

FY 2014



# Overview: Head Start Key Indicator-C Tool



**HEAD START**

*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 1<sup>st</sup> 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