**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** April 16, 2018

**COPA Eligibility Points Correction**

* We had brought a concern to Malerie that COPA is not giving EHS transfers sufficient points to be selected for transfer
* Through her investigation, several errors were found in regard to points assigned to children, causing many children to have excessive points. This occurred when they were given both transfer points and reenrollee points. They can not have both. While they are enrolled, they get transfer points. If they are dropped they get reenrollee points.
* By 4/20/18, please have your FSW recheck that the points assigned to each child are accurate. Also, please ensure that to the best of your ability, RHS applications are in place for EHS transfers two months before their third birthday
* Please also make sure that the program models are all correct. For RHS, the program model is always RHS/State Preschool. For EHS Centers, the program model is EHS/GCC. For Home Based, the program model is EHS.

**Change in Scope/Slot Reduction**

* We learned on Friday that we finally have approval from Office of Head Start for our Change in Scope. This Change in Scope reduced our funded enrollment from last year. As you will remember, we had received direction from the Office of Head Start to implement duration requirements at all sites this year, increasing class hours from 3.5 to 7/day and reducing funded slots. As you will also remember, the request was then denied. Through negotiation with the Office of Head Start, we were able to reach a compromise. As a part of the compromise, class sizes were increased. The expectation with this approval is that we increase enrollment immediately.
* For Full Day: Master Teachers, please ensure that all state-only children are blended with Head Start. Please change their program option in COPA and Center Track no later than Friday, 4-20-18 (This will result in 22-24 Head Start enrollees in some full day classes)
* Extended Day: Master Teachers, please conduct selection and direct your FSWs to increase enrollment to 20 children in each class. Since staff was directed in the fall to complete the state packets for at least the first five children on the waiting list and all subsequent applications, this should be a pretty simple process. Collect updated income for state, enter data into Center Track, have parent sign the application and submit the state application and all documentation to Chris, who will obtain state approval. Please complete selection and notify families by 4-20-18. Our goal is for all children to begin services no later than 4-27-18.
* If you run into issues and do not expect to meet this timeline, please contact Jewelee & Chris immediately.

**Health Updates**

* When closing down classrooms at year’s end, please do not take down health boards. If taking them down is absolutely necessary, please communicate with health staff so they can ensure that the required information is posted
* From now on, health staff will only conduct inventory on each classroom’s “main” first aid kit per licensing requirements. Our recommendation is that this is your red bag. Jenny has asked that we provide information regarding the location of the “main” bag. Please complete this information on the GoogleDoc link below . This response is due 4/20/18 [**https://docs.google.com/spreadsheets/d/1M1S5YRqx8ntB9mtjrr1kDxLWuedwvhTJXETdVhzh5HI/edit?usp=sharing**](https://docs.google.com/spreadsheets/d/1M1S5YRqx8ntB9mtjrr1kDxLWuedwvhTJXETdVhzh5HI/edit?usp=sharing)

**Disabilities Reminder**

* Please remind teachers to update status in COPA Developmental Tab regarding children that were referred for a special education assessment. See example below:

|  |  |  |
| --- | --- | --- |
| **Needs follow-up assessment or formal evaluation to determine if the child has a disability?** | **Status**  Yes/No | **As of**  Referral date |

**Mental Health Updates/Reminders**

* SCOE GO is participating in Program Wide Implementation of the Social Emotional Pyramid Strategies (CSEFEL)
* **“***CSEFEL Program Wide Implementation Plan Components”* documents that Regina developed is attached
* Next Year, Regina will be offering an Open Heart-Mind Teaching Training Series; space is limited to 12 PRESCHOOL teaching teams throughout the County. Training will include on site modeling/mentoring of strategies
* See Attached handout titled, **“**One-Two Year Training for Head Start Preschool Teachers” for details.
* Please talk to your staff and let me know who is interested by 4-20-18 [SCOECFS-DeArmondAdminWorkRequests@stancoe.org](mailto:SCOECFS-DeArmondAdminWorkRequests@stancoe.org)

**Child Ratios**

* As a reminder, the Head Start regulations related to ratios are at this link: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-21-center-based-option> Please ask if you have any questions.

**State Income Update**

* Per Jannie’s 3-22-18 email, after our recent trainings, The California Department of Education (CDE) has rescinded the direction to no longer include foster care grants or payments in the families’ total countable income when certifying, or recertifying eligibility for subsidized early care and education services until a formal decision has been reached regarding this matter. With that being said, we will continue calculating foster care grants or payments in the families’ total countable income. This won’t impact you in any way though. The system has the “countable” and “non-countable” functionality hard coded in the system. More discussion will take place at the workgroup scheduled for the 23rd and 24th this month.

**Program Management and Quality Improvement Updates**

* We are expecting to receive our award letter for the Change of Scope/Slot Reduction Request very soon
* We will be expected to increase class sizes as soon as we receive the Notice of Award
* Re-enrollee children will need to have the preferred language updated on their COPA application when it is updated for the new program year.
* A quick reference tool for you to use when it comes to updating and taking current and new applications for the program year is attached.
* The current income and age requirements have been posted to the SCOE CFS website under other Tools.
* If center based program are providing home-based services to a child who is not medically cleared to fully return to class please follow the following criteria: One weekly education home visit that last for an hour and a half which will be documented on the parent contact record. The parent contact record must include which activities are happening during the home visit with the child.
* EHS Home-Based only- We can continue to serve three year olds either until a vacancy occurs in another program option or until the end of the program year. We will discuss the details on how to support and serve the three year olds at the next home-based committee.
* **Viewing other agency waitlist for recruitment COPA procedure E16.** If you are using this procedure for recruitment, you must contact the agency that is either providing services or whose waitlist you are viewing to ensure you have the most current information about the family and they are aware you will be contacting them. There has been a lot of confusion with families not knowing who or what program is contacting them. We also have several programs that may be calling the same family. It is always best practice to have the agency that the family applied with contact them and offer the information to the agency trying to recruit. Malerie will be drafting a process for all of you to follow but we currently have a COPA procedure (E16) and a transfer of child’s records request form (ERSEA 28) that includes detailed instructions on how to view the waitlist and the expectations for transferring records.

**Oxivir**

* Due to state laws, Oxivir (wipes & spray) will no longer be available via online ordering. This includes alcohol wipes. Should you need any of these items you will now need to email Randy Boyd: [RBoyd@stancoe.org](mailto:RBoyd@stancoe.org) and specify the item needed, quantity and route number to ship. Reminder – these items need to be stored in a place inaccessible to children.

**Harvest of the Month**

* As promised, below is the link for the new online Activity Tracking Form for HOTM. If you have any questions or concerns, please feel free to email or call Mais at any time. <https://goo.gl/forms/B3jIaFHvvr9H9qvd2>
* Make sure you meet your deadlines

**Interview Appointment Form**

Reminder – please use the attached interview form for all interviews at Celeste and submit to the front desk prior all interview dates. The form includes times and not names to maintain confidentiality. Please communicate with H St. front desk should you plan to interview at the H St. Office.

**Upcoming**

* Children’s Festival at MJC April 14,2018 (Flier attached)
* Library Calendar (Attached)
* Perinatal Mental Health Training May 9, 2018
* For Wednesday’s book read: The Multiplier Chapter is “Becoming a Multiplier” This will be either chapter 7 or 9 in your books, depending on the edition you have
* Bring a bag of recyclable items Wednesday 4/18 for the Master Teacher Self Care and Reflection training.