



## HSU Course Outline

# ERSEA Management Systems - Supervisor Credential

ESC-0919

24 Weeks

## Description

The **Management System Supervisor Credential (SC)** program is designed for those responsible for monitoring and implementation of ERSEA. It provide students the compliance best practices necessary to meet mandates of the ERSEA federal monitoring and reporting required in 45 CFR Part 1302 regarding eligibility, recruitment, enrollment, selection and attendance for their program. Participants learn about determining community strength and needs, using the community assessments to determine program design options and methods of monitoring ERSEA requirements at their program. This 24 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 Supervisor Credential (SC)** 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 policies and 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 24 week process. Participants must complete two (2) courses, two (2) exams and a student practicum. 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/2 days Live)

#### Course 2: Management Systems Supervisor Course

##### About ERSEA Federal Regulations

- Monitoring Under-Enrollment
- Notice of Proposed Rule Making (NPRM) Process
- Designation Renewal Systems
  - Basis for Determining Whether a Head Start will be Subjected to Open Competition

##### Program Design & Management Protocol: ERSEA

- The ERSEA Align Monitoring Relationships
- Program Design and Management Protocol
- Age and Income Eligibility Review
  - File Selection Process
  - Completing the Age/Income Eligibility Review
  - Age/Eligibility Data Collection Forms

##### McKinney-Vento Homeless Assistance Act

- About the McKinney-Vento Act
- Who is Homeless under the McKinney Vento Act
- History of the McKinney-Vento Act
- The Substance of the Act
- The Development of the Act
- Recent Trends and Current Status of the Act

The Importance of the Act  
Resources About the Act

### **Head Start Act**

Statement of Purpose  
Monitoring of Head Start Agencies and  
Programs (Section 641A)  
Powers and Functions of Head Start Agencies  
(Section 642)  
Participation in Head Start Program (Section  
645)  
Early Head Start Program (Section 645A)  
Records and Audits (Section 647)

### **Understanding the Community Assessment**

Determining Community Strength & Needs  
Role of the Community Assessment  
Updating the Community Assessment  
Interpreting and Analyzing CA Data  
ERSEA Area Plans

### **Strategic Planning**

Understanding Strategic Planning  
The Strategic Team  
The Strategic Planning Process  
Introduction to Planning  
Why Plan?  
Elements of Planning  
Who Needs to Be Involved  
Strategic vs. Operational Planning  
Using SWOT Analysis to Identify Planning  
Options  
Identifying Critical Factors  
Gap Analysis  
Shared Decision Making

### **Session #3 (6 weeks)**

#### **Final Stage: Student Portfolio Submission**

Portfolio packet completed and submitted

Work requirements submitted

Board Review

Team Assessment Scheduled

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

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