Overview: Head Start

Key Indicator-C Tool

This information is considered to be privileged information per Exemption (b)(4) under FOIA and not releasable per 5 U.S.C. § 552(b).
Agenda

- HSKI-C Tool Overview
- Eligibility Criteria – OHS
- Eligibility Criteria – Regional Office Input
- Compliance Measures
- HSKI-C Review Process
- Reporting Results
- Outcomes of HSKI-C
Refresher: HSKI-C Tool Overview

• An abbreviated monitoring protocol comprised of 27 Compliance Measures
  – CMs are taken from the FY 2014 monitoring protocol

• Covers the following:
  – Fiscal
  – Governance
  – Management Systems
  – Comprehensive Services & School Readiness
HSKI-C Eligibility Criteria

• OHS will generate a list of grantees that meet the following criteria:
  – Must have compliant monitoring reviews and no findings from any other reviews since last cycle
  – No Fiscal findings in last two cycles
  – Do not meet any DRS criteria, including CLASS
  – Clean Annual Audits

• OHS will send RPMs the list for RO input
HSKI-C Eligibility Criteria – Regional Office Input

• OHS is developing a set of standardized criteria to guide RO input process:
  – Has there been significant turnover in the agency's leadership? This includes changes in key staff, including the HS or EHS Director, fiscal officer, and service area coordinators
  – Did the Grantee's most recent self-assessment indicate any major concerns?
  – Did the Grantee's most recent PIR data indicate any major concerns?
  – Is the grantee operating a new program option?
HSKI-C Tool’s Compliance Measures (1)

**Fiscal**
- FIS1.1: Effective financial management systems
- FIS2.1: Timely and complete financial records
- FIS4.1: Signed and approved time records
- FIS5.3: NFS contributions are necessary/reasonable
- FIS6.2: Complete and accurate equipment records

**Governance**
- GOV1.2: Established Policy Council composed of parents and community members
- GOV2.1: Training and Technical Assistance for GB and PC
- GOV2.2: GB responsibilities regarding program administration and operations
- GOV2.4: PC submits program activity decisions to GB
- GOV3.1: Reporting to GB and PC

* CM numbers reference the FY 2014 protocol and will be changed for FY 2015 prior to distribution.
HSKI-C Tool’s Compliance Measures (2)

### Management Systems
- SYS1.2: Annual Self-Assessment
- SYS2.1: Ongoing Monitoring
- SYS3.2: Standards of conduct
- SYS3.4: Criminal Record Check
- SYS5.1: Record–keeping
- SYS5.2: Publication and availability of an Annual Report

### Comprehensive Services & School Readiness
- CDE1.2: System to track, use, and report on SR goals
- CDE2.1: Evidenced-based curriculum
- CDE3.1: Individualizing
- CDE3.4: Child access to mental health services
- CDE4.1: Teacher qualifications
- CHS1.5: Health services tracking system
- CHS1.7: Health staff member visits newborn 2 weeks after birth
- FCE2.1: Parents provided with education opportunities on parenting skills
- FCE2.2: Staff share information with parents
- FCE2.3: Access to mental health services for parents and staff
- FCE5.3: Coordination with LEAs and Part C Agencies

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HSKI-C Review Process

• HSKI-C Reviews occur in 1st year of 5-year grant
• One or two HSKI-C reviewers will visit the grantee for three days to complete all HSKI-C tasks
• Tasks include:
  – Interviews with grantee staff, the policy council and governing body, and parents
  – Staff file reviews
  – Reviews of financial transactions and other documents
Reporting Results of HSKI-C

Report will indicate:

• Whether grantee was successful or unsuccessful in HSKI-C review
  – Successful review means the grantee was compliant on all 27 CMs

• Next monitoring steps for grantee
  – Differential monitoring for successful grantees
  – Comprehensive monitoring for unsuccessful grantees
Refresher – Outcomes of HSKI-C Review

• **Successful HSKI - Differential Monitoring**
  – Either CLASS or Comprehensive Services & School Readiness
  – Environmental Health and Safety

• **Unsuccessful HSKI – Comprehensive Monitoring**
  – CLASS
  – Comprehensive Services & School Readiness
  – Environmental Health and Safety
  – Governance & Management Systems
  – Fiscal & ERSEA