

Head Start Key Indicator (HSKI) Screener Grantee Audio Conference

Rosemarie Franchi: Welcome, and thank you for attending today's OHS Key Indicators webcast. My name is Rosemarie Franchi and I am with Danya International. Assisting me today with our presentation will be Joy Trejo from Danya. During today's presentation, we will provide you with information about what is the Head Start Key Indicator Screener, how the Head Start Key Indicator Screener will be implemented, and how grantees can prepare for the Head Start Key Indicator Screener.

So what is HSKI Screener? The HSKI Screener is designed for incumbent grantees. Incumbent grantees are those that successfully re-competed for their grant through a competitive award process as part of the Designation Renewal Process. Incumbent grantees will receive an HSKI Screener. Incumbent grantees who are not successful in passing the HSKI Screener will receive a full review.

The Head Start Key Indicator, or HSKI, Screener is basically an abbreviated version of the full Fiscal Year 2014 Monitoring Protocol. Comprised of 15 compliance measures, or CMs, from the Fiscal Year 2014 Monitoring Protocol, the Screener is designed to determine if a full review needs to be conducted on a grantee. The HSKI Screener includes interviews, document reviews, and observations, as well as child and staff file reviews.

The HSKI Screener will be administered by one screener over two to three days. If no findings are identified through the HSKI Screener, the grantee is considered passing and the Screener is complete. If findings are identified for any of the HSKI Screener CMs, a full review will be scheduled at a later time.

As mentioned earlier, the HSKI Screener will be conducted with incumbent grantees. These screeners will be conducted in Fiscal Year 2014 beginning in February. One screener reviewer will visit your grantee to complete the HSKI Screener. In most cases, the screener visit will take two to three days depending on the size of the grantee.

Every incumbent grantee scheduled for an HSKI Screener will receive notification 14 days prior to the beginning of the HSKI Screener visit. Each grantee will receive a welcome packet that will include the date of the HSKI Screener and help the grantee prepare for the visit. Once you receive the notification packet, please ensure that all your staff and board members are available during the assigned dates of the HSKI Screener visit.

And now we're going to turn it over to Joy.

Joy Trejo: During the two- to three-day screener visit, the screener reviewer will conduct interviews with your Head Start director, your health services coordinator, your Policy Council, and your governing body. Given that the screener visit only lasts a couple of days, you must make sure that staff, Policy Council, and governing body members are available during the two- to three-day screening visit for the interviews.

The screener reviewer will also be reviewing child and staff files. Please ensure that all child and staff files are easily accessible and ready for review. Just like triennial reviews, grantee staff must be available to assist the screener reviewer to complete the file reviews. Finally, child health and safety observations will be completed as part of the HSKI Screener. Please be sure to upload your certification of health and

safety. A copy of the checklist is posted on ECLKC. Also, be sure that your governing body chair has signed off on all of your health and safety certification checklists.

And now we're going to talk a bit about how to prepare for the HSKI Screener. The most important thing that grantees can do immediately is to update your calendar. In addition, you will need to update and upload all your rosters and enrollment numbers ASAP, and as needed after that.

Please make sure that you know all holidays, closures, special events, and planned staff absences. And again, please make sure that all your HSES data is updated to ensure that accurate information is available to effectively plan this visit. Please make sure that your staff, Policy Council, and governing body are available during the two-day visit for the interviews. Your program must also be open for the scheduled HSKI Screener. And please make sure that your calendar accurately reflects your availability. As a reminder, the Health and Safety Certification Checklist must be uploaded onto HSES.

During your scheduled call with a Danya representative, a central location will be agreed upon based on where the screener will be conducting their interviews; and information for the child file reviews must be brought to a central location, most likely the grantee program office. If for some reason your child files cannot be brought to a central location, the grantee must be prepared to provide the necessary information for the HSKI Screener to be completed. Whether that information is electronic or paper copies of the information from the child file that is needed to complete the review, the grantee must ensure that they have that information available to that screener reviewer.

Let's answer the question, "What happens when your HSKI Screener is completed?" Once the Screener is completed, you will receive written notification from the Office of Head Start. A letter will be sent indicating whether or not a full review is needed. And based on this letter, you will proceed from there. The reviewer that comes on site will not be able to tell you whether you have passed or failed the HSKI Screener. The Office of Head Start must make this determination. And again, you will receive a letter detailing the determination from the Office of Head Start.

As a final reminder, please update your program calendar as soon as possible. And be sure you update all of your HSES data, including classroom rosters, staff rosters. A notification letter with your HSKI Screener date will be sent to you 14 days prior to the start of your HSKI Screener visit.

If you have any further questions, please feel free to send an email to headstartreviews@danya.com. Thank you for participating in today's webcast regarding the Head Start Key Indicator Screener.