

# Head Start Training and Technical Assistance System



Region IV

**Kentucky**

**State-based T/TA Office:**

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**Collaboration Office:**

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**Supported by:** STG International, Inc.  
Member of the National Head Start Training & Technical Assistance Network

**Purpose:** The purpose of the Training and Technical Assistance System is to provide state level cluster training and grantee specific training and technical assistance that meet the needs of each individual grantee and provide resources to ensure high quality care and school readiness for children. The Training and Technical Assistance System is comprised of two teams: A State-Based Office that provides the state level cluster training and Grantee Performance Support Specialists that provide support to assigned individual grantees. Both teams are supported by the state Head Start Collaboration Office.

**Vision:** A seamless state system of training and technical assistance support for Head Start programs that is responsive to local program needs and is inclusive and collaborative with other Early Childhood programs statewide.

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists (GPSS)</b>
<b>Mission</b>	Addresses the needs of Head Start agencies in the State with respect to collaboration, coordination and alignment of services, and alignment of curricula and assessments used in Head Start programs with Head Start Outcomes Framework and, as appropriate, State Early Learning Standards.	Meets local program training needs through state level training, collaboration with other ECE entities at the state level and collective needs identified by local programs.	Assist local programs with (1) program-specific training and technical assistance needs, (2) collaboration with local programs and any other issues identified as a need by the local program, and (3) support local programs in collaboration with other local early childhood education entities.
<b>Needs Assessment</b>	Conducts an assessment that addresses the needs of Head Start agencies in the State with respect to collaboration and coordination of services.	Conducts assessment within the State to determine state training needs and priorities  Identifies common grantee training and technical assistance needs with grantees, Head Start Associations, State Advisory Boards (where applicable), Head Start State Collaboration Offices, and with broader Early Care and Education networks, including universities and colleges.	Utilize information obtained from needs assessments conducted by the State-based Head Start Training and Technical Assistance Office.
<b>Plans</b>	Develops a strategic plan based on the assessment of Head Start agencies that will enhance coordination and collaboration of Head Start services with other entities providing early childhood services.	Develops an annual plan of priority training activities to be conducted as a result of the assessments and submits to ACF/OHS Regional Offices for review and approval.	Assist grantees with the development of their annual training and technical assistance (T/TA) plans and identify needed technical assistance resources.

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<p><b>Training and technical assistance to programs</b></p>	<p>Facilitates forums, cluster meetings and seminars and provides information for state and regional conferences to address issues in the HSSCO priority areas.</p>	<p>Provides cluster and State-training and technical assistance events on targeted topics and conferences related to State and national training and technical assistance priorities and coordinates with other state or local organizations around events.</p> <p>Addresses common needs and State and OHS priorities through training and technical assistance events at the State level and in clusters through coordinating resources; providing support; and the support of grantees utilizing their Training and Technical Assistance funds.</p> <p>Participates in the provision of training and technical assistance through the GPSS network, through partnerships with other State and local agencies, through consultants, or through training and technical assistance events organized by the Office to address common training and technical assistance needs.</p> <p>Responds to grantees, as determined and/or approved by OHS Regional Offices, for training and technical assistance on identified needs; coordinate with GPSS's in providing this training and technical assistance.</p>	<p>Provide technical consulting assistance that is individualized and based on grantee needs identified through the national OHS Risk Management process, Head Start monitoring, PIR results, OHS TA State-based Offices, and assist grantees with implementing strategies that prevent, alleviate, or mitigate risk. Technical consulting assistance shall also be provided to assist with the implementation of nationally and regionally identified OHS initiatives.</p> <p>Provide direct technical assistance to grantees to meet grantee programmatic and management needs and Head Start and Early Head Start Performance Standards.</p> <p>Provide assistance to grantees to increase their capacity and understanding to carry out required tasks, including, but not limited to the grantee-produced Program Information Report (PIR), Quality Improvement Plan (QIP) preparation and implementation (if required in response to the triennial Head Start Monitoring review), classroom observation, community assessments, self-assessments, and Professional development.</p>

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<b>Training and technical assistance to programs, continued</b>			Provide grantees with basic (simple, non-sophisticated) OHS computer applications support to enable the grantees to more efficiently prepare and track reports (e.g. GABI, PIR), financials, and performance.
<b>Expand training activities</b> beyond Head Start agencies to include other providers of early childhood education and development programs within the state	<p>Shares information on available State and local resources to support successful implementation of the State T/TA plan.</p> <p>Participates in and plays an active role on State Advisory Councils, with the entity responsible for implementing the State Early Childhood Comprehensive Systems Plan and other statewide collaborative teams pertaining to the needs of children and families.</p>	Expands training and technical assistance activities beyond Head Start agencies to include other providers of early childhood education and development programs within the State.	
A statewide system of <b>coordinated and integrated professional development</b>	<p>Leads efforts regarding the State's professional development system, including development/revision of State Early Learning Standards and other related statewide efforts.</p> <p>Develops alliances with colleges and universities to enable Head Start staff to better access professional development opportunities, including distance learning opportunities to meet the degree requirements.</p>	With the Head Start State Collaboration Office, helps build a statewide system of coordinated and integrated professional development by forming alliances with colleges and universities; promotes activities that lead to college accreditation.	On a program-by-program basis, conduct a Gap Analysis with grantees to determine gaps in professional development training so that the OHS Regional Office, State-based Head Start Training and Technical Assistance Office, and Head Start state Collaboration Office can take steps to coordinate and identify resources.

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<p><b>Memoranda of Understandings (MOU)</b> and promotion of <b>partnerships</b> with other ECE entities</p>	<p>Participates in and supports the MOU process and promotes partnerships with Part C and Section 619 agencies. Assists T/TA Office in the MOU process with LEAs and other entities managing pre-k programs in the Head Start grantees' service areas. Assists Head Start agencies to better coordinate services and collaborate with other child and family agencies, including agencies that provide health, mental health, child care, family services, or other child or family supportive services.</p>	<p>Facilitates the development of Memoranda of Understanding, for example, between Local Education Agencies (LEAs) and Part C agencies implementing IDEA or between Head Start agencies and local pre-K.</p> <p>Along with Head Start State Collaboration Offices, promotes partnerships between Head Start agencies and other State and local organizations, in order to enhance Head Start program quality and support national initiatives.</p> <p>Working in concert with HSSCO, coordinates with the broader Early Care Education professional development system, including universities &amp; colleges, State and local partners, and other providers in health, mental health, family services, and disabilities.</p> <p>Fosters training and technical assistance and service partnerships with local Head Start agencies; the State Director of Head Start Collaboration, the State Advisory Committee (where applicable); the State Head Association; State child</p>	<p>Provide assistance to individual grantees in developing working partnerships with other State and local organizations, in order to enhance Head Start program quality and support national initiatives.</p>

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<b>Memoranda of Understandings (MOU)</b> and promotion of <b>partnerships</b> with other ECE entities, continued		care and educational agencies; local early childhood education entities; Institutions of higher learning; State and local agencies providing family, health and mental health services, including those providing services under section 619 or part C of IDEA to increase the availability of training and technical assistance services.	
<b>Aligning curricula and assessments used in Head Start programs</b> with the Head Start Child Outcomes framework and, as appropriate, Early Learning Standards	Promotes and supports Head Start grantees in the alignment of Head Start curricula and assessments and continuity of services with the Head Start Child Outcomes Framework and, as appropriate, State Early Learning Standards and participates in or facilitates State efforts in this regard.	Collaborates with the Head Start State Collaboration Office and the OHS Regional Office in aligning curricula and assessments used in Head Start programs with the Head Start Child Outcomes framework and, as appropriate, State early learning standards.	Collaborate, under the direction of the GPSS Program Manager, with the State-based Head Start Training and Technical Assistance Office, the Head Start State Collaboration Office, and the OHS Regional Office in aligning curricula and assessments used in Head Start programs with the Head Start regulation and, as appropriate, State early learning standards.

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<p>Identify <b>opportunities for, or barriers to, collaboration and coordination</b> among Federally-funded and State-funded child development, child care, and early childhood education programs and services in order to improve program quality</p>	<p>Works as a member of the State Advisory Council on Early Childhood Education and Care (SAC) and with other state entities, such as the State Head Start Association, in identifying and addressing barriers to coordination and collaboration.</p>	<p>Consults and collaborates with the Head Start agencies located in the State; the HSSCO; the State Advisory Committee (where applicable); the State Head Start Association; State child care and educational agencies; State-based local early childhood education entities; institutions of higher learning; State and local agencies providing family, health and mental health services, including those providing services under section 619 or part C of IDEA.</p> <p>In concert with the Head Start State Collaboration Office, identifies opportunities for, and barriers to, collaboration and coordination among Federally-funded and State-funded child development, child care, and early childhood education programs and services.</p>	

	<b>Head Start State Collaboration Office</b>	<b>State-Based T/TA Office</b>	<b>Grantee Performance Support Specialists</b>
<b>Converting Head Start to Early Head Start; part-day to full working-day options; grantees implementing program expansion; grantees developing and/or implementing innovative program models</b>	Assists Head Start agencies in planning for full-day, full-year program options, for partnerships with pre-k and child care, and in planning for program expansion.	Responds to special training and technical assistance needs of new grantees; grantees converting to Early Head Start slots; grantees converting from part-day to full working-day program options; grantees implementing expansion; and grantees developing innovative program models.	
<b>Other</b>	Serves as a liaison to the state CCDBG agency, the State Resource and Referral Agency, State and Local Education Agencies (LEA) and other agencies implementing ECE programs.	Addresses specific State Head Start and early childhood education issues, including the integration of Head Start and State early childhood education, and Pre-Kindergarten.  Identifies a wide variety of training and technical assistance resources at the State and local level, maintaining an inventory of qualified consultants and organizations, and providing lists of qualified training and technical assistance providers to Head Start and Early Head Start grantees, and encouraging the use of the Head Start Early Childhood Learning and Knowledge Center.	Provide assistance to grantees in addressing specific issues in the State related to early childhood education, including the integration of Head Start and State early childhood education, and Pre-Kindergarten programs.