

HSU Course Outline

ERSEA: Addressing PIR and Federal Review Reporting in ERSEA

ERSE125

2 days



Description

This transformative 2-day LIVE online course is designed to help implement reporting systems for federal PIR monitoring and prepare for the federal on-site review of your program's systems and services. The annual Head Start PIR must be completed by all programs funded by the federal government to operate Head Start (HS) and Early Head Start (EHS) programs. A separate PIR must be completed for each grant recipient and each delegate agency. The 2024-2025 PIR is due no later than August 31, 2025. This course will help you establish reporting systems for review. Data Tours are conducted on-site throughout the federal review week with ERSEA program managers. Through the data tours, ERSEA program managers provide the Review Team with a real-time walk-through of data and reports to help reviewers understand how the grant recipient's services operate on a daily basis, ensuring compliance with ERSEA Federal regulation, including mitigation of enrollment fraud. The course will ensure information about ERSEA practices and data are used to ensure the grant recipient recruits, selects, and enrolls children based on eligibility criteria. Five areas are monitored in ERSEA: (1) recruitment; (2) selection; (3) eligibility; (4) enrollment; and (5) attendance. This course will also explain approaches to supervising and supporting staff members to help them report quality services; report monitoring and adjusting staffing to ensure staff members have the capacity to do their work; and report data to track services, report for quality, and assess progress and outcomes.

Prerequisites

- none

Who Should Take This Course?

This course is most beneficial to ERSEA staff. Staff who are currently working in ERSEA and staff who are new to ERSEA Reporting will benefit from this course. Program Managers, Center Directors, and Family Service workers will also benefit from this course. Head Start staff, who interact regularly with families and want to enhance their ERSEA monitoring and reporting skills, will greatly benefit.

Objectives

- ✓ Learn to report information about ERSEA practices
- ✓ Learn how reporting data are used to ensure the grant recipient recruits, selects, and enrolls children based on eligibility criteria
- ✓ Understand the five areas that are monitored in ERSEA
- ✓ Explore approaches to supervising and supporting staff members to help them provide quality services
- ✓ Understand the Testing and Checks through an ERSEA Eligibility File Review
- ✓ Using sample reporting files to test for accuracy in collecting and reporting eligibility data
- ✓ Create reporting Data Tour with ERSEA reporting to better understand how accurate and timely ERSEA data is used
- ✓ Ensure practices that mitigate risk of fraudulent enrollment

Outline

What's New?

Risk Assessment Notification (RAN) Reviews

Program or Management Factors

Identified Violations

Incident Reporting

Regional Office Analysis

RAN Reviews

Policies and Procedure Reporting

Training and Technical Assistance Plans

Corrective Actions and Program Improvements

Virtual Data Tour Reporting

RAN Review

1302.47(b)(1)(ix) — Lack of preventative maintenance

1302.47(b)(5)(iv) — Unauthorized release

1302.90(c)(1)(ii)* — Child maltreatment or endangerment

1302.90(c)(1)(vi)* — Lack of supervision
1302.102(d)(1)(ii-iii)* — Reporting to the OHS

Performance Measure

Policies and Procedures for Children's Safety
Promoting a Culture of Safety through Training
Monitoring for Effective Implementation
Supporting Continuous Improvement

ERSEA PIR Reporting

Reporting Requirements
PIR Enrollment
Cumulative Enrollment
Prior Enrollment
Ethnicity and Race
Deadline

ERSEA Federal Reviews

Data Tour Reporting

Attendance Records
Eligibility Tracking Records
Eligibility Training Records
Enrollment Vacancy Tracking
ERSEA Policies and Procedures
Reporting Sample Files

Selection Criteria Reports
Waitlist Reports

Recruitment

Outreach Effort

Recruitment Strategies
Determining the Greatest Need
Who are Vulnerable Children Today
Effort Based Recruitment
Address Community Needs

Selection

What is your Selection Process?
Prioritizing Children
Responsive to Community Needs
How to Evaluate the effectiveness
Community Needs Waitlist
How to Rank Across Program Options

Eligibility

Establish Systems
Deters Fraud
Maintains 10% Over Income
Maintains less than 35% between
100-130% income
Trains staff on eligibility interviews
Eligibility Record free from
documentation errors
Eligibility verification process against
fraudulent enrollment
Written eligibility policies and
procedures
ERSEA Training within 90 days of
hiring

Enrollment

Approaches to ensure full enrollment
Enrollment of children with disabilities
Identifies, tracks, and fills program vacancies
within 30 days
10% total actual enrollment with children with
disabilities
Collaborates with local early intervention and
special education services

Attendance

How to encourage regular attendance
Overcoming barriers to attendance
Strategies to encourage regular attendance
Identifying families at risk for low attendance