

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b>Region:</b>	<b>IV</b>
<b>State:</b>	<b>Kentucky</b>
<b>Date:</b>	<b>November 14, 2009</b>
<b>Prepared by:</b>	<b>Christine Killen- SBO T/TA Manager, Joyce Roach and Allyson Taylor - Content Specialists</b>

### Section I. Needs Assessment Update

Indicate below training that was identified during FY 2009 that will carry forward to FY 2010. Indicate intended outcome related to specific program improvement. (See sample section)

- IMIL & Little Voices: State-wide training for grantees, resulting in action plans to lower obesity rates of children and families. (April 2010)
- CLASS: Cluster trainings for grantee education staff, resulting in action plans to improve teacher-children interactions that impact children's learning and school readiness skills. (December 2009 - March 2010)
- A Head Start on Picturing America: Cluster trainings and webinar training series for grantees, resulting in action plans to enrich children's curriculum by enhancing interaction with art and increase children's school readiness skills. (December 2009 - April 2010)
- Fiscal Compliance: State-wide, cluster and webinar training for grantees resulting in compliance with fiscal regulations and requirements as documented by no fiscal OHS Monitoring findings. (December 2009 - April 2010)

### Section II. Analysis for Establishing Priorities

*State-based Office:* Use this section to provide a brief summary of issues for each priority. It is not necessary to do an analysis in every priority area, only in the areas where your analysis of the data indicates a need. For those priorities where there is not a need, please write N/A [not applicable].

In column 1, list three to five issues.

In column 2, cite the data sources that support the analysis. (See Handout B for required and recommended data sources).

In column 3, list the activities and events planned to address the issues, including target audiences, and projected dates

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b>NATIONAL TTA PRIORITIES</b>	<b>DATA SOURCES</b>	<b>PLAN TO ADDRESS ISSUES</b>
<p><b><u>Monitoring</u></b>            What, if any, are the issues regarding monitoring?            Analysis summary            (Bullet top three to five findings):</p> <ul style="list-style-type: none"> <li>• Although less than 1% of KY grantees were cited for Ongoing Monitoring in their most current OHS Monitoring Review, 75% of the findings were directly linked to the ongoing monitoring of grantees' services.</li> </ul>	<p>GPSS Discussions            Current OHS Monitoring Reports            Program Specialist Discussions            RMMs</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Series of webinar trainings (3-4) related to ongoing monitoring of service areas, including fiscal – directors, service area managers, fiscal officer – January 2010 – June 2010</li> <li>• Individual grantee assistance by GPSS related to ongoing monitoring issues per RMM information or OHS Monitoring Review Findings – December 2009 – August 2010</li> </ul>
<p><b><u>Expansion</u></b>            What, if any, are the issues regarding expansion?            Analysis summary (Early Head Start):</p> <ul style="list-style-type: none"> <li>• Issues unknown - EHS Expansion not awarded to date.</li> </ul> <p>Analysis summary (Head Start):</p> <ul style="list-style-type: none"> <li>• NA - grantees' receiving HS expansion are in full compliance with Performance Standard - No OHS Monitoring Review findings or all findings corrected.</li> </ul>	<p>Current OHS Monitoring and Follow-Up Reports            GPSS Discussions            Program Specialist Discussions            2009 PIR Data</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• State-wide EHS 101 orientation training (2) - EHS management staff - December 2009 - January 2010</li> <li>• Cluster trainings (4) - EHS staff - January 2010 - June 2010</li> <li>• Series of webinar trainings (4-5) - EHS staff - January 2010 - June 2010</li> <li>• State-wide trainings (2) - KHSA - April 2010 &amp; Infant/Toddler Conference - August 2010</li> <li>• Monthly Conference Calls - EHS staff - December 2009 - June 2010</li> <li>• Monthly Newsletters - EHS staff - December 2009 - August 2010</li> <li>• Collaboration with two KY colleges to provide Fast-Track CDA Training for EHS teachers as needed - EHS education managers and teachers - December 2009 - August 2010</li> </ul>

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b><i>NATIONAL TTA PRIORITIES</i></b>	<b>DATA SOURCES</b>	<b>PLAN TO ADDRESS ISSUES</b>
<p><b><u>Staff Qualifications</u></b></p> <p>What, if any, are the issues regarding statutorily required staff qualifications for the staff positions listed?</p> <p>Analysis summary (Infant toddler teachers):</p> <ul style="list-style-type: none"> <li>• NA - 100% current EHS teachers with minimum of CDA</li> <li>• New EHS teachers meeting credential requirements for EHS Expansion</li> </ul> <p>Analysis summary (Head Start teachers):</p> <ul style="list-style-type: none"> <li>• 57% of grantees and delegates do not have at least 50% of teachers with an ECE or related four-year degree.</li> <li>• 33% of teachers do not have a minimum of an ECE or related field four-year degree.</li> <li>• 41% grantees indicated issues in transferring credits between public institutions of learning.</li> <li>• 73% grantee indicated issues in accessing scholarship and other financial support for professional development programs/activities.</li> </ul> <p>Analysis summary (Education Coordinators):</p> <ul style="list-style-type: none"> <li>• 12% of grantees' Head Start education managers do not have a minimum of an ECE or related field four-year degree .</li> </ul>	<p>2009 PIR Data CLASP Head Start Report KY HSCO Needs Assessment Data</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Collaboration with two KY colleges to provide Fast-Track CDA Training for EHS teachers - EHS teachers - December 2009 - August 2010</li> <li>• Partnering with KY Department of Education in working with the KY Higher Education Standards Board to accept Head Start classrooms as ECE student teacher sites - KY Higher Education Standards Board - December 2009 - August 2010</li> <li>• Partnering with KY HSCO and KHSB in working with KY colleges and universities to accept on-line course work from out-of-state colleges and universities - KY colleges and universities - December 2009 - August 2010</li> <li>• Partnering with KY Department of Education's Regional Training Centers to provide training with attached college credits toward ECE four-year degree - teachers and education managers - January 2010 - August 2010</li> </ul>

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b><i>NATIONAL TTA PRIORITIES</i></b>	<b>DATA SOURCES</b>	<b>PLAN TO ADDRESS ISSUES</b>
<p><b><u>State Collaboration and Coordination – This is also a State Priority for Kentucky.</u></b></p> <p>What, if any, are the most frequently raised issues regarding collaboration and coordination?</p> <p>Analysis summary (State Pre-K, child care, and collaboration):</p> <ul style="list-style-type: none"> <li>● 48% grantees indicated issues in coordinating and collaborating with programs related to children's physical fitness and obesity prevention.</li> <li>● 44% grantees indicated issues in linking children to dental homes that serve young children.</li> <li>● 44% grantees indicated issues in engaging community partners, including the local McKinney-Vento liaison, in conducting staff cross training and planning activities.</li> <li>● 44% grantees indicated issues in obtaining sufficient data on the needs of homeless children to inform the program's annual community assessment.</li> <li>● 46% grantees indicated issues aligning policies and practices with other service providers.</li> </ul> <p>Analysis summary (TTA system, State and National Collaboration Office, State Head Start Association):</p> <ul style="list-style-type: none"> <li>● NA - KY HS Collaboration Team includes SBO, GPSS, KHSA and HSCO - team meets quarterly.</li> </ul>	<p>KY HSCO 2009 Needs Assessment Data</p> <p>KY Expanding Opportunities State Team Meeting Results</p> <p>GPSS discussions</p> <p>KY HSCO Director discussions</p> <p>KY HSCO Strategic Planning Team discussions</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>● Continued support and participation in state-level meetings related to early education and care and services for young children and families - State partners - Per Request December 2009 - August 2010</li> <li>● Initiate Quarterly Early Education and Care Meetings - KY State Early Education and Care Partners - January 2010 - February 2010</li> <li>● Quarterly Planning Meetings - SBO, GPSS, KHSA President and Executive Director, KY HSCO - December 2009 - Ongoing</li> <li>● Monthly Planning Meetings - SBO and GPSS - November 2009 - August 2010</li> <li>● Conference Calls (minimum of 6 annually) - KY State Early Education and Care Partners, Collaboration Team and KY RO State Lead - December 2009 - August 2010</li> <li>● Partnering with KY Department of Education in working with the KY Higher Education Standards Board to accept Head Start classrooms as ECE student teacher sites - KY Higher Education Standards Board - December 2009 - April 2010</li> <li>● Collaboration with two KY colleges to provide Fast-Track CDA Training for EHS teachers - EHS teachers - December 2009 - August 2010</li> <li>● Partnering with KY Department of Education's Regional Training Centers to provide training with attached college credits toward ECE four-year</li> </ul>

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<i>NATIONAL TTA PRIORITIES</i>	DATA SOURCES	PLAN TO ADDRESS ISSUES
		<p>degree - teachers and education managers - January 2010 - August 2010</p> <ul style="list-style-type: none"> <li>• Partnering with KY HSCO and KHSA in working with KY colleges and universities to accept on-line course work from out-of-state colleges and universities - KY colleges and universities - December 2009 - August 2010</li> <li>• Partnering with KY Department of Education's Regional Training Center Managers to solicit assistance in providing CLASS training to all HS/EHS teachers and education managers - December 2009 - March 2010</li> <li>• Continued partnering with KY State Homeless Coordinator to address special needs of homeless children - KY State Homeless Coordinator - December 2009 - August 2010</li> <li>• Continued partnering with KY Oral Health Initiative Work Groups to address shortage of pediatric dentists and dentists that accept Medicaid - conference calls, meetings - December 2009 - August 2010</li> </ul>

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b>NATIONAL TTA PRIORITIES</b>	<b>DATA SOURCES</b>	<b>PLAN TO ADDRESS ISSUES</b>
<p><b><u>Child Health: IMIL – This is also a state priority for Kentucky</u></b></p> <p>What, if any, are the issues regarding IMIL?</p> <p>Analysis summary :</p> <ul style="list-style-type: none"> <li>• 70% of grantees have indicated a need for training related to obesity prevention and treatment.</li> <li>• 37% of KY children ages 10-17 are overweight compared to 32% nationwide.</li> <li>• KY has one of the highest prevalances for pediatric obesity in the nation.</li> <li>• 48% increase since 2002 in children ages 0-4 who are overweight or obese.</li> <li>• 76% grantees indicated mental health and treatment services as a high priority need for training and resources related to children's challenging behaviors and mental health issues.</li> <li>• 68% grantees indicated children's oral health and linking children to a dental home that serves young children as a high priority need for training and technical assistance including locating and partnering with providers.</li> </ul>	<p>KY HSCO 2009 Needs Assessment Data</p> <p>KY Department of Public Health</p> <p>KY Voices for Health</p> <p>KY Oral Health Initiative Staff discussions</p> <p>KY KIDS Count Data</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Cluster trainings related to children's obesity, oral health and mental health issues, including challenging behaviors - (2-3) - direct service staff and managers - February 2010 - March 2010</li> <li>• State-wide training sessions related to children's obesity, oral health and mental health issues at KHSA Conference - direct service staff and managers - April 2010</li> <li>• Series of webinar trainings related to children's mental health issues - (4-5) - teachers and education and disabilities managers - January 2010 - August 2010</li> <li>• Monthly Content Specific Newsletters - education and disabilities staff - November 2009 - August 2010</li> <li>• Continued partnering with KY Oral Health Initiative Work Groups to address shortage of pediatric dentists and dentists that accept Medicaid - conference calls, meetings - December 2009 - August 2010</li> </ul>

## HEAD START STATE TTA NEEDS ASSESSMENT AND PLAN FY 2010 ANNUAL UPDATE REPORT

<b><i>NATIONAL TTA PRIORITIES</i></b>	<b>DATA SOURCES</b>	<b>PLAN TO ADDRESS ISSUES</b>
<p><b><u>Early Childhood Development</u></b>            What, if any, are the issues regarding CLASS?            Analysis summary :</p> <ul style="list-style-type: none"> <li>• 72% grantees ranked school readiness as a high priority need for teacher training in the areas of math, literacy and science.</li> <li>• 86% grantees ranked CLASS training for teachers and education managers as a high priority need for training related to teacher-child interactions that impact children's learning and school readiness skills.</li> <li>• 68% grantees ranked Dual Language Learners as a high priority need for teacher training and technical assistance to help children learn English while continuing to develop their primary language and school readiness skills.</li> <li>• 72% grantees indicated a priority need to increase community services and partnerships to meet special needs of homeless children and families, including school transitions, lack of records, children feeling secure, and health, dental and mental health needs.</li> </ul>	<p>KY HSCO 2009 Needs Assessment Data            GPSS Discussions            KY Department of Education Discussions            KY KIDS Count Data            KY Department of Education Pre-K and Homeless Reports</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Cluster trainings related to CLASS - (5-6) - teachers and education managers - December 2009 - March 2010</li> <li>• State-wide training sessions at KHSA Conference related to math, literacy and science emergent skill development, dual language learners and special needs of homeless children and families - direct service staff and managers - April 2010</li> <li>• Series of webinar trainings related to meeting special needs of dual language children and homeless children and families - (3) - direct services staff and managers - January 2010 - June 2010</li> <li>• Monthly Content Specific Newsletters - direct services staff and managers - November 2009 - August 2010</li> <li>• Partnering with KY Department of Education's Regional Training Center Managers to solicit assistance in providing CLASS training to all HS/EHS teachers and education managers - December 2009 - March 2010</li> <li>• Continued partnering with KY State Homeless Coordinator to address special needs of homeless children - KY State Homeless Coordinator - December 2009 - August 2010</li> </ul>

<p><b><u>Risk Management Meetings (RMM)</u></b></p> <p>Indicate areas of specific challenge for grantees:  <b>Grant Writing, Fiscal Compliance, Governance Training</b></p> <p>Analysis summary (Bullet top three to five grantee needs):</p> <ul style="list-style-type: none"> <li>• 25% grantees indicated a need for grant writing training.</li> <li>• 11% of current OHS Monitoring Findings were in the area of fiscal activities.</li> <li>• 8% of the current OHS Monitoring Findings were in the area of governance.</li> </ul>	<p>GPSS discussions  Grantee requests  Current OH Monitoring Reports  RMM Reports  RO priority  Program Specialist discussions</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Cluster trainings related to Writing Effective, High Quality Applications, Fiscal Compliance, and Board and Policy Council Training (2) - administrators, fiscal staff, boards and policy councils - January 2010 - March 2010</li> <li>• State-wide training sessions at KHSA Conference related to Grant Writing and Fiscal Compliance - administrators, fiscal staff - April 2010</li> <li>• Series of webinar trainings related to Grant Writing and Fiscal Compliance - (2-3) - January 2010 - June 2010</li> <li>• Individual grantee assistance related to Grant Writing, Fiscal Compliance and Board and Policy Council training - administrators, fiscal staff, and boards and policy councils - GPSS Staff - Per grantee request or as determined by RMM</li> </ul>
<p><b><i>Additional Regional Priorities</i></b>  <i>(from discussions with RO)</i></p>		
<p>Priority: <b>Rock Solid Fiscal Systems</b></p> <p>Analysis summary</p> <ul style="list-style-type: none"> <li>• 62% of Current OHS Monitoring Findings in the fiscal area indicated a need for training in the area of financial reporting</li> <li>• 25% of Current OHS Monitoring Findings in the the fiscal area were related to cost sharing and matching contributions</li> </ul>	<p>GPSS discussions  Program Specialist discussions  Current OHS Monitoring Reports</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Series of monthly webinars related to Fiscal Compliance - fiscal staff and directors - December 2009 - May 2010</li> <li>• State-wide training strand related to Fiscal Compliance at KHSA Conference- fiscal staff and directors - April 2010</li> <li>• Fiscal Compliance Cluster Training (RO Fiscal Staff) – (2) fiscal staff – May 2010 – July 2010</li> <li>• Individual grantee assistance - GPSS Staff - Per grantee request or as determined by RMM</li> </ul>

**Priority: Effective, High Quality Applications - Refunding and Competitive**

Analysis summary – RO has determined a large percentage of Region IV grantees submit poor quality applications, both refunding and competitive.

- Most Common Errors in Grant Writing include:
- Completion of all required information.
- Collection and effective use of data information.
- Writing skills required for grant writing.
- Obtaining all required signatures and approvals.
- Writing within and meeting timeframes.

HS RO discussions and priority  
 Program Specialist discussions  
 GPSS discussions  
 Grantee requests  
 SBO Manager  
 Experience as Grant Reader and Trainer

Activities/Events, Target Audience, Projected Dates

- Cluster trainings related to Grant Writing - (3) administrators and staff responsible for grant writing - January 2010 - August 2010
- State-wide training sessions related to Grant Writing at KHSA Conference - administrators and staff responsible for grant writing - April 2010
- Cluster training related to Refunding Grant Applications (KY RO State Lead) – (2) – grant writers – May 2010
- Individual grantee assistance - administrators and staff responsible for grant writing - GPSS Staff - Per grantee request or remarks from past grant applications and/or errors in past refunding grant applications

**STATE TTA PRIORITIES**

*( from discussions between SBO and RO, in consult with SCO)*

**DATA SOURCES**

**PLAN TO ADDRESS ISSUES**

**Priority: Coordination and Collaborations**

Analysis summary

- 48% grantees indicated issues to coordinate and collaborate with programs related to children's physical fitness and obesity prevention.
- 44% grantees indicated issues in linking children to dental homes that serve young children.
- 44% grantees indicated issues in engaging community partners, including the local McKinney-Vento liaison, in conducting staff cross training and planning activities.
- 44% grantees indicated issues to obtain sufficient data on the needs of homeless children to inform the program's annual community assessment.
- 46% grantees indicated issues aligning policies and practices with other service providers.
- 

KY HSCO 2009 Needs Assessment Data  
KY Expanding Opportunities State Team Meeting Results  
GPSS discussions  
KY HSCO Director discussions  
KY HSCO Strategic Planning Team discussions

Activities/Events, Target Audience, Projected Dates

- Continued support and participation in state-level meetings related to early education and care and services for young children and families - State partners - Per Request December 2009 - August 2010
- Initiate Quarterly Early Education and Care Meetings - KY State Early Education and Care Partners - January 2010 - February 2010
- Quarterly Planning Meetings - SBO,GPSS, KHSA President and Executive Director, KY HSCO - December 2009 - Ongoing
- Monthly Planning Meetings - SBO and GPSS - November 2009 - August 2010
- Conference Calls (minimum of 6 annually) - KY State Early Education and Care Partners, Collaboration Team and KY RO State Lead - December 2009 - August 2010
- Partnering with KY Department of Education in working with the KY Higher Education Standards Board to accept Head Start classrooms as ECE student teacher sites - KY Higher Education Standards Board - December 2009 - April 2010
- Collaboration with two KY colleges to provide Fast-Track CDA Training for EHS teachers - EHS teachers - December 2009 - August 2010
- Partnering with KY Department of Education's Regional Training Centers to provide training with attached college credits toward ECE four-year degree - teachers and education managers - January 2010 - August 2010
- Partnering with KY HSCO and KHSA in working with KY colleges and universities to accept on-line

		<p>course work from out-of-state colleges and universities - KY colleges and universities - December 2009 - August 2010</p> <ul style="list-style-type: none"> <li>• Partnering with KY Department of Education's Regional Training Center Managers to solicit assistance in providing CLASS training to all HS/EHS teachers and education managers - December 2009 - March 2010</li> <li>• Continued partnering with KY State Homeless Coordinator to address special needs of homeless children - KY State Homeless Coordinator - December 2009 - August 2010</li> <li>• Continued partnering with KY Oral Health Initiative Work Groups to address shortage of pediatric dentists and dentists that accept Medicaid - conference calls, meetings - December 2009 - August 2010</li> </ul>
<p><b>Priority: Childrens Health - Obesity and Oral Health</b></p> <p>Analysis summary</p> <ul style="list-style-type: none"> <li>• 70% of grantees have indicated a need for training related to obesity prevention and treatment.</li> <li>• 37% of KY children ages 10-17 are overweight compared to 32% nationwide.</li> <li>• KY has one of the highest prevalence for pediatric obesity in the nation.</li> <li>• 48% increase since 2002 in children ages 0-4 who are overweight or obese.</li> <li>• 76% grantees indicated mental health and treatment services as a high priority need for training and resources related to children's challenging behaviors and mental health issues.</li> <li>• 68% grantees indicated children's oral health and linking children to a dental home that serves young children as a high priority need for training and technical assistance including locating and partnering with providers.</li> </ul>	<p>KY HSCO 2009 Needs Assessment Data  KY Department of Public Health  KY Voices for Health  KY Oral Health Initiative Staff discussions  KY KIDS Count Data</p>	<p>Activities/Events, Target Audience, Projected Dates</p> <ul style="list-style-type: none"> <li>• Cluster trainings related to children's obesity, oral health and mental health issues, including challenging behaviors - (2-3) - direct service staff and managers - February 2010 - March 2010</li> <li>• State-wide training sessions related to children's obesity, oral health and mental health issues at KHSA Conference - direct service staff and managers - April 2010</li> <li>• Series of webinar trainings related to children's mental health issues - (4-5) - teachers and education and disabilities managers - January 2010 - August 2010</li> <li>• Monthly Content Specific Newsletters - education and disabilities staff - November 2009 - August 2010</li> <li>• Continued partnering with KY Oral Health Initiative Work Groups to address shortage of pediatric dentists and dentists that accept Medicaid - conference calls, meetings - December 2009 - August 2010</li> </ul>

**Regional Office Review**

Christine Killen  
State-Based TTA Manager

Date November 14, 2009

[Signature]  
Regional Office QOTR

Date 12-15-09

[Signature]  
Regional Program Manager

Date 12-15-09