

LOS ANGELES COUNTY
Collaborative Prevention Plan

CDI SVGMHS Philosophy Statement

We at CDI Head Start aspire to be a model agency recognized for providing high quality comprehensive services to children and families within our community. We believe the parents we serve can be contributing members of society and that, when given access to quality information and resources, they are able to advocate for themselves and their children and ensure the success of their families and community.

**Community Development Institute Head Start Serving
South Vermont & Green Meadows Action Plan**

Objective	Agreement	Timeline
Create an inviting atmosphere by providing outstanding customer service that will lead to building trusting relationships with families.	Staff will receive customer service trainings. Develop a survey to assess the quality of customer service to families.	November 2012 Annually
Communicate with families in their home language. This is inclusive of meetings, IEP's, FPA's, home visits, etc.	Develop a "Translation Ticket" request to ensure timely responses for translation needs. Provide parents with accurate information that is: Sensitive to their culture, Meets their needs Provide parents with documents in their preferred language. If language is a barrier, utilize Translators to communicate with families.	August 2012 Schedule according to Calendar Translations completed within 72 hours of request Schedule according to Calendar
Promote parent engagement in program events such as parent meetings, family night, Policy Council, Wellness Initiative, etc.	Parent Involvement Coordinator will create or acquire flyers and distribute information to families at least a week prior to event. FSW's and teachers will provide reminders to families.	1 week prior to event
Utilize the FDM to determine the opportunities, needs, and interest of families. Data Entry	FDM will replace FNA and will be completed within 30 days of child entry date. Family Service Workers and ERSEA will work with families to complete. FDM will be completed 3x with each family. Document all interactions and progress in the FDM data base. Document event in ChildPlus.	1 st within 30 days of entry (9-18-12) 2 nd by 12/19/12 (within 90 days) 3 rd by 3/22/12 (within 180 days) Within 10 days of interaction or due date.

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Utilizing the information from the FDM, engage all families in the FPA process. Data Entry	Engage in conversations with families and determine the areas of focus. Establish follow-up dates for goals. Establish joint accountability and partnership with families by having clear expectations outlined in the FPA. Document all interactions and progress in the FDM data base. Document event in ChildPlus.	Within 60 days of entry date FSW's will report on status of FPA's on the last Friday of each month Within 10 days of interaction or due date.

Utilize the process of Child Profile Staffing to gather information about the family and develop action plans through an integrated services approach which will result in high quality services.	1 st CPS will be initiated by ERSEA and completed during selection process, but prior to the entry date. FSW will meet with teachers and complete the 1 st CPS. FSW will lead CPS for returning children with support of management & teaching staff. FSW will be the lead for remaining CPS.	3x a year New enrollees: within 45 days of entry (10/13/12 1 st by October 31 st 2012 2 nd by January 31 st 2012 3 rd by April 30, 2013
Ensure the child's file includes all the information contained in ChildPlus and reflects staff's interactions with families	Staff will have 10 days to document interactions using grid as a reference if needed (exclude due dates).	Within 10 days of interaction or due dates
Data Entry	FSW's will document trainings and workshops related to PIR questions as an event and in ChildPlus. Only parents who were in attendance will be recorded.	Within 10 days of interaction or due dates
Analyze ADA information to ensure a minimum 85% attendance is maintained.	ERSEA will: Monitor attendance for consecutive absences and patterns of attendance. Identify children needing follow-up. Follow-up with teachers to see if referral was generated. Follow-up with FSW, document in ChildPlus and communicate verbally and via email to Teacher, FSW, and FSC. Analyze attendance, gather information on the cause of absenteeism, and report on sites falling below the 85%. Report Actions taken by FSW's, teachers, parents. FSW will address during parent meetings.	ERSEA analyze 2x week (Tues. & Thurs) Weekly as needed Teachers analyze daily FCP Coordinator & FCP Manager will analyze monthly and quarterly.
FCP staff will conduct Home Visit to establish connections, provide support/assistance, and to ensure the well-being of the family.	Re-establish protocol with teachers and implement consistently. Plan accordingly and take necessary precautions to ensure the safety of staff.	As needed

Determine children's health status through screenings.	Determine screenings needed. Distribute tasks among FSW's, teachers, and health staff. Manage intake of PE's and DE's. FSW's and ERSEA will update information for screening as received and update Family Service Module. Incorporate health information and needs into the FPA.	1 st of the month (report 3020) As needed
Meetings and Trainings Providing meaningful and beneficial trainings.	FCP staff will participate in trainings that will benefit their professional development and are directly related to benefiting the families we serve.	Twice a month, no more than ½ a day. Or once a month a whole day.
Department Meetings	Meet monthly	1 st or 3 rd Friday
One-on-One Supervisory Meetings	Meet with supervisor on a monthly basis. Meetings can be held at the sites.	3 rd week of the month
Expand community resources and partnerships to better serve families' needs/interests.	FCP staff will research and present 2 new resources or community contacts each month.	Report monthly 1 resource will be based on a protective factor. 1 resource will be based on identified needs.
Establish MOU's as beneficial resources are identified. Training and Education Adult Education Health Services Nutrition Services Financial Services Parenting Classes Food Bank Transportation Mental Health Housing ESL/GED	Parent Involvement Coordinator will work with FCP Manager to develop MOU's with agencies.	As opportunities arise.
Monthly Reports Report relevant data not tracked by FDM & ChildPlus Families in crisis # of follow-ups Community outreach Parent meeting, etc. Outcomes FDM Outstanding Action Plans Patterns of attendance	FSW's and ERSEA staff will provide a report to their supervisor on a monthly basis. ERSEA staff will each monitor 80 files monthly. FSW staff will each monitor 20-25 files quarterly.	Last Friday of each month and submitted via e-mail. Monthly Quarterly

<p>Enrollment & Recruitment</p> <p>To be fully enrolled 30 day before school starts.</p>	<p>Develop a plan that outlines enrollments for:</p> <ul style="list-style-type: none"> EHS/Kinder Transitions 10% Disabilities Returning Children Siblings Prior year's waitlisted children New Families <p>All staff recruits 2 eligible children each month.</p> <p>Quarterly meetings to collaborate amongst departments and determine what is working well.</p>	<p>December 2012</p> <p>On-going</p> <p>On-going</p> <p>February</p> <p>FSW's & ERSEA – April</p> <p>FSW's & ERSEA – April</p> <p>FSW's & ERSEA – April</p> <p>On-going</p>
<p>Maintain full enrollment throughout program year and establish a waitlist of eligible children.</p>	<p>On-going enrollments initiated by ERSEA and completed by FSW by October and by January</p> <p>All staff recruits 2 eligible children each month.</p>	<p>Quarterly</p> <p>On-going</p> <p>On-going</p>