staff, Disability Services Staff (5)