



HSU Course Outline

Head Start Management & Administrative Requirements

HSMGAD0058v.1

6 weeks

Description

This in-depth six weeks online course is specifically designed for Head Start management and administrative staff. It will review and discuss Head Start management requirements and administrative regulations. Comprehensive, easy-to-follow materials and complete copies of regulations are provided to each participant. This course will help you understand the regulations and requirements as specific by performance standards and DHHS administrative regulations, be able to find specific sections of the regulations and have the ability to solve agency's problems.

Prerequisites

- Head Start Knowledge
- An understanding of Performance Standards
- Understanding Code of Federal Regulations

Who Should Take This Course?

Administrative and Management Staff should attend this workshop. Policy Council Members, Parent Committees Members, Grantee Staff, Directors, Coordinators, Center Manager, Program Managers, and Administrative Assistant staff involved in the day to day management should attend this workshop. Due to the amount of Regulator information covered in this workshop and administrative management information it is recommended that staff that have an understanding of Performance Standards and Federal Regulation before attending this workshop.

Objectives

- ✓ Improve your competence to deliver high performance management services
- ✓ Learn the latest methods and techniques of Protocols and Performance Standards as it relates to management systems
- ✓ Learn how to manage staff, committees and parent roles
- ✓ Understand Policy & Grantee Staff Roles
- ✓ Understand Code of Federal Regulations
- ✓ Locate and Understand Regulations

Outline

- HS Administrative Requirements
 - Focus Exercise
 - HS Questions & Answers from OHS
- Eligibility & Recruitment
 - Community Assessment
 - Recruitment Process
 - Formal process for selection criteria
 - Wait list by selection criteria
 - Family support procedures relating to absences
- Program Options
 - System to actively recruit, train and utilize volunteers in program
 - Systems for parent involvement in Home Visits
 - Head Start Models (wrap around, state, multi-funded)
- Children with Disabilities regulations
 - Your Disabilities service plan
 - Budget requests that implement service plan
 - Individualized education programs
- Performance Standards: Policies and Procedures
 - Program Self-Assessment & Monitoring
 - Criteria for defining recruitment, selection and enrollment priorities
 - Personnel policies, including standards of conduct for staff, consultants and volunteers
 - Record Keeping systems
 - Reporting Systems
- Performance Standards: Operations
 - Child Health & developmental services (outcomes)
 - Education and early childhood development
 - Health & Safety

- Nutrition
- Mental Health
- Family Partnership
- Community Partnership (collaborations)
- Program governance
- Deficiencies and quality improvement plan
- Non-compliance
- In Kind Contributions & Requirements
 - General Requirements
 - What is In Kind?
 - What is allowable?
 - Donations
- Federal On-Site Reviews
 - What is Align Monitoring process?
 - Are we ready for a Align Monitoring review?
- Management Requirements
 - Monitoring and reporting program performance
 - Financial reporting
 - Retention and access requirements for
 - Records
 - Personnel policies
 - Delegation of program operations
 - Appeals