

HSU Course Outline

ERSEA - Developing Policies & Procedures

ERSEAD4

2 Days

Description

This two day course will give you the core skills to develop compliance driven policies and procedures. Students will come away with a ERSEA manual packed with the how-to's and insights to guide you through every step in the ERSEA policy and procedure development process—from deciding if your current written policies and procedures are ERSEA compliance driven or program driven. Students will learn about the new ERSEA Assessment Tool, how to use it to implement policy and procedures throughout program structure and how to implement the tool into their program procedures. Students will also learn the latest information on how to write system-related monitoring policies and procedures that ensure ERSEA PIR and program monthly standards.

Prerequisites

- Knowledge of Performance Standards
- Knowledge of PIR

Who Should Take This Course?

All Head Start staff will benefit from this course. It is designed for group and/or teams or ERSEA staff and managers who have 1 year or more of experience in ERSEA. Program managers, Directors, administrative staff, program staff, board members, policy council members, and family workers will also benefit from this course.

Objectives

- ✓ Why creating an ERSEA policy and procedures process are important
- ✓ Understanding what makes ERSEA policies and procedures work
- ✓ Characteristics of good ERSEA policies and procedures
- ✓ Designing Policy Templates for ERSEA
- ✓ Federal Requirements of ERSEA Policies and Procedures
- ✓ Review Process of ERSEA Policies and Procedures
- ✓ ERSEA Policy and procedure Checklist
- ✓ Maintaining accountability for ERSEA Policies and Procedures
- ✓ Compliance Check of ERSEA Policies and Procedures

Outline

Day 1

Understanding Policies and Procedures

- Why create Policies and Procedures
- What are characteristics of Good Policies and Procedures

Writing ERSEA Policies and Procedures needed

- What areas need policies or procedures
- Components of Policy documents
- Components of Procedure documents

Developing ERSEA Policies

- Creating policy lists
- Determining compliance issues
- Task Management and Development

ERSEA Assessment Tool

- Rating Scales
- ERSEA Action Planning

ERSEA Assessment

- Eligibility Assessment

- Recruitment Assessment
- Selection Assessment
- Eligibility Assessment
- Attendance Assessment

Eligibility

- Accepting 3 year olds
- Age Exceptions
- Monitoring Age
- Best Practices for Age

Family Income

- Determining Income
- What is Income?
- Income Forms
- Zero Income
- Federal Income Reviews
- Income Exceptions
- Public Assistance

- Program Instructions on Income
- Procedures needed
- Best practice for Income

- Eligibility Policy
- Establishing Procedures
- Eligibility Forms

Recruitment Policies and Procedures

- Recruitment process
- Recruitment Timeline
- Recruitment Procedures
 - Application Forms
 - Identifying the Best recruiters
 - Recruitment tasks
- Recruitment Strategies
- The greatest number
- Disabilities Services
 - Disability recruitment
- Application requirements
 - What number is required?
- Recruitment Policy
 - Establishing Recruitment Procedures
 - Recruitment Flyers

Question and Answers Session

- Pre-submitted questions
- Questions from students
- ERSEA Myths

Day 2

Selection Policies and Procedures

- Setting Criterion
 - Age
 - Income
 - Parental Needs
 - Disabilities
 - Community Needs
 - Federal Needs
 - Best practices
 - Procedures
- Developing the criterion
 - Community Assessment
 - PIR
 - Self Assessments
- Scoring Selection Points
- Selecting families
- Determining the Greatest Need
- Maintaining Wait lists
 - Ranking Wait lists
 - Wait list Reports
- Selection Policy
 - Establishing Selection Procedures
 - Recruitment Flyers

Enrollment Policies and Procedures

- Enrollment Issues
 - What is enrollment?
 - Enrollment Slots
 - Under-enrolled
- Setting Enrollment Dates
- Funded Enrollment
 - Managing Enrollment

- Enrollment Reports
- Enrollment Tracking
- Federal Requirements
- Prior enrollment
 - What is second year enrollment?
- Enrollment procedures
 - Entry requirements
 - 45 Days
 - 90 Days
- Enrollment forms
- Enrollment tools to use
- Vacancies
 - 30 Day Vacancies
- Online Enrollment reporting
 - What to reports?
 - What is calculated?
- Enrollment Policy
 - Establishing Enrollment Procedures
 - Enrollment forms

Attendance Policies and Procedures

- Attendance Safety check Policy
 - 1 hour Attendance Procedure
- Absenteeism
 - 10% Risk Factor
 - Handling Absenteeism
 - Absenteeism procedures
 - Dealing With Families
 - Number of days missed
 - Chronically Absent issues
 - Vacating Slots
- Monitoring ADA
 - How ADA is calculated
- Attendance Policy
 - Establishing Attendance Procedures
 - Attendance forms