



HSU Course Outline

ERSEA Management Systems - Administrative Credential

ESC-1103

12 Weeks

Description

The **Management System Administrator Credential (AC)** program is designed for those responsible for management and reporting of ERSEA. It provide students the reporting compliance best practices necessary to meet mandates of the ERSEA federal monthly and yearly reporting required of 45 CFR Part 1302 regarding eligibility, recruitment, enrollment, selection and attendance for their program. Participants learn about using the community assessments to determine priority reports and methods of monitoring ERSEA requirements at their program. This 12 week program gives you access to practical tools, strategies, and techniques that will make your ERSEA compliance effective. We show you how to optimize your ERSEA environment and set up training modules to achieve outstanding ERSEA implementation and compliance results.

The **ERSEA Management System Administrator Credential (AC)** program identifies job functions within ERSEA services, isolate the critical skills needed to carry out these functions, and identify the competencies required for skill building in those areas. Participants are provided with an opportunity to identify procedural tools in achieving a program's mission as well as viewing themselves as emerging leaders to better understand how to work holistically within their program community. The program uses a well-researched approach. The curriculum was developed to transform the way ERSEA staff interacts with families. It provides the concepts of meeting families where they are and the program is linked with the process of a leadership approach to eligibility, enrollment and attendance. This program is a 12 week process. Participants must complete one (1) courses, and one (1) exams. After classroom training is finished, a portfolio of work education and training/experiential background packet must be completed and submitted to the University. Once documents, coursework and exams are completed and submitted to Student Advisor, an assessment date for the credential is set.

Prerequisites

- Knowledge of Performance Standards

Who Should Take This Course?

This course is beneficial to all Head Start management staff who work with families. Directors, who are making the development of family partnership agreements an integral part of their Head Start program's mission, goals and services will benefit from this conference. Program Managers, who are responsible for staff-development activities will also benefit from this credential. Head Start staff, who interact regularly with families and want to enhance their family-partnership skills will also benefit.

Objectives

- ✓ Build comfortable rapport with staff and get buy-in for ERSEA procedures from the beginning
- ✓ Deliver ERSEA standards logically and simply in a brain-friendly fashion.
- ✓ Orchestrate the optimum environment for your training
- ✓ Engage the audience in multi-faceted, ingenious ways to facilitate ERSEA compliance.
- ✓ Use and combine compelling audio & visual aids to utilize more senses.
- ✓ Choose creative and stimulating delivery formats for "dry" regulatory materials.
- ✓ Facilitate partner and group activities applicable to learning goals.
- ✓ Transfer ERSEA information from short-term to long-term memory.

- ✓ Plan and design a seamless, multi-sensory ERSEA training that will have lasting impact.

- ✓ Apply accelerated ERSEA strategies for results-boosting, super-charged productivity

12 Weeks Course Outline

Session #1 (6 weeks/2 days Live)

Course 1: Addressing Vulnerabilities in Eligibility

Determining, Verifying and Documenting

Eligibility

- Eligibility of Age
- Eligibility of Income
- Definition of Income
- What is Zero Income?
- What is Self-Declaration Income?
- What is Significant Change?
- Over Income (10%) Eligibility
- Over Income (35%) Eligibility
- Eligibility of Public Assistance
- Eligibility for Military Families
- Eligibility for Homeless Families
- Eligibility for Pregnant Moms

Using the Community Assessment

- Using the Community Assessment for Recruitment
- Using the Community Assessment for Determining Eligibility
- Identifying Community Strength and Needs

Recruitment

- Recruitment Requirements
- Developing Effective Recruitment Services
- Understanding the Recruitment Process
- Virtual Recruitment Strategies
- ABCDs of Recruitment
 - Approach
 - Belonging
 - Cast a Wide Net
 - Direct Asks

Selection

- Selection Requirements
- Developing Selection Criteria
 - Utilize a Team
 - Analyze all data
 - Identify issues and concerns
 - Approved by policy council or policy committees
- Developing Selection Criteria Scoring

Enrollment

- Enrollment Requirements
 - Funded Enrollment
 - Continuity of Enrollment
 - Reserved Slots
 - Other Enrollments
 - State immunization enrollment requirements
- Full Enrollment Initiative

- Center-Based Program Structure
- Home-Based Program Options

Attendance

- Attendance Requirements
 - Promoting Regular Attendance
 - Managing Systematic Program Attendance Issues
- Supporting Attendance of Homeless Children

Attendance Tools

- Remind.com
- Attendance Works

Suspension and Expulsion

- Limitations on Suspension
- Prohibition on Expulsion

Fees

- Policy on Fees
- Allowable Fees

NOTE: Students may take any other core course listed in our current course catalog to meet this requirements.

Exam#1: (Online) - 2 Hours in Length

Session #2 (6 weeks)

Final Stage: Student Portfolio Submission

- Portfolio packet completed and submitted
- Work requirements submitted
- Board Review
- Team Assessment Scheduled