

# **OKLAHOMA**

## **HEAD START STATE COLLABORATION PROJECT**

### **FIVE-YEAR REPORT**

**MARCH 2006 – FEBRUARY 2011**

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## ***HISTORICAL PERSPECTIVE***

### **Organizational Structures**

Since 1996, the Administration on Children, Youth, and Families (ACYF) within the United States Department of Health and Human Services (DHHS) has funded the five year Head Start State Collaboration Project (Project) grants in Oklahoma. The Governor of the State of Oklahoma designated the Oklahoma Department of Commerce (ODOC) as the lead agency for the Project. ODOC contracts with the Oklahoma Association of Community Action Agencies (OKACAA) to house the Head Start State Collaboration Office (HSSCO) that serves as the Head Start state point of contact and carries out Project activities. OKACAA also receives state appropriated funds to coordinate Head Start activities throughout the state.

The Office of Community Development within ODOC administers supplemental funds appropriated by the Oklahoma State Legislature. The purpose of these funds is to enhance program quality and augment the responsiveness of all federally funded, non-tribal Head Start programs to the needs of low-income families. These Head Start programs may receive the state funds through a non-competitive program whereby federally funded Community Action Agencies apply for the funds to supplement their federal Head Start program. If a federal Head Start grantee is not a federally funded Community Action Agency, it may receive the funds through a sub-contract with the local Community Action Agency.

The State Legislature began appropriating these funds in 1992, with the original appropriation of \$423,000. By 2001, the annual state appropriation had increased to \$3,316,918, but decreased to \$2,905,620 by 2005. State funding has continued to decrease to \$2,452,533 in 2010 and in Fiscal Year 2011 to \$2,191,700. Over the first five years of the Project, funding for Head Start programs had increased not only at the state level, but also at the federal level.

### **Previous Years' Projects**

During the first five years, 1996 – 2001, the Project experienced many personnel changes and periods of vacancy in the director's position. The priority areas increased from seven to eight with the addition of "Services to Homeless Children" and the Project report noted improved integration of service in the priority areas. However, a coordinated statewide system of early education and care remained a distant goal. The second five years of the Project, 2001 – 2006, were dominated by the significantly increased requirements for teacher qualifications,

higher expectations for program quality and fiscal management, a new training and technical assistance system, and a new program evaluation system requiring testing of Head Start children. These factors drove the project to focus on professional development issues and partnerships with higher education. Initiatives of the DHHS Administration for Children and Families (ACF) required the Project to focus on two major health issues affecting Head Start children: Oral health and lead poisoning prevention. Significant progress was made in these areas during the second five years but remained a focus in the third five-year period of the Project. Previous final reports of the Project and other reports of the HSSCO are available from the HSSCO and are posted on the OKACAA Web site, [www.okacaa.org](http://www.okacaa.org), Head Start page.

### **Review of Project Purpose and Goals**

#### ***The purpose of the Project for this five year period was:***

- to promote widespread collaboration between Head Start and other appropriate programs, services, and initiatives including child care and state preschool;
- To assist in building early childhood systems and access to comprehensive services and support for all low-income children; and
- to facilitate the involvement of Head Start in the development of state policies, plans, processes, and decisions affecting the Head Start target population and other low-income families.

#### ***Three goals served to address the three-part purpose of the Project:***

- A. Foster effective working coalitions of ACF officials, state officials, state Head Start Association members, Head Start program directors and staff, early childhood professionals, and professionals in other relevant disciplines.
- B. Serve as facilitator to improve and expand services for low-income children in Head Start, childcare, and state preschool programs.
- C. Build the best possible linkages between local, community based Head Start programs and state early childhood initiatives and policies.

There were eight Project priority areas established by the granting authority at the beginning of the five years: Healthcare, welfare, childcare & pre-K, education, community service activities, family literacy services, activities relating to children with disabilities, and services for homeless children. In the last two years of the Project, professional development and child welfare (foster care, child abuse, and child support) were added as separate priority areas.

The program of work for each of the five years was displayed in a grid format with each stated goal as a section of the plan with stated outcomes to be accomplished by the end of the project year. Specific activities to achieve the outcomes were identified with timelines, responsible parties and partners, tracking processes, and priority areas addressed.

### ***MAJOR ACCOMPLISHMENTS AND GOALS MET 2006 - 2011***

***Goal A: Foster and strengthen working coalitions of ACF officials, state officials, state Head Start Association members, Head Start program directors and staff, early childhood professionals, and professionals in other relevant disciplines.*** Outcomes of this goal were related (1) to further development and involvement of the Project's Oklahoma Head Start Early Childhood Collaboration Advisory Board in the work of this Project and (2) partnership activities in the priority areas.

#### *Health, Oral Health, Mental Health*

- The Project Director served on the Pregnancy Risk Assessment Monitoring System & The Oklahoma Toddler Survey (PRAMS/TOTS) Steering Committee of the Oklahoma State Health Department Maternal and Child Health Service to discuss survey questions for the systems in order to improve pregnancy risk factors and infant and maternal health.
- The Project Director served on the Medicaid agency's (SoonerCare) Child Health Advisory Task Force to address issues related to Medicaid services to Head Start enrolled and other eligible children, and the SoonerCare Director of Children's Services served on the HSSCO advisory board.
- The Project Director serves on the statewide Turning Point health partnership and worked toward increasing the number from one to five Community Action/Head Start agencies who participate in local Turning Point partnerships.
- The Project Director was an advisory board member of the Oklahoma State Department of Health (OSDH) Childhood Lead Poisoning Prevention Program (CLPPP), and the CLPPP Coordinator served on the HSSCO advisory board to address issues with regard to Medicaid providers and Early Head Start/Head Start program blood lead test requirement.
- This five year period saw strengthening of the Children's Oral Health Coalition (COHC) that began during the previous five years with a forum hosted by the HSSCO and OKACAA, funded by a grant from the Association of State and Territorial Dental Directors. The State Director of Head Start Collaboration (Project Director) co-chaired the coalition.
- The COHC was instrumental in working with the Oklahoma Dental Association and the State Dental Director to legislatively establish the Oklahoma Dental Loan

Repayment Program that encourages recent dental college graduates to practice in underserved areas of the state.

- HSSCO staff provided dental services data from the Head Start Program Information Report (PIR) for the Governor’s Task Force on Children and Oral Health and for the Head Start Dental Home Initiative.
- The Project Director worked with the COHC and the Head Start Dental Home Initiative Leadership Team to plan and carry out the state launch, and the Project Director presented “Head Start 101” at the state launch.
- The Project Director & staff worked with the COHC to apply for the Head Start Dental Home Initiative Support Grant for \$10,000 which was used to develop a Certified Medical Education (CME) course on the importance of oral health and the inclusion of the dental home within the medical home concept.
- The Project Director served on a state team that participated in the Build Initiative/NCCP (National Center for Children in Poverty, Columbia University) social-emotional partnership meeting on building systems for Healthy Child Development and School Readiness. This provided a foundation for building an improved system of mental health delivery in the state, despite budget cuts limiting the number of professional service providers.
- The Project Director participated in the Oklahoma Combating Autism Leadership Team (OCALT) to address professional development issues with regard to Head Start and other early childhood teachers needing to meet new state requirements for training on autism.

#### *Welfare & Child Welfare*

- The Project Director worked with the statewide workgroup preparing the application for the state Maternal, Infant and Early Childhood Home Visiting Program grant application and made a presentation on the Early Head Start home-based option.
- The Project Director worked with the State Attorney General’s Office workgroup preparing a grant application to fund development of domestic violence and child abuse training for Head Start and other early childhood staff.

#### *Childcare*

- The Project Director co-presented on results of the HSSCO data collection project, “Early Childhood Collaborations: Mixed Delivery Approaches and How They Work” at the annual conference of the Early Childhood Association of Oklahoma, the National Smart Start Conference, and the National Head Start Association Conference.

- The Project Director participated in conference calls and Webinars with, and attended national meetings of, the Office of Head Start and Office of Child Care on allowable models of collaboration and braided funding.

#### *Education (Public Schools/pre-K, other Preschool Programs)*

- The Project Director is a member of the State Early Childhood Advisory Council (SAC) and services on the Policy and Workgroup Coordination Committee, chairs the Professional Development and Workforce Workgroup, and is a member of the Quality, Access, and Accountability Workgroup and the Data Coordination Workgroup. All of these workgroups submit recommendations to the Policy and Workgroup Coordination Committee for finalization and submission to the OPSR (SAC) Executive Committee and then the full OPSR Board to be reviewed for final submission to the Governor.

#### *Professional Development*

- The Project Director worked with the existing professional development workgroup, Early Education Professional Development Council, to establish the group as a sub-committee of the State Early Childhood Advisory Council's newly created Professional Development and Workforce Workgroup chaired by the Project Director.
- The Project Director is a member of the Child Development and Family Services Advisory Board of a local community college and works with this group to learn about higher education and articulation issues relevant to the work of the OPSR Professional Development and Workforce Workgroup.
- The Project Director led the state team that participated in the National Association for the Education of Young Children (NAEYC) Professional Development Work Day focusing on development of a statewide cross-sector professional development system.
- The Project Director worked with the Oklahoma Infant Mental Health Association to support of development of the Infant Mental Health Endorsement System for the professional development of providers in the infant and early childhood field in Oklahoma.
- The Project Director served as recording secretary of the Region VI Head Start Association and supported the Oklahoma Head Start Association in planning and hosting the Region VI Head Start Association Annual Professional Development Institute in Oklahoma. The HSSCO worked with the association to involve other state partners to plan collaboratively around the theme "United for Families." Partners included OKACAA, University of Oklahoma Center for Early Childhood Professional Development, State Department of Education, Department of Human Services (DHS) Division of Child Care, Smart Start Oklahoma, child care providers, and of course, Head Start staff.

The Project Director co-presented a session with the State Department of Education (SDE) Early Childhood Coordinator on collaborating with state pre-K; and co-presented with coordinators from the SDE and DHS on development of the Oklahoma Early Learning Guidelines and Oklahoma Core Competencies for Early Childhood Professionals that are aligned across the Head Start, child care and state pre-K sectors.

#### *Community Services/State-level Inter-operational Early Childhood Collaborations*

- The Project Director served as a member of the For Youth Initiatives, Inc. Board of Directors, a statewide non-profit organization dedicated to increasing high school graduation by reducing the number of school dropouts through fundraising activities to support dropout prevention best practices in schools.
- The HSSCO staff hosted a statewide meeting to reconvene state Memorandum of Understanding (MOU) partners and identified additional partners in preparation for updating and signing the statewide MOU.
- The Oklahoma Head Start Early Childhood Collaboration Advisory Board (HSSCO Advisory Board) gained new partners from the state school administrators association, state child care resource and referral association, and state health department. The advisory board was chaired by the Project Director and co-chaired by the former State Secretary of Education. The board met three times each year to bring updates on partners' activities and to provide input into and reports from the HSSCO on Project activities including the work-plan and grant applications. Representatives from the Region VI ACF Office met with the HSSCO staff and attended several advisory board meetings.
- The Project Director worked with the Oklahoma Head Start Association and the OKACAA to ensure that a Head Start program director is a private sector member of the Oklahoma Partnership for School Readiness (OPSR).
- The Project Director worked with the Executive Committee of the Oklahoma Partnership for School Readiness and the Office of the Governor to establish an MOU designating the OPSR as the State Early Childhood Advisory Council (SAC) and subsequently so designated by state statute authority.
- The Project Director worked with the OPSR Foundation to establish by state statute that the Project Director is a public sector member of the OPSR also known as the State Early Childhood Advisory Council (SAC) as required by federal law.

#### *Family & Financial Literacy*

- The Project Director and Directory of Financial Education Programs participated in the ACF Region VI Family Strengthening Summit through Asset Development from which a state workgroup was formed to deliver information and training to Head Start and child care programs.

### *Children with Disabilities*

- The Project Director worked with state partners to update, add the Oklahoma Department of Commerce (state appropriations to Head Start grantees and designated HSSCO state agency) and the ACF Region VI Office as partners, and to obtain all signatures for the “Interagency Agreement Among Agencies of the State of Oklahoma Relating to Coordination of Special Services to Children and Youth.”
- The Project Director was a participant in the “Expanding Opportunities” state team that trained with the Frank Porter Graham Institute on increasing inclusive practices in child care and other early childhood settings for children with disabilities. The team established an ongoing workgroup that continues to address issues surrounding the availability of child care services for children with disabilities and the child care subsidy reimbursement rate for serving them.

### *Children Experiencing Homelessness*

- The Communications Director (HSSCO staff) served as the voting designee for the Governor’s Interagency Council on Homelessness (GICH) and also served as the representative from the GICH to the Governor’s Advisory Council on United We Ride which promotes coordination of transportation services, including in rural areas.

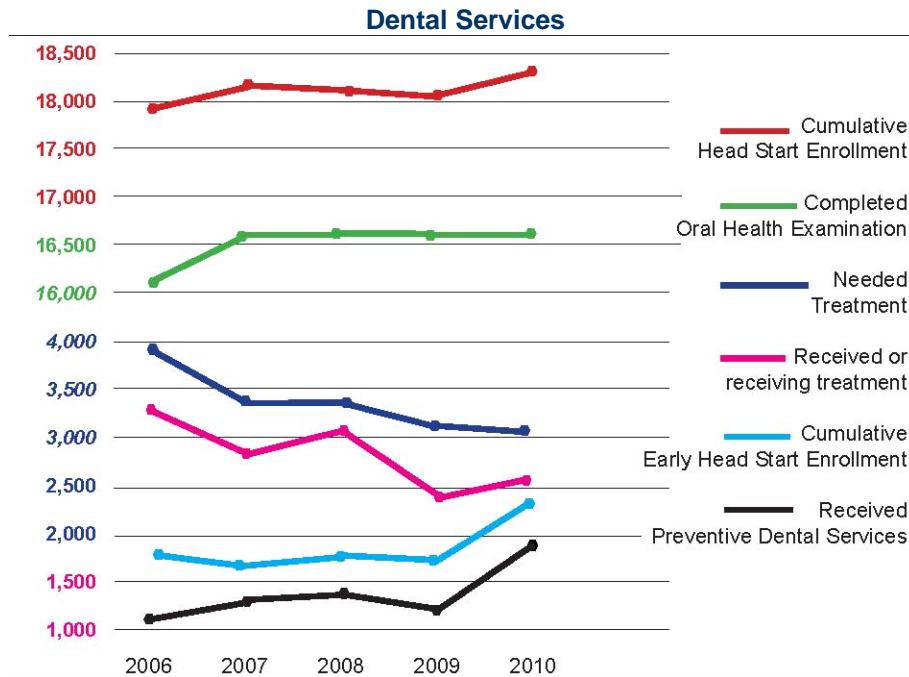
***Goal B: Serve as a facilitator to improve and expand services for low-income children in Head Start, childcare, and state preschool programs.*** Outcomes of this goal were related to assisting in systems building in order to improve and increase access to services in the priority areas.

The HSSCO annually publishes a Head Start Fact Sheet that provides information about the Head Start program and tracks some of the PIR data over five year periods to see gaps and/or progress in selected areas. Activities to address this goal included the following.

### *Health, Oral Health, & Mental Health*

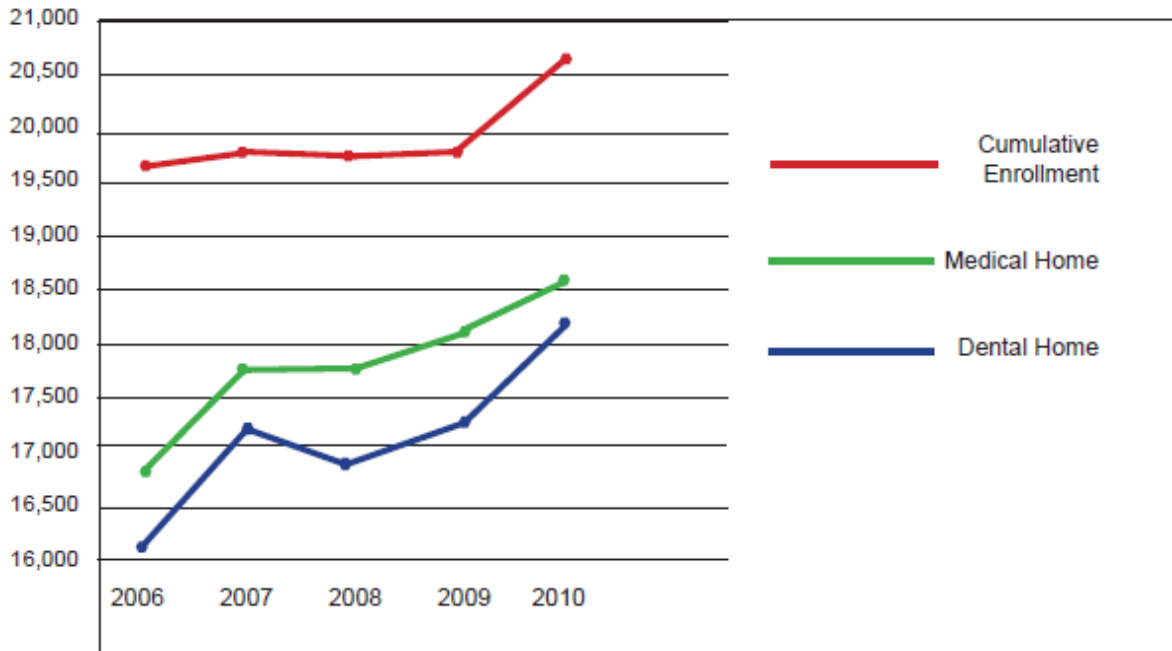
- Over the past five years, PIR data indicate that as preventive dental services to children in Head Start increased or remained stable, fewer children have been identified as needing treatment. This may be a result in part due to the increased focus on oral health in Head Start programs and better coordination of services through efforts of the COHC at the state level.





- The Head Start Dental Home Initiative Support Grant activities included use of the mobile dental unit to serve Head Start children and establish a dental home in underserved communities; training for medical and dental professionals in the use of fluoride varnish in children beginning at age 12 months; establishing a model for expansion with a second support grant application; and support for changes in state law to sustain the dental home effort through Medicaid reimbursement of physicians to include fluoride varnish in the well-child check protocol. The graph below indicates progress in establishing the dental home in coordination with the medical home first beginning to appear in the year 2006 – 2007 with a strong emphasis on oral health in Head Start. Another significant increase appeared in 2008-2009 PIR data and aligned with the dental home initiative launch in March 2009, then spiked again in the following year. Much of the latest increase can be attributed to the increase in cumulative enrollment due to federal stimulus funds, but this also indicates capacity to establish a dental home for Head Start children is keeping up with demand.

### Medical and Dental Home



- The Project Director served on the selection committee of the Oklahoma Dental Loan Repayment Program established to improve dental services to underserved areas of the state and increasing the number of dentists who serve Head Start children, including those with disabilities.
- Mobile Dental Program: The Project Director identified a need for dental services to migrant Head Start children, provided data, and requested the Oklahoma Dental Foundation to apply for a \$5000 Head Start grant to improve dental services to these children while they were in Oklahoma with their families. The funds provided for the foundation’s mobile unit to make two visits to each of two communities where the children and families were located, and they served both Head Start children and other family members.
- The Project Director provided data to assist the mobile dental program to provide dental treatment to Head Start children in underserved areas, and worked with the mobile dental program utilizing “block parties” in housing projects where Head Start centers are located to reach more children and their families.

### *Education (Public Schools/pre-K, Child Care, and other Preschool Programs)*

- The HSSCO was a contracting partner with the OPSR (SAC) to implement a “Ready Schools Project” – named in Oklahoma ‘Better Together.’ The project included public schools collaborating with Head Start or child care and focused on improving the alignment of curriculum and assessments of the programs and better coordination among staff, children, and families as children transition into public school.

### *Professional Development*

- The Project Director worked with the Head Start T/TA state specialists and manager and the OKACAA training conference director to focus training on needs of Head Start staff indicated by the HSSCO needs assessment of Head Start Programs and the T/TA system needs assessment. OKACAA training as a result of this planning included:
  - ✓ Parent awareness and understanding of parent involvement/social services content area;
  - ✓ Healthy Home Initiative adopted by the Oklahoma CLPPP;
  - ✓ Emergency preparedness;
  - ✓ Program design and management;
  - ✓ Early Head Start Program Performance Standards; and
  - ✓ Student on IEP-EDEA policies.

### *Community Services/State-level Inter-operational Early Childhood Collaborations*

- As a result of the ACF and US Department of Education National Partners' Meeting and supplemental grant to the HSSCOs, the HSSCO contracted with the OPSR to collect data on collaborations of Head Start and child care with the state pre-K program. The purpose was to identify the specific locations where a Head Start or child care partner was collaborating to provide the state pre-K program for 4 year old children and determine partners' perspective on the benefits of and barriers to collaboration – information not previously available. The project included surveys of Head Start and child care directors, school administrators, and Head Start and child care parents. The full report and executive summary are posted on the OKACAA Web site, and the location of each collaborative state pre-K site is kept updated twice a year on the Web site. There are currently 197 Head Start/state pre-K sites compared to 141 reported by the State Department of Education in 2010, and only 3 child care state pre-K collaboration sites compared to 17 in 2007. Local collaborations between Head Start and state pre-K have become somewhat less difficult and collaborations between either Head Start or state pre-K still appear to have many more barriers.

### *Family & Financial Literacy*

- The Project Director distributed research materials and resources from the National Dual Language Institute to Head Start directors and partners.
- The Project Director worked with a local women's group to provide 76 books selected from a list by school media specialists to schools that included pre-K and/or Head Start programs.
- The Project Director volunteered to read to children in a school pre-K program.

- The HSSCO distributed a total of approximately 1,000 children's books, including healthy cook books, and stuffed animals donated by Kohl's on two occasions to Head Start programs.
- The HSSCO maintains a lending library of books, videos, and other materials Head Start or other early childhood programs may use in their programs. A list of books and materials in the collection is kept updated and distributed periodically to the Head Start grantees and partners.

#### *Children with Disabilities*

- The Project Director applied for and the HSSCO received a State and Territorial Dental Directors' grant award of \$5000 for hosting an Oral Health Forum for Children and Youth with Special Health Care Needs (CYSHCN) and leveraged funds from additional partners for a total of \$8500. The forum resulted in several Action Teams established to detail and implement the state plan outlined during the forum to improve dental services for children and youth with disabilities and all children as well.

#### *Children Experiencing Homelessness*

- Over the last five years, the Governor's Interagency Council (GICH) has implemented elements of the State Plan which from the beginning was one of only 20 state plans designed to address the needs of both the chronically homeless as well as families with children who have recently become homeless. Oklahoma's plan is one of only 24 plans currently that are broad based. Families with children are a growing group and the plan is being implemented to serve their needs.

#### ***Goal C: Build the best possible linkages between local, community-based Head Start programs and state early childhood initiatives and policies.***

Outcomes of this goal were related to improving linkages between local Head Start programs and state level policies and initiatives.

The HSSCO conducted a needs assessment of local Head Start grantees as required by the HSSCO grant. The results of the needs assessment and the updated assessment are posted on the OKACAA Web site. The report includes the results of the needs assessment of the American Indian Head Start grantees in Oklahoma. The results of the needs assessment of these local grantees were shared with relevant statewide boards, advisory bodies, and workgroups to provide input from Head Start into state decisions, initiatives, and policies. The results were also used in developing the HSSCO Strategic Plan of Work.

Activities to address Goal C included the following.

*Health, Oral Health, & Mental Health*

- The Project Director worked with the Oklahoma CLPPP program coordinator to facilitate performance of blood lead level tests on Early Head Start and Head Start enrolled children and improve documentation by the OSDH of tests performed. State Health Department training materials on lead poisoning prevention were distributed to all Head Start grantees. The HSSCO distributed 20,000 copies of the health department "Healthy Homes" brochure to all Head Start grantees to distribute to their families.
- The Project Director worked with the Asthma and Allergy Foundation of America to provide a full-day training for Head Start staff on the dangers of smoking and second hand smoking and prevention of asthma.
- The Project Director arranged for delivery to the HSSCO of the Oklahoma State Department of Health prenatal booklets for families. The Executive Assistant developed a plan for distribution to Early Head Start and Head Start grantees. Total distribution of booklets to all grantees: Prenatal - 2500; Newborn 1920; 4 - 6 months - 2200; 7-9 months - 2500; 10 – 12 months – 1700 for a total of 10,820. These booklets can be used for many years.
- The Project Director arranged for delivery to the HSSCO of 20,000 copies of the State Department of Health "Strong and Healthy Oklahoma" booklets. The Executive Assistant developed a distribution plan for distribution to all Head Start grantees to reach all Head Start families. All 20,000 copies were distributed.

*Welfare & Child Welfare*

- The HSSCO provided data to the Maternal, Infant and Early Childhood Home Visiting Program grant workgroup with regard to Head Start programs' needs assessment and the location of Early Head Start home-based and other EHS services in the state.
- The Maternal, Infant and Early Childhood Home Visiting Program grant application includes plans to serve children on Early Head Start waiting lists with home visiting services.
- The Project Director facilitated inclusion in an OKACAA Quarterly Training Conference of a session on Head Start Collaboration with public schools using Title I funds, and the HSSCO distributed numerous resources about how to use Title I funds in collaboration with Head Start and child care programs.

### *Childcare*

- The Project Director communicated with multiple groups concerning requirements for Head Start employee background checks. The HSSCO provided information to the Oklahoma Head Start Association, the State Department of Education, and to a new child care licensing staff member. The HSSCO director also communicated with Region VI and the Federal Office of Head Start about issues with the process in Oklahoma for obtaining background checks.

### *Education (Public Schools/pre-K, other Preschool Programs)*

- The Project Director worked with the State Superintendent for Public Instruction to develop a memo that was sent to public school superintendents regarding compliance with the Head Start requirement to develop local memorandums of understanding with school districts in their service areas.
- The Project Director worked with the State Superintendent of Public Instruction and the E-Rate Universal Service Administrative Company to determine that Oklahoma state statutes do include Head Start as a public school and establish the HSSCO and the OKACAA Web site as the official state entity to verify and keep updated the eligible E-rate locations.

### *Professional Development*

- Head Start teacher qualifications have increased over the last five years with Baccalaureate Degreed teachers in Region VI programs exceeding the national average, 57.58 % vs. 43.74% and tribal programs essentially at the national average with 43.24%. Much of this is due to increased articulation between 2 and 4 year institutions and efforts to serve the Head Start staff through locally developed agreements made possible through efforts of state-level workgroups such as the EEPDC.

### *Community Services/State-level Inter-operational Early Childhood Collaborations*

- The HSSCO Communications Director updates the Head Start center locations annually for the OKACAA Directory and Annual Performance Report, and keeps the information updated on the Web site as available.
- The OKACAA Executive Director served on the 2-1-1 Advisory Board and distributed information on the state's Head Start programs to provide input into coordination with potential to positively impact Head Start families.

### *Family & Financial Literacy*

- The Project Director participated in a Webinar on Head Start's new literacy initiative that includes emphasis on math and financial literacy and included financial literacy in the work plan of the Project, including linkage to state entities that provide financial literacy and asset development information and training.

#### *Children with Disabilities*

- The Project Director applied for and the HSSCO received a State and Territorial Dental Directors' grant award of \$2500 to implement one of the CYSHCN State Action Plan activities to develop a guide for families and professionals to better serve children with disabilities. The HSSCO leveraged an additional \$6282 for a total of \$8782 to hire a consultant to research, develop, print, and distribute the "Oral Health Care for Children with Special Healthcare Needs: A Guide for Family Members/Caregivers and Dental Providers." The full guide is Web based and available for download on the OKACAA Web site. In addition, over 5,000 pocket-sized copies of a shorter version were printed and distributed to partners and a CD version is available for partners to print additional copies.

#### *Children Experiencing Homelessness*

- The Project Director co-chaired the Access to Mainstream Resources Committee of the Governor's Interagency on Homelessness. The Project Director co-presented 4 statewide videoconferences for school districts, Head Start grantees, and community action agencies, with the State Department of Education homeless liaison to facilitate working with local Head Start programs and community action agencies.
- The Project Director presented sessions at two conferences on homelessness with the State Department of Education liaison on Head Start responsibilities and McKinney-Vento requirements of public schools and how schools and Head Start can work together to serve young children who are homeless.

### ***COLLABORATION WITH THE REGIONAL OFFICE ON NATIONAL AND REGIONAL PRIORITIES***

The HSSCO worked with local Head Start programs and state level initiatives that were priorities of the Regional and Central Office of Head Start. These included but were not limited to: **Fatherhood, Faith-Based and Community programs, Healthy Marriage, Youth and Rural Initiatives, T/TA Network, Community Action Agencies, the Oklahoma Head Start Association, the Oklahoma Indian Head Start Directors Association, and the Texas Migrant Council serving migrant children in Oklahoma.**

### ***SHARING OF FUNDS***

Over the last five years, the HSSCO has provided funding through contractual agreements for the **Collaboration Data Collection Project - \$20,000**; and the

**Ready Schools “Better Together” project - \$20,000.** This is in addition to previous agreements to fund an **Early Childhood Community Mobilization project - \$50,000**; and the original **Governor’s Task Force on Early Childhood Education that laid the foundation for today’s OPSR/State Early Childhood Advisory Council (SAC) - \$20,000.**

### ***BEST PRACTICES IDENTIFIED***

Over the course of the previous years of this Project, there have been many opportunities to learn and develop best practice models for partnership and collaboration with partners, both local and state level. Following are some of the best practices identified.

- Collaboration should be understood as a fundamentally local issue that can be encouraged and supported at the state level. The purpose of this Project is to support that local work, and the Project is accountable for carrying out state-level activities to facilitate, remove barriers, and encourage linkages and connections that can lead to increased local collaborations. Increased numbers of local collaborations are the result of the local collaborating partners.
- Memorandums of Understanding can bring partners together and help keep them working together, but they must be revisited on a regular basis to maximize usefulness.
- Involve all appropriate partners from the beginning in systems development
- Plan statewide meetings with partners to identify and overcome barriers to partnership.
- Collaboration works best when voluntary, but strongly encouraged with incentives.
- Working closely with state Head Start Association and state T/TA specialists – both Tribal and non-Tribal – leads to the best training and education opportunities.
- Make extra effort to reach out to and involve Tribal and Migrant programs, if present in the state.
- Be available upon request to consult with local programs in developing local partnerships.
- Make full use of electronic communication networks/Internet/Web site.
- Budget for partners’ participation if partners are requested to be a part of teams.



- Joint presentations involving like partners work best when addressing the partners' specific groups.
- Take advantage of appropriate opportunities for supplemental funds and other funding opportunities from all sources.
- Develop a quick-read Head Start Fact Sheet with essential state and national data.
- Utilize Head Start program staff or parents on committees or at meetings when possible.
- Incorporate ACF priorities into the eight priority areas.





### ***PROJECT ASSESSMENT SURVEY RESULTS***

The Head Start State Collaboration Office is required to assess the overall effectiveness of the Project in meeting the established purpose and goals during each five year funding cycle. An evaluation process was developed previously by the HSSCO advisory board using a survey of partners. The survey was revised to provide more detailed information related to the specific purposes and goals of the Project. The type of partner responding is identified in this survey. A total of forty partners responded to the survey. The majority of responses fell within the "very well or exceptionally well rating category." Comments were essentially positive with one exception indicating a need to better communicate, at least to some, the work of the Project. This has already led to a revision of the Project information on the OKACAA Web site with the hope that information about the Project and the actual work of the Project will be more accessible. Further revisions of the Web site information likely will be forthcoming. The results are as follows.

# Head Start State Collaboration Project Self-Assessment 2011



Please select the title that best describes you.

	Response Percent	Response Count
Community Action Executive Director 	9.4%	3
Region VI Head Start Program Director 	31.3%	10
Region XI Head Start Program Director 	9.4%	3
Early Childhood Partner 	50.0%	16
Partner: (Please Specify Type)		17
answered question		32
skipped question		8

# Head Start State Collaboration Project Self-Assessment 2011



Please indicate the degree to which you personally have been involved with or worked with the HSSCO within the last five years.

		Response Percent	Response Count
Very Involved on a regular Basis		15.4%	6
Moderately Involved on a regular Basis		56.4%	22
Occasionally Involved		23.1%	9
Very Involved for a Single Project/Event		5.1%	2
		<b>answered question</b>	<b>39</b>
		<b>skipped question</b>	<b>1</b>

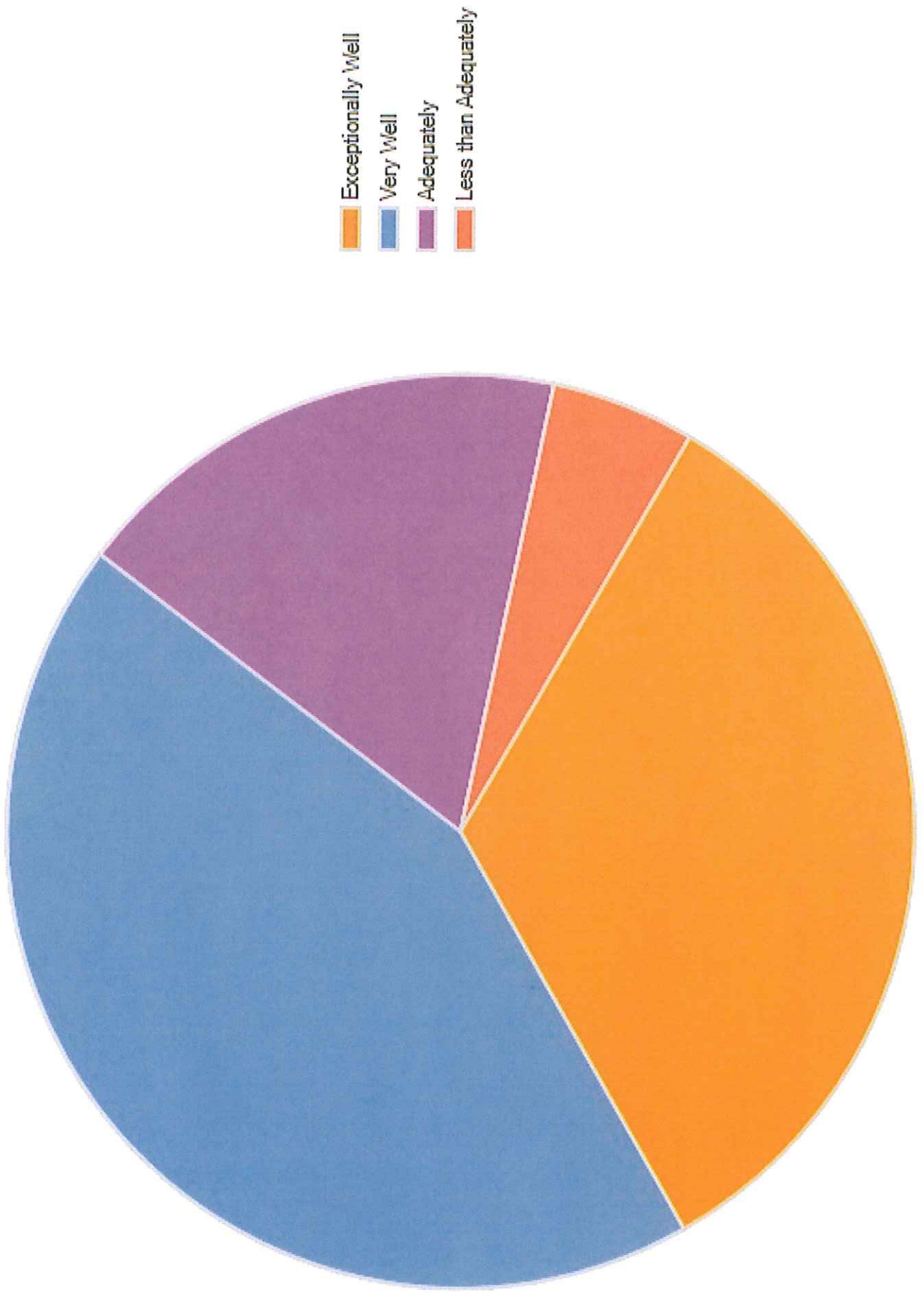
# Head Start State Collaboration Project Self-Assessment 2011



Please rate the degree to which you believe the Project has met this overall purpose.

		Response Percent	Response Count
Exceptionally Well		33.3%	13
Very Well		43.6%	17
Adequately		17.9%	7
Less than Adequately		5.1%	2
	Comment		3
answered question			39
skipped question			1

**Please rate the degree to which you believe the Project has met this overall purpose.**



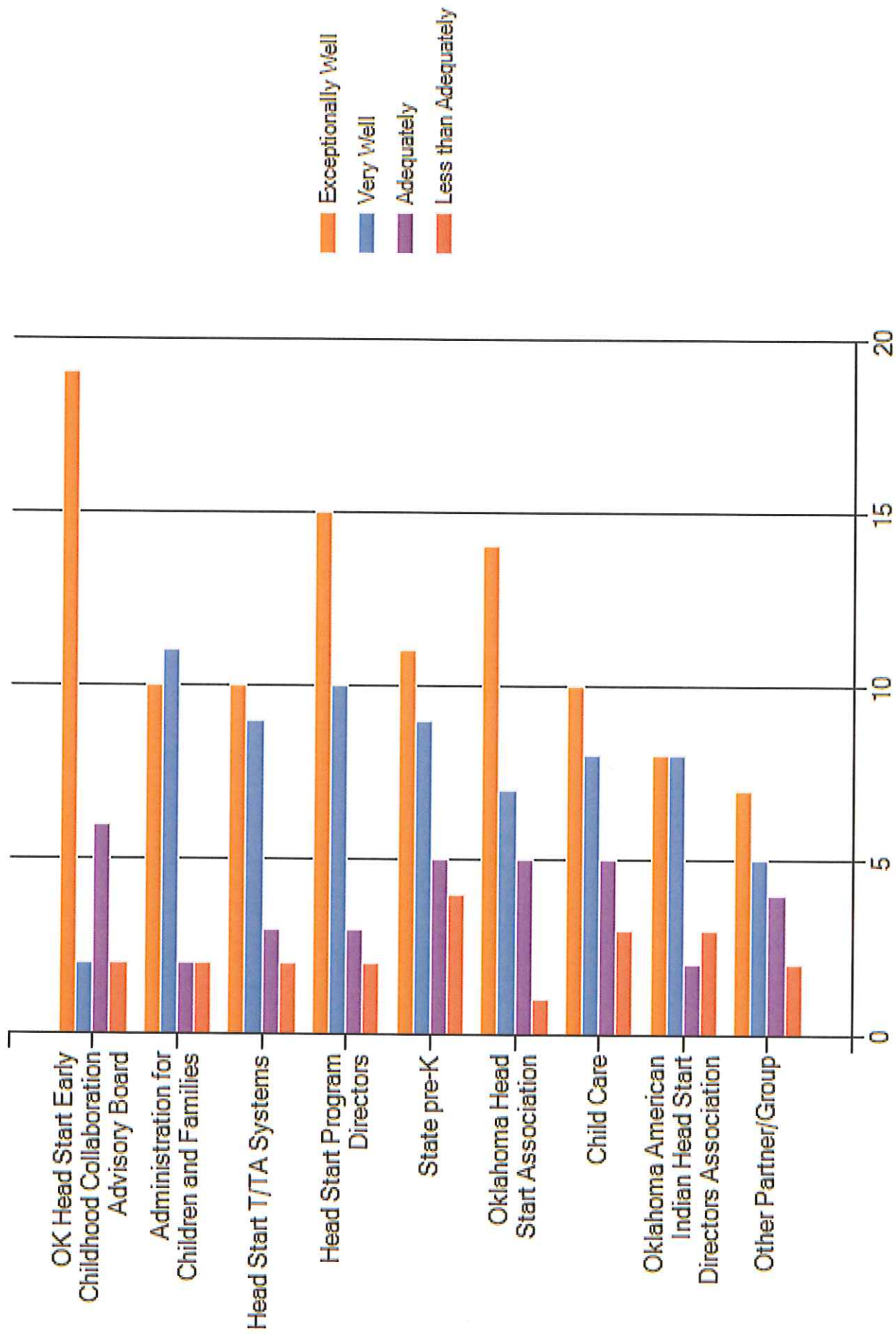
## Head Start State Collaboration Project Self-Assessment 2011



Please rate the degree to which the Project has fostered collaboration and working coalitions through and with: (Rate all with which you are personally involved.)

	Exceptionally Well	Very Well	Adequately	Less than Adequately	Rating Average	Response Count
OK Head Start Early Childhood Collaboration Advisory Board	65.5% (19)	6.9% (2)	20.7% (6)	6.9% (2)	1.69	29
Administration for Children and Families	40.0% (10)	44.0% (11)	8.0% (2)	8.0% (2)	1.84	25
Head Start T/TA Systems	41.7% (10)	37.5% (9)	12.5% (3)	8.3% (2)	1.88	24
Head Start Program Directors	50.0% (15)	33.3% (10)	10.0% (3)	6.7% (2)	1.73	30
State pre-K	37.9% (11)	31.0% (9)	17.2% (5)	13.8% (4)	2.07	29
Oklahoma Head Start Association	51.9% (14)	25.9% (7)	18.5% (5)	3.7% (1)	1.74	27
Child Care	38.5% (10)	30.8% (8)	19.2% (5)	11.5% (3)	2.04	26
Oklahoma American Indian Head Start Directors Association	38.1% (8)	38.1% (8)	9.5% (2)	14.3% (3)	2.00	21
Other Partner/Group	38.9% (7)	27.8% (5)	22.2% (4)	11.1% (2)	2.06	18
				Other (please specify)		5
				<b>answered question</b>		<b>39</b>
				<b>skipped question</b>		<b>1</b>

Please rate the degree to which the Project has fostered collaboration and working coalitions through and with: (Rate all with which you are personally involved.)



## Head Start State Collaboration Project Self-Assessment 2011

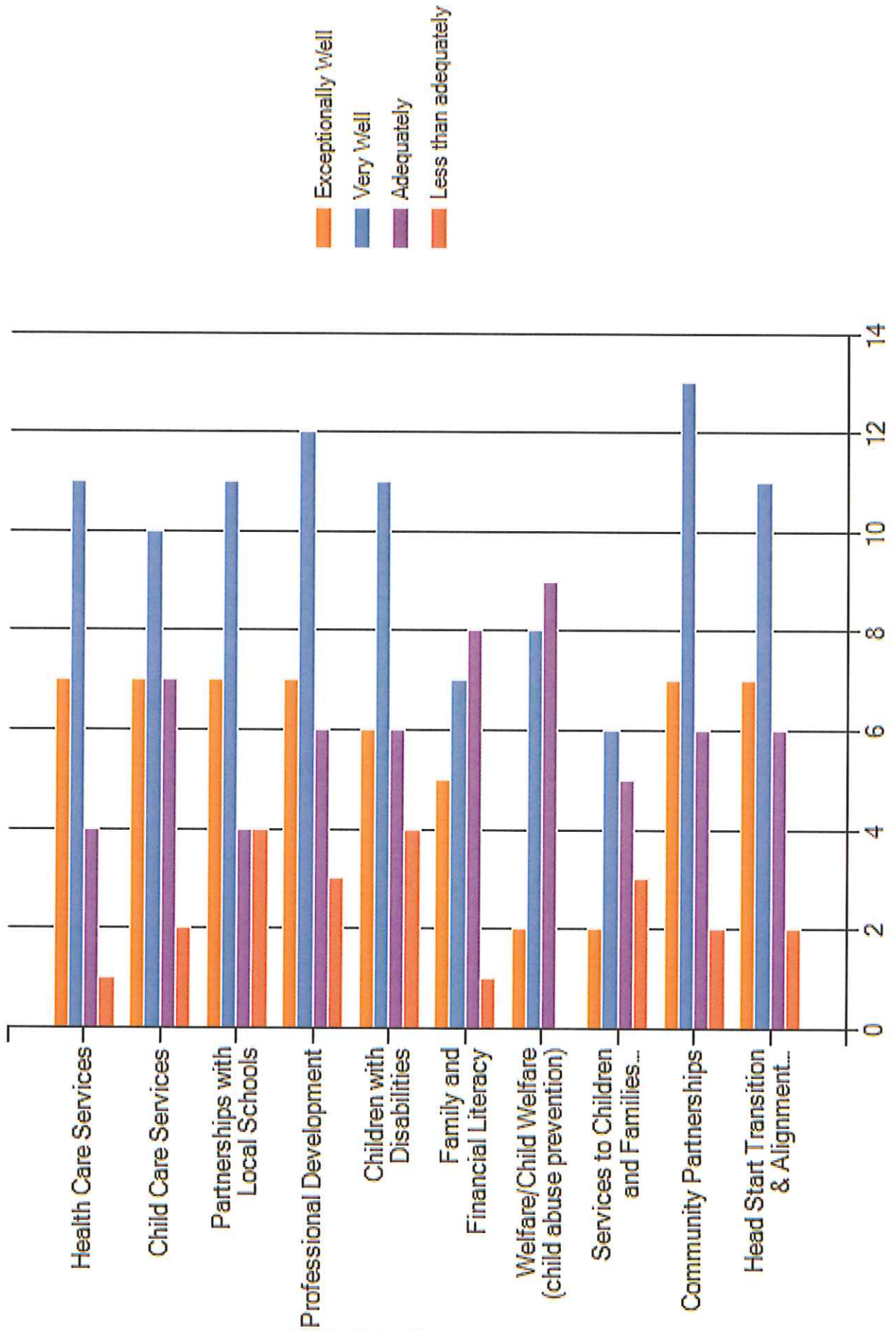


Please rate the degree to which you believe the HSSCO has facilitated the development of collaborative relationships with partners in the ten priority areas. (Rate all with which you are personally involved.)

	Exceptionally Well	Very Well	Adequately	Less than adequately	Rating Average	Response Count
Health Care Services	30.4% (7)	<b>47.8% (11)</b>	17.4% (4)	4.3% (1)	1.96	23
Child Care Services	26.9% (7)	<b>38.5% (10)</b>	26.9% (7)	7.7% (2)	2.15	26
Partnerships with Local Schools	26.9% (7)	<b>42.3% (11)</b>	15.4% (4)	15.4% (4)	2.19	26
Professional Development	25.0% (7)	<b>42.9% (12)</b>	21.4% (6)	10.7% (3)	2.18	28
Children with Disabilities	22.2% (6)	<b>40.7% (11)</b>	22.2% (6)	14.8% (4)	2.30	27
Family and Financial Literacy	23.8% (5)	33.3% (7)	<b>38.1% (8)</b>	4.8% (1)	2.24	21
Welfare/Child Welfare (child abuse prevention)	10.5% (2)	42.1% (8)	<b>47.4% (9)</b>	0.0% (0)	2.37	19
Services to Children and Families who are Homeless	12.5% (2)	<b>37.5% (6)</b>	31.3% (5)	18.8% (3)	2.56	16
Community Partnerships	25.0% (7)	<b>46.4% (13)</b>	21.4% (6)	7.1% (2)	2.11	28
Head Start Transition & Alignment with K-12 Schools	26.9% (7)	<b>42.3% (11)</b>	23.1% (6)	7.7% (2)	2.12	26
				<b>answered question</b>		<b>36</b>
				<b>skipped question</b>		<b>4</b>







Please rate the degree to which you believe the HSSCO has facilitated the development of collaborative relationships with partners in the ten priority areas. (Rate all with which you are personally involved.)



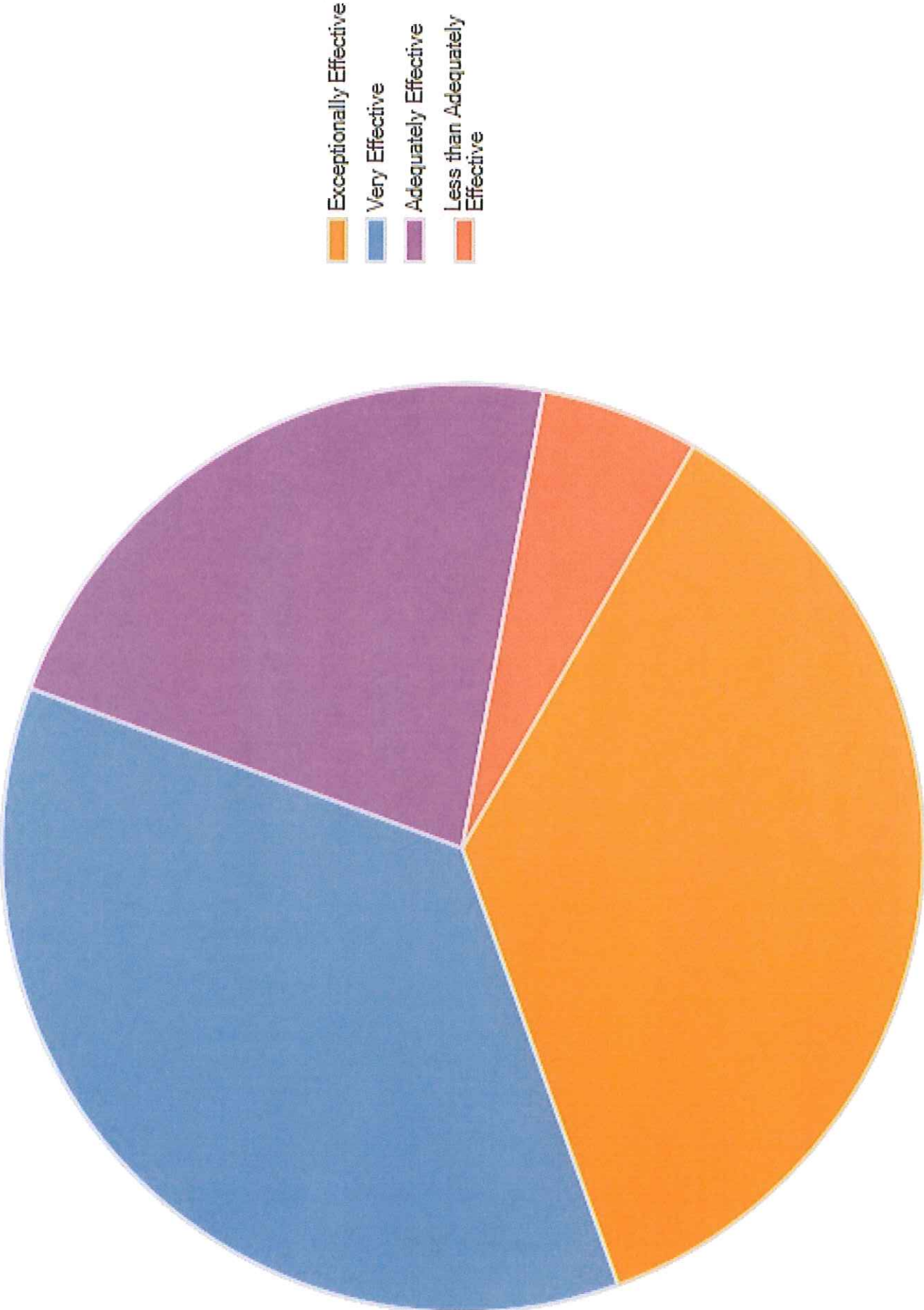
# Head Start State Collaboration Project Self-Assessment 2011



Please indicate how effectively you believe the HSSCO has been involved in early childhood systems building.

		Response Percent	Response Count
Exceptionally Effective		36.1%	13
Very Effective		36.1%	13
Adequately Effective		22.2%	8
Less than Adequately Effective		5.6%	2
	Comment		1
		answered question	36
		skipped question	4

**Please indicate how effectively you believe the HSSCO has been involved in early childhood systems building.**



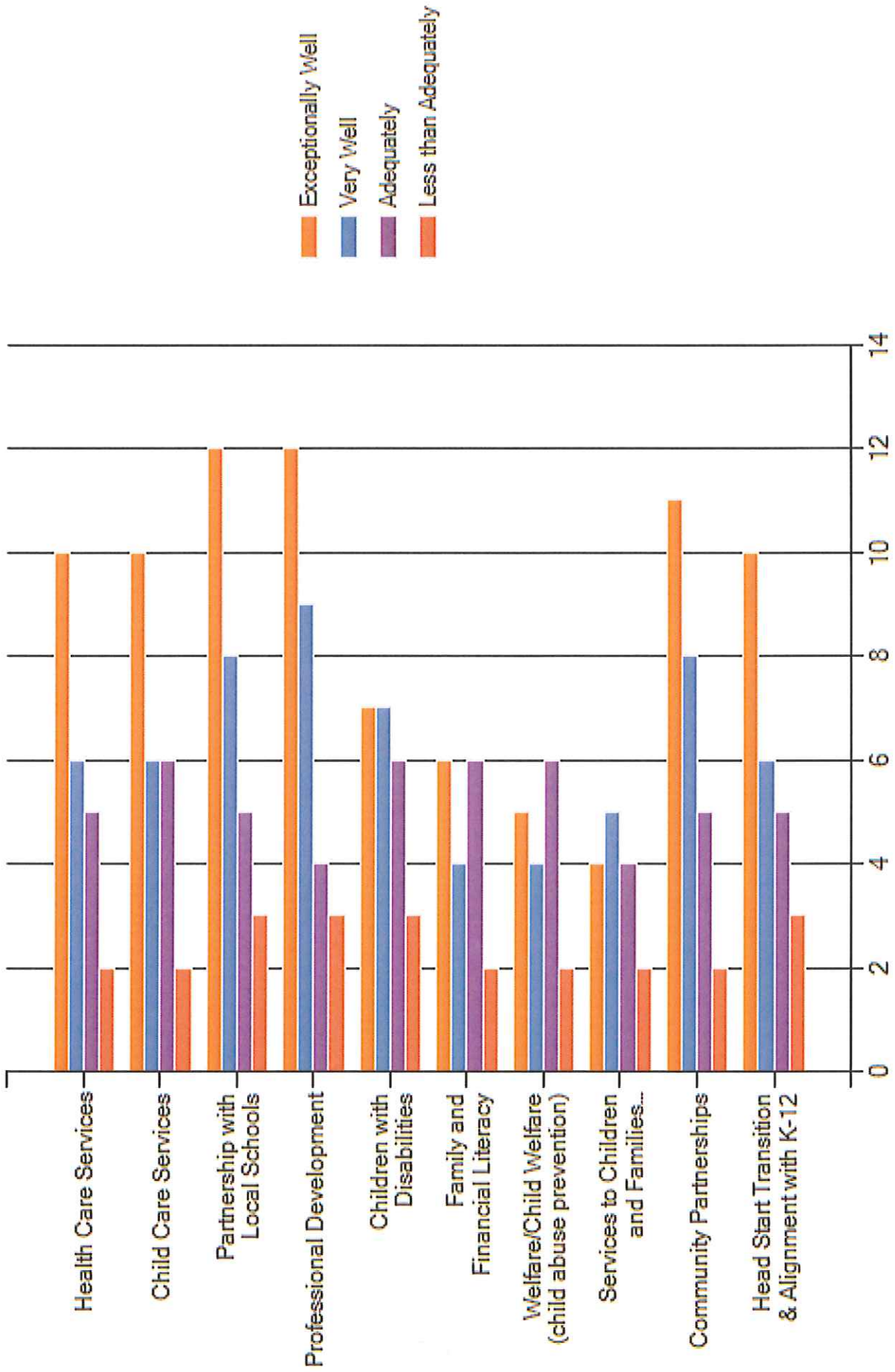
## Head Start State Collaboration Project Self-Assessment 2011



Please rate the degree to which the HSSCO has promoted inclusion of Head Start representatives on state level committees, task forces, or other planning bodies related to the ten priority areas. (Rate all with which you are personally involved.)

	Exceptionally Well	Very Well	Adequately	Less than Adequately	Rating Average	Response Count
Health Care Services	<b>43.5% (10)</b>	26.1% (6)	21.7% (5)	8.7% (2)	1.96	23
Child Care Services	<b>41.7% (10)</b>	25.0% (6)	25.0% (6)	8.3% (2)	2.00	24
Partnership with Local Schools	<b>42.9% (12)</b>	28.6% (8)	17.9% (5)	10.7% (3)	1.96	28
Professional Development	<b>42.9% (12)</b>	32.1% (9)	14.3% (4)	10.7% (3)	1.93	28
Children with Disabilities	<b>30.4% (7)</b>	<b>30.4% (7)</b>	26.1% (6)	13.0% (3)	2.22	23
Family and Financial Literacy	<b>33.3% (6)</b>	22.2% (4)	<b>33.3% (6)</b>	11.1% (2)	2.22	18
Welfare/Child Welfare (child abuse prevention)	29.4% (5)	23.5% (4)	<b>35.3% (6)</b>	11.8% (2)	2.29	17
Services to Children and Families who are Homeless	26.7% (4)	<b>33.3% (5)</b>	26.7% (4)	13.3% (2)	2.27	15
Community Partnerships	<b>42.3% (11)</b>	30.8% (8)	19.2% (5)	7.7% (2)	1.92	26
Head Start Transition & Alignment with K-12	<b>41.7% (10)</b>	25.0% (6)	20.8% (5)	12.5% (3)	2.04	24
				<b>answered question</b>		<b>34</b>
				<b>skipped question</b>		<b>6</b>

Please rate the degree to which the HSSCO has promoted inclusion of Head Start representatives on state level committees, task forces, or other planning bodies related to the ten priority areas. (Rate all with which you are personally involved.)



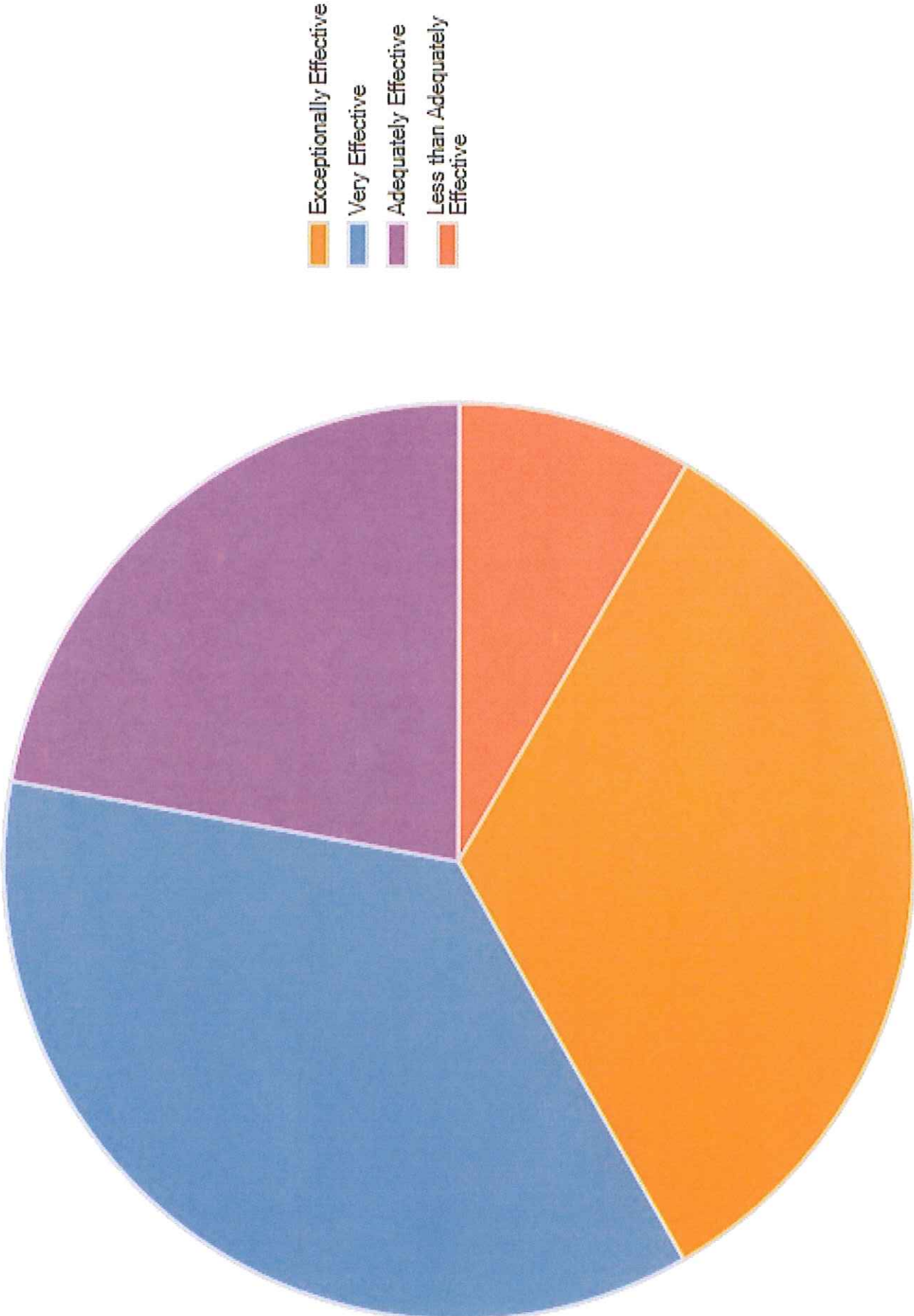
## Head Start State Collaboration Project Self-Assessment 2011



Please indicate the degree to which you believe the HSSCO has been effective in building linkages between local Head Start programs and state early childhood initiatives and policies.

		Response Percent	Response Count
Exceptionally Effective		33.3%	12
Very Effective		36.1%	13
Adequately Effective		22.2%	8
Less than Adequately Effective		8.3%	3
	Comment		2
answered question			36
skipped question			4

**Please indicate the degree to which you believe the HSSCO has been effective in building linkages between local Head Start programs and state early childhood initiatives and policies.**



## Head Start State Collaboration Project Self-Assessment 2011



Please provide any other comments you think would be beneficial to our evaluation. Thank you very much for your participation.

	Response Count
	8
answered question	8
skipped question	32

1. Oklahoma's Head Start Collab Director is very active at the State level in the early childhood system. She is always willing to coordinate or participate in any and all collaboration efforts to ensure adequate services for children.
2. Great job, Kay.
3. We need to know that its a somewhat slo process dealing with other programs. We need to really work knowing when to holdem and when to foldem
4. I have been in my position for approximately a year, so my observations are not reflective of the previous 5 years. However my overall impression is extremely positive since taking this position.
5. If results are taking place, the HSSCO is ineffective in communicating results. Progress with regard to new collaboration as a result of HSSCO should be obvious over the years. We see individuals in our state making progress with regard to collaboration but do not see those results stemming from or via HSSCO efforts. I recognize HSSCO activity among state organizations and national meetings but don't see results -- the proof should be obvious in the pudding.
6. Excellent Job!
7. Regular meetings attended by the service agencies has resulted better service to children due to collaboration designed to focus on children and their need rather than on agencies.
8. As a co-chair of the Children's Oral Health Coalition, the Community Action Director of Head Start has contributed tremendously with oral health policy and programming for the Head Start population in Oklahoma.



## ***CHALLENGES AND NEXT STEPS***

Three of the biggest challenges in continued progress in collaborative systems building are:

- Developing adequate data collection to inform the collaboration and coordinated services system remains a challenge - but a structure has been created within the OPSR (SAC, Smart Start Oklahoma) to make this happen through the Data System and Coordination Workgroup.
- Creating a true system of collaborative professional development – but a structure has been created within the SAC to make this happen through the Professional Development and Workforce Workgroup.
- Significant progress has been achieved toward a truly seamless system of early childhood care and education that diminishes waiting lists of three and four-year old children who are not served in any program, but challenges remain to serve all children in quality settings, and to serve many more children under the age of three.

Some next steps toward addressing these challenges are:

- The HSSCO serves on or chairs relevant workgroups or committees that will continue to work on a coordinated data system and cross-sector professional development system. The HSSCO will continue to facilitate involvement of Head Start program staff and T/TA system specialists to ensure Head Start is involved in state level initiatives, coalitions, decisions, and policies.
- To increase collaborative efforts with early care and education partners so that Head Start can serve as many eligible children as possible
- To address the issue of Head Start waiting lists and/or those not eligible for Head Start by improving referral systems to other appropriate programs for those children who are unlikely to ever access the Head Start program.

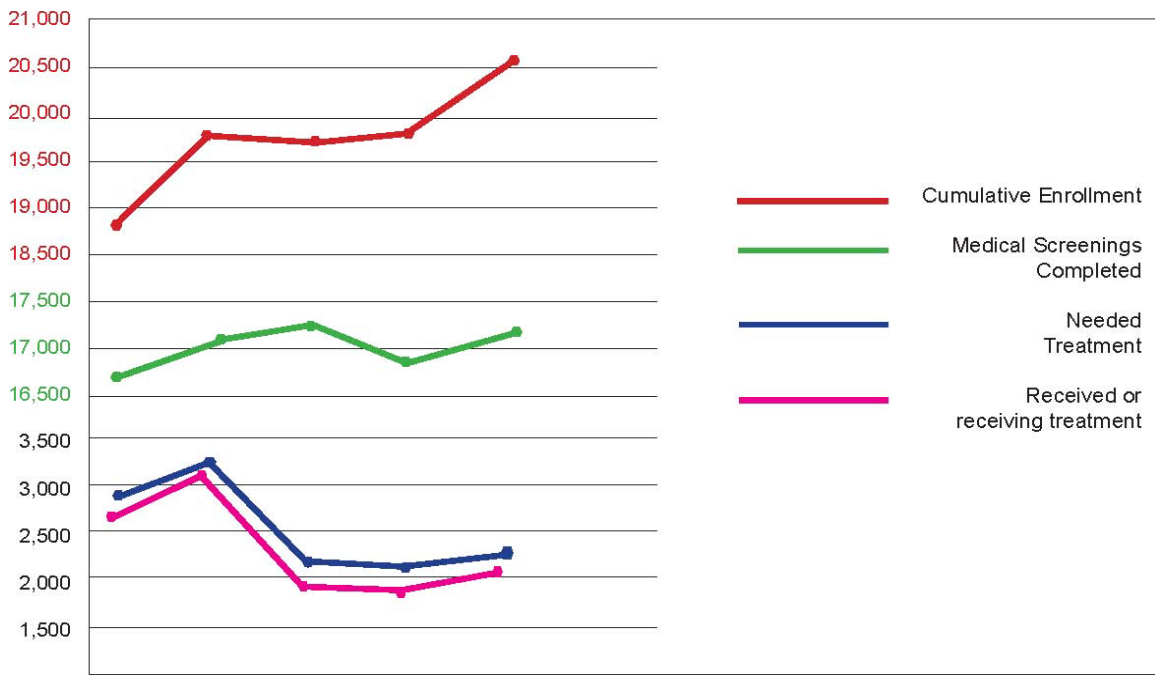
The Head Start State Collaboration Office will work with partners to address these challenges and to continue to carry out the purposes of the Head Start State Collaboration Project during the next five years of the Project.

## ***EXHIBITS***

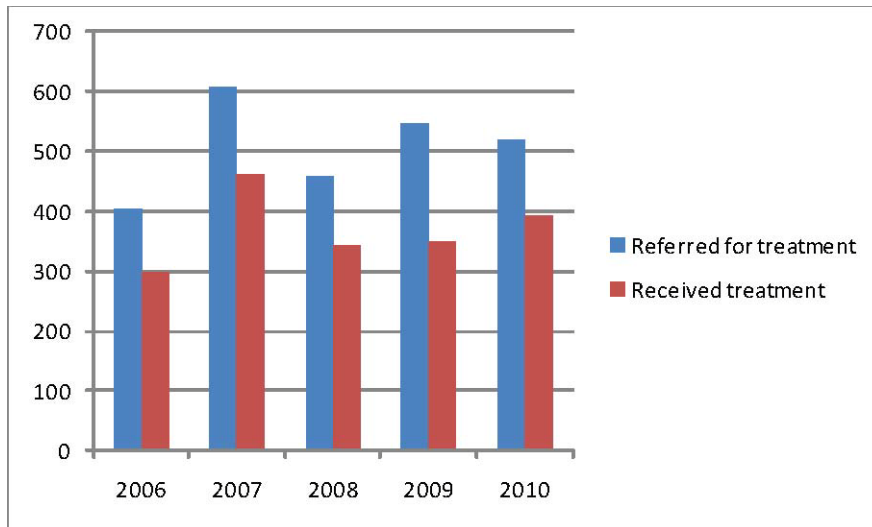
- A. Additional Tables and Graphs**
- B. Electronic Dissemination of Information**
- C. Completed Work Plan**

## **EXHIBIT A**

### **ADDITIONAL TABLES AND GRAPH**



**Medical Screenings**



**Mental Health Services**

## Teacher Qualifications

Teachers	Grantees Under Region VI	Grantees Under Region XI American Indian	Total	National
Associate Degree	155 (19.92%)	33 (22.30%)	188	14,848 (32.27%)
Baccalaureate Degree	448 (57.58%)	64 (43.24%)	512	20,127 (43.74%)
Advanced Degree	39 (5.01%)	3 (2.03%)	42	4,143 (9.00%)
Child Development Associate (CDA)	117 (15.04%)	38 (25.68%)	155	5,678 (12.34%)
No Credential	19 (2.44%)	10 (6.76%)	29	1,218 (2.65%)
<b>Total</b>	<b>778</b>	<b>148</b>	<b>926</b>	<b>46,014</b>

**EXHIBIT B**

**ELECTRONIC DISSEMINATION OF INFORMATION**





**EXHIBIT C**  
**COMPLETED STRATEGIC PLAN OF WORK**



**STATUS FEBRUARY 28, 2011**

**2010-2011 Oklahoma Head Start State Collaboration Office Strategic Plan of Work**

**Goal A: Foster effective working coalitions of ACF officials, state officials, state Head Start Association members, Head Start program directors and staff, early childhood professionals, and professionals in other relevant disciplines (*Strategies: Expanded Collaborations, Data Collection and Accountability, Shared Communication and More Dollars*).**

<b>Outcome: By March 2011:</b>						
<ul style="list-style-type: none"> <li><b><i>The Oklahoma Head Start Early Childhood Collaboration Advisory Board will meet 2 times annually to review the status of the Collaboration Project plan of work, review and adopt the project evaluation tool, and provide input for the 5 year evaluation and report (2001-2006).</i></b></li> </ul>						
Status	Activities	To be completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area(s) of Planning/Service
<i>Completed 6/3/10</i>	Survey advisory board for 2010-2011 meeting dates.	1, 3	Survey responses	Executive Assistant	Board Chair	1 – 8
<i>6/3/2010 completed</i>	Identify, inspect, secure, and set up meeting space	1, 3	Contract	Director of Operations	Project Director	1 – 8
<i>2/23/11 completed</i>	Prepare, distribute, and file meeting minutes.	1, 3	Notice Attendance/Sign-in Minutes	Executive Assistant	Chair and Project Director	1 – 8
<i>6/3/10 completed</i>	Facilitate meetings.	1, 3	Evaluation tool & Results	Project Director	Board Chair	1 – 8
<ul style="list-style-type: none"> <li><b><i>The Oklahoma Head Start State Collaboration Office will extend follow-up activities to the January 2007 Partners' meeting in Washington, D.C. by working with state partners to distribute collaboration toolkits to Head Start programs, child care providers, and public schools.</i></b></li> </ul>						
Status	Activities	To be completed/ Quarter	Data/Source/Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 &amp; ongoing</i>	Identify programs for distribution of toolkits.	1	Collaboration data project survey respondents	ECCS Collaboration Action Team	Head Start, Child Care, pre-K, Smart Start	1, 2, 4, 5, 6, 8

Completed 2/28/11	Develop plan for distribution of toolkits.	1	Collaboration data project survey	ECCS Collaboration Action Team	Head Start, Child Care, pre-K, Smart Start	1, 2, 4, 5, 6, 8
Completed 2/28/11 & ongoing	Distribute Toolkits	1, 2	List developed from survey	ECCS Collaboration Action Team	Head Start, Child Care, pre-K, Smart Start	1, 2, 4, 5, 6, 8
<ul style="list-style-type: none"> <li><b>Representatives of local Head Start grantee staff, Oklahoma Head Start Association members, and parents will be included on at least one state-level committee, task force, or other planning body related to each of the eight priority areas.</b></li> </ul>						
Status	Activities	To be completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
Completed 2/28/11 – Tracked by GICH	Track progress of State Plan to end Homelessness	Bi-Monthly GICH Meetings, Committee Meetings	State Plan Updates on implementation; Federal T/TA resources	Project Director; Communications Director – Appt. voting designee	Executive Director, Director Community Development – ODOC	7
Committee Reorganization Completed 2/28/11 & ongoing	Chair Access to Mainstream Resources Subcommittee of GICH and continue involving new partners	Ongoing	Minutes of subcommittee meetings and reports to GICH, # partners added and who they represent	Project Director – Co chair Workforce, Education & Training Committee	Director Community Development – ODOC, Career Tech Co-Chair	7
MOU replaced by amended state statute HB 3126 signed by Governor 5/27/10	Facilitate signing of MOU with OK Partnership for School Readiness and Governor and appointment to OK Partnership for School Readiness Board	1	Signed MOU Appointment of Project Director to OPSR Board	Project Director, Smart Start OK Executive Director	OKACAA Board President & Executive Director	1 – 8

<i>Completed 2/28/11 &amp; ongoing</i>	Participate in activities and meetings:  See 1 – 23 below	1, 2, 3, 4	For all Committees, as Appropriate below: Agendas and Minutes; # Of partnerships with Head Start programs; # Of local Head Start staff participating; # Of HS Directors participating; # Of partners attending			1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	State Early Childhood Comprehensive Systems Teams (SECCS)	Ongoing	Teams replaced by State Early Childhood Advisory Council Committees and Workgroups.	Project Director	ECCS State Coordinator, Smart Start OK	1 – 2
<i>Completed 2/28 &amp; ongoing</i>	1. OK HS Association	Ongoing		Project Dir./Executive Asst./Assoc. Members	Director of Operations	1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	2. OK HS Directors	Monthly		Project Dir./Executive Asst./HS Directors	Director of Operations	1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	3. Early Education Professional Development Council/Comm.	Bi-monthly	(NEW) Cross-Sector Professional Development System	Project Director	State-based TA, Director of Operations, PD Coordinator	2, 3, 4
<i>Completed 2/28/11 &amp; ongoing</i>	4. Professional development groups of the University of Oklahoma Center for Early Childhood Professional Dev.	Ongoing	Replaced by EEPDC and committees as a subcommittee of the State EC Advisory Council Professional Development & Workforce Workgroup	Project Dir./ HS Assoc. HS staff/United HS staff/Delta HS Director/Tribal HS	CECPD	2, 3
<i>Completed 2/28/11 &amp; ongoing</i>	5. Early Childhood Association of Oklahoma	Ongoing		Project Director, Project Advisory Board Member	State-based TA	2, 3

<i>Completed 2/28/11 &amp; ongoing</i>	6. OK Turning Point Council	Ongoing		Project Director	Communications Director	1
<i>Completed 2/28/11 &amp; ongoing</i>	7. OK & Disabilities MOU Partners, Expanding Opportunities	Meetings as needed		Communications Director, Executive Assistant	Advisory Board Members	1 – 8
<i>Completed 2/28/11</i>	8. OK Commission on Children and Youth	Ongoing		Collaboration Office Staff	Advisory Board Member	1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	9. Gov's. Inter-agency Council on Homelessness	Bi-Monthly Meetings		Project Director, Communications Director (Voting Designee)	OKACAA	7
<i>Completed 2/28/11 &amp; ongoing</i>	10. Oklahoma Homebuyer Education Association	Ongoing		Executive Director	OKACAA Homebuyer Education Director	4, 8
<i>Completed 2/28/11 &amp; ongoing</i>	11. Oklahoma Association of CAA Board of Directors	Ongoing		Executive Director, Communications Director		1, 2, 3, 4, 5, 8
<i>Completed 2/28/11 &amp; ongoing</i>	12. OK Weatherization & Housing Advisory Council	Ongoing		Executive Director		4
<i>Completed 2/28/11 &amp; ongoing</i>	13. Marriage & Fatherhood Initiative	Ongoing		Head Start Staff, Head Start Parent	Project Director	4, 8
<i>Completed 2/28/11 &amp; ongoing</i>	14. Membership on Oklahoma Partnership for School Readiness – Smart Start Oklahoma	Bi-Monthly Meetings		Project Director; Communications Director (Voting Designee); ODOC Director Community Development;	Advisory Board Members	1, 2, 4, 5, 8

				Head Start Association Rep'		
<i>Completed 2/28/11 Project ended, work ongoing</i>	15. OK Childhood Lead Poisoning Prevention Prog.	Quarterly		Project Director	OSDH, Advisory Board Members	1, 2
<i>Completed 2/28/11 &amp; ongoing</i>	16. Oklahoma Pregnancy Risk Assessment Program and The Oklahoma Toddler Survey Advisory Board	Semi-Annual Meetings & involve Head Start infant toddler state specialist		Project Director, EC Infant-Toddler TA Specialist	OSDH Maternal & Child Health Service	1, 2
<i>Completed &amp; ongoing</i>	17. Oklahoma Children's Oral Health Coalition	Monthly Meetings		Project Director	Head Start Association representative, coalition partners	1, 2
<i>Completed 2/28/11</i>	18. 2-1-1 State Advisory Collaborative	Monthly Meetings		Executive Director	OKACAA Staff	1- 8
<i>Completed 2/28/11 &amp; ongoing</i>	19. Child Health Task Force	Bi-monthly Meetings		Project Director	Advisory Board Members	1
<i>Completed 2/28/11 &amp; ongoing</i>	20. Region VI Head Start Association	Quarterly Meetings		Project Director, OHSa representatives		1 - 8
<i>NOT INITIATED due to time limits</i>	21. Oklahoma Early Childhood Teacher Educators	Regular Meetings		Project Director	EEPDC Member Partners	2, 3

**Resulting in: Effective working coalitions of ACF officials, state officials, state Head Start Association members, Head Start program directors and staff, early childhood professionals, and professionals in other relevant disciplines.**

**Goal B: Serve as facilitator to improve and expand services for low-income children in Head Start, childcare, and state preschool programs (*Strategies: Expanded Collaborations, Data Collection and Accountability, Shared Communication and More Dollars*).**

<b>Outcome: By March 2011,</b>						
<ul style="list-style-type: none"> <li><b>Collaborative partnerships among Head Start, childcare, and state preschool will be documented.</b></li> </ul>						
Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11</i>	Identify school districts not involved in collaboration with HS and contact HS program if operating in identified district.	2	List of school districts that are collaborating from collaboration data collection project (will reveal those that are not collaborating)	OPSR, Executive Assistant, Project Director	State Dept. of Ed., Head Start Programs, Executive Assistant	2, 4
<i>Completed 2/28/11 &amp; ongoing</i>	Facilitate meetings between school district and HS programs to initiate new and/or provide TA for existing partnerships	2	# of meeting # of agreements initiated or preserved	Project Director, Communications Director, OAESP	HS Directors	2, 4
<i>Completed 2/28/11 &amp; ongoing</i>	Update list of school and child care partners with HS. Post partnership lists on Web page, & keep updated	1	Collaboration data collection project survey results	Executive Assistant, Communications Director	Project Director	2, 4
<i>Completed June 4, 2010.</i>	Convene meeting of HS directors, child care providers, DHS staff, T/TA	1		Project Director, T/TA, OHSA, OHSIDA Professional Dev. Coord.	DHS	2

<i>Completed 2/28/11</i>	Identify/disseminate information about state/local/rural emergency resources, domestic violence, & undocumented	3	List of resources or links on Web site.  Work with state team on grant application for domestic violence prevention training	Communications Director	Project Director	4
<i>Completed April 2010 &amp; presented at NHSA &amp; in Toolkit</i>	Revise and update PowerPoint presentation on collaboration	2, 3	Revised and updated PowerPoint made available to partners	Project Director	ECCS Collaboration Action Team, Advisory Board Members	2, 4
<i>Completed requests for filing 2/28/11</i>	Facilitate Head Start grantees' MOU's with local schools and receive copies	2	MOU's on file	Project Director	Head Start Association, State Department of Education	2, 4

- **Types of Head Start Partnerships and Child Care partnerships with Public Schools will be identified for each collaboration through the collaboration data collection project.**

Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 &amp; ongoing</i>	Utilize toolkits, facilitate HS, CC, & pre-K collaboration	2	Collaboration data collection project	Collaboration Action Team, Project Director	Executive Director	1, 4
<i>Completed 2/28/11 &amp; ongoing</i>	Respond to partnership questions and concerns	1 – 4	# Requests and responses	ECCS Collaboration Action Team, Project Director	Executive Director	1, 4

- **Head Start programs will have improved access to family and financial literacy services.**

Status	Activities	To be Completed/ Quarter	Data/Source/Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11</i>	Follow up on Financial Literacy training and link to financial Websites that offer personal	1	Links # of hits at site # of programs using site  Asset Development E-	Communications Director  Financial Ed.	Project Director	4

	financial planning.		group established	Programs Dir.		
<i>Completed 2/28/11</i>	Annually post OK Literacy Clearinghouse literacy resource book on OKACAA Web site	3	Web site posting # Of programs using information.	Executive Assistant	Project Director	5
<i>NOT COMPLETED due to many staff changes at SDE</i>	Work with SDE Title I, Part A and Lifelong Learning staff to improve linkage to Head Start programs	2, 3		Project Director	SDE staff, OHSA, OIHSDA	5
<i>NOT COMPLETED due to many staff changes at SDE</i>	Update MOU Partners Agreement to include State Department of Education – Early Childhood Education, IDEA, Lifelong Learning, Even Start, McKinney Vento, and the Oklahoma Department of Libraries.	2 (Following State MOU Partners meeting to be completed 4 <sup>th</sup> quarter of current year)	Agreement, # of programs participating	Communications Director, Project Director	Project Director, State Dept. of Ed, Head Start Assoc., Okla. Department of Libraries	2, 4, 5, 6, 7
<ul style="list-style-type: none"> <li><b><i>The State Interagency Agreement (MOU) on Serving Children with Disabilities will include the Region XI American Indian Head Start Branch representing the American Indian Head Start grantee and appropriate representatives of the Region XI Administration for Children and Families Office of Head Start.</i></b></li> </ul>						
Status		To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 &amp; ongoing</i>	Include appropriate representatives of Region XI CF OHS	2	Signed Interagency Agreement	Project Director, Region XI TA,	ODOC staff, OHS Collaboration Office	6



<i>Completed 2/28/11 &amp; ongoing</i>	Follow up on implementation of signed Disabilities Interagency MOU Agreement and  Discuss Timely & efficient evaluation of HS children	1 – 4	Track number and types of gaps in service  Letter from OSEP to State Directors of Special Education	Project Director, Executive Assistant	OHSA, OIHSDA, Advisory Board Members, SDE	6
<i>Completed 2/28/11 and ongoing with Sooner Enroll</i>	Support OHCA CHIPRA grant working with HS TA, OHSA to increase Medicaid enrollment and retention	3, 4	% Head Start children enrolled in SoonerCare	Project Director, OHCA	OHSA, OIHSDA	1
<ul style="list-style-type: none"> <li><b>Local Head Start programs will have improved access to health care services; two model programs will be identified to serve as mentors for others.</b></li> </ul>						
Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 in Directory &amp; online</i>	Create list of Turning Point Community Health partnerships with HS/CAA's.	2	OKACAA Annual Report; List of Turning Point partnerships	Communications Director	Executive Assistant	1
<i>Completed 2/28/11 &amp; ongoing</i>	Facilitate new CAA and HS partnerships with local Turning Point initiatives & focus on obesity.	3	# of new partnerships	Communications Director, Project Director	Executive Assistant	1
<i>Completed 2/28/11 Project Ended</i>	Work with Childhood Lead Poisoning Prevention Program & HCA to increase tests	1 – 4	% of HS children who have had blood lead screens Now "Healthy Homes"	Project Director, CLPPP Coordinator	OHCA, OSDH	1

<i>Completed 2/28/11 – Limited by budgets cuts</i>	Work with OSDH Mental Health Coordinator to improve Head Start access to mental health consultation	1	# of Mental Health Consultations (PIR)  Decreased number of mental health consultants	Project Director	Head Start Directors, Region XII HS Grantee Administrator, OPSR	1, 6
<i>Completed 2/28/11 &amp; ongoing</i>	Continue to work with Children's Oral Health Coalition to facilitate services of ODF mobile dental unit in underserved areas of state.	1 – 4	# programs served Improved oral health data	Executive Assistant	Project Director, Children's Oral Health Coalition	1 - 4
<i>NOT INITIATED due to lack of data</i>	Identify and facilitate partnerships with dental hygienists to serve HS programs under authority of dentist.	1 – 4	# of dental hygienists who serve HS children	Project Director, Communications Director	Children's Oral Health Coalition	1
<i>Completed 2/28/11 &amp; on hold due to budget cuts</i>	Serve on Dental Loan Repayment Selection Committee.	1 – 4	# of Dentists approved to serve Medicaid population	Project Director	Children's Oral Health Coalition	1
<i>Completed 2/28/11 &amp; ongoing follow-up</i>	Serve on State Leadership Team for HS Dental Home Initiative	1 – 4	% of children in Head Start who have dental home (PIR)	Project Director	Children's Oral Health Coalition, OHSA, OIHSDA	1
<b>Resulting in: Improved and expanded services for low-income children in Head Start, childcare, and state preschool programs.</b>						

**Goal C: Build the best possible linkages between local, community based Head Start programs and state early childhood initiatives and policies (*Strategies: Expanded Collaborations, Data Collection and Accountability, Shared Communication and More Dollars*).**

<b>Outcome: By March 2011,</b>						
<ul style="list-style-type: none"> <li><b>Head Start data will be compiled and analyzed, and the project report distributed.</b></li> </ul>						
Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 &amp; ongoing</i>	Present revised PowerPoint presentation at conferences/meetings; distribute to HS programs	2, 3	# of presentations made, # distributed	Project Director, Communications Director	Head Start Directors	1 – 8
<i>Completed 2/28/11</i>	Annually, update/distribute HS Fact Sheet and Annual Report/Directory using most recent PIR data.	4	Fact Sheet Directory # Distributed	Executive Assistant, Communications Director	Project Director, Head Start Association	1 – 8
<i>Completed, 5/28/10</i>	Annually, Prepare collaboration State Profiles Report for Project-funded Year.	1	Report	Project Director, Communications Director	Executive Assistant	1 – 8
<i>Completed October 2010</i>	Annually, Conduct or update an assessment of the needs of Head Start agencies and make available to the public as prescribed in Reauthorized Head Start Act	4	Assessment Instrument Analysis	Project Director, Communications Director,	Advisory Board, Head Start Associations, Executive Director	1 – 8
<i>Completed November 2010</i>	Annually, modify strategic plan based on results of needs assessment describing implementation prescribed by Reauthorized Head Start Act Section 642B(4)(B)(i)–(v).	4	Needs Assessment results	Project Director, Executive Director	Executive Assistant	1 – 8
<i>Completed 2/28/11</i>	Maintain updated data on percentage of eligible children actually served by Head Start.	2	PIR Data, Census Data, % served	Project Director, Communications Director	Executive Assistant	2
<ul style="list-style-type: none"> <li><b>At least 75% of elected and appointed state public officials responsible for services or policies serving low-income children will be informed about the Head Start Collaboration Project.</b></li> </ul>						
Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11</i>	Identify and maintain legislative contact information; prioritize list	1	Contact list for new legislative session.	Communications Director	Project Director	1 – 8

	according to authority.					
<i>Completed 2/28/11 &amp; ongoing</i>	Schedule and conduct meetings with state officials and staff to educate them on HS and EC needs and collaboration efforts.	1, 2	Compile all data - # of appointments # of requests for more information or partnership interest	Project Director, Executive Director	Advisory Council	1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	Follow-up and confirm support with interested officials.	1, 2	Compile all data - # of follow-ups	Project Director, Executive Dir.	Advisory Council	1 – 8
<i>Completed 2/28/11 &amp; ongoing</i>	Monitor and evaluate requests for data and participation in policy level discussions.	1 – 4	calendars & monthly reports; # of requests # of times involved in policy discussions.	Project Director, Executive Assistant	Executive Director, Advisory Council	1 – 8
<ul style="list-style-type: none"> <li><b>Professional development opportunities in early childhood partners will be expanded and/or improved.</b></li> </ul>						
Status	Activities	To be Completed/ Quarter	Data/Source/ Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11 – except no PD Coordinator</i>	Actively participate in collaboration discussions and policy meetings with SDE, DHS, and CECPD & involve new HS St. TA Manager & EC Specialist	Monthly, or as called	Calendars & monthly reports # of meetings # of issues resolved	Project Director, OHSA, HS TA Manager, PD Coordinator	SDE, DHS, CECPD	2
<i>NOT Completed - Staff Changes</i>	Meet with SDE federal programs staff re: homelessness, Title I contact with Head Start	2	# of Head Start contacts with Homeless liaisons and Title I	Project Director, SDE federal programs staff, T/TA	OHSA, OIHSDA, SECAC	7, 8
<i>Ongoing – reorganized committees</i>	Add action step in GICH Access to Mainstream Resources Goal to facilitate HS involvement in CoC's	1	# of HS programs involved in CoC's for homelessness	Project Director, GICH Goal 4 Committee	OHSA, OIHSDA, OKACAA, SDE	7
<i>Completed 2/28/11</i>	Continue to follow up with 2 and 4 yr colleges to progress toward full articulation of early childhood and child development coursework toward bachelors degrees	2	# of Head Start teachers obtaining bachelors' degrees	Professional Development Coordinator	Center for Early Childhood Professional Dev., Div. of Child Care - DHS, Higher Education	3
<i>NOT INITIATED due to Budget cuts</i>	Add 0.5 FTE staffing for HSSCO Professional Development Coordinator	1	Professional Development Records	Executive Director	HSSCO Director, T/TA System	3
<i>Completed &amp; ongoing</i>	Work with TA Specialist and Regional Office to implement "I	1, 2	# of local Head Start programs	Professional Development	Regional Office staff, TA staff	1, 3

	am Moving, I am Learning" (IMIL) or similar initiative in local Head Start programs.		implementing IMIL	Coordinator, TA Specialist		
<ul style="list-style-type: none"> <li><b>The Head Start State Collaboration Office will work with the Early Childhood Association of Oklahoma (ECAO) and partners to plan the Annual ECAO Conference and other statewide meetings.</b></li> </ul>						
Status	Activities	To be Completed/Quarter	Data/Source/Evaluation	Responsible Party	Contributing Partners	Priority Area
<i>Completed 2/28/11</i>	Work with Head Start Association representative and TA Specialist to jointly plan the ECAO Annual Conference.	1, 2	Conference Agenda	Prof. Dev. Coordinator, TA Specialist, Head Start Association Representative	Head Start Association	1, 3
<i>Completed 2/28/11</i>	Involve Head Start State-based TA Manager in planning of ECAO Annual Conference.	1, 2	Conference Agenda	Professional Development Coordinator, TA Manager	Head Start TA staff	2, 3, 4
<i>Completed &amp; ongoing 2/28/11</i>	Maintain electronic communication system: <a href="mailto:HSCollaboration@yahogroups.com">HSCollaboration@yahogroups.com</a> . Continue to upgrade OK HS web page, and maintain practical information on local community resources and HS programs for the early childhood community.	Daily	# of postings Types of postings Customer survey	Executive Assistant, Communications Director	Project Director, Advisory Board	1 – 8
		3	Compile data - Web site # of hits Customer poll		Project Director, Advisory Board	1 – 8
<i>Completed &amp; ongoing 2/28/11</i>	Establish HSSCO as central clearinghouse for information within the eight priority areas.	3	Compile data - Web-page # of data # of hits	Executive Assistant, Communications Director	Project Director	1 – 8
<i>Completed &amp; ongoing 2/28/11</i>	Prepare and publish partnership news articles on early childhood education for publications.	1 – 4	# of articles published	Communications Director, Project Director	Advisory Board	1 – 8
<i>Completed &amp; ongoing</i>	Continue to review and update Head Start general information and links on Website.	1 – 4	Improved HS information and # of new links	Communication Director, Executive Assistant	Head Start Association	1 – 8

*Resulting in: The best possible linkages between local, community based Head start programs and state early childhood initiatives and policies.*

## **Priority Area Key**

- 1) **Health Care** – Improving Access to Health Care Services
- 2) **Childcare and Preschool** – Improving Availability, Accessibility, and Quality of Childcare and Preschool Services
- 3) **Education** – Expanding and Improving Education Opportunities in Early Childhood Programs
- 4) **Community Service Activities** – Improving Collaboration among Community Partners
- 5) **Family Literacy Services** – Improving Access to Family Literacy Services
- 6) **Activities Relating to Children with disabilities** – Improving Opportunities for Children with Disabilities
- 7) **Services for Homeless Children** – Ensuring Coordination of Services and Support for Homeless Children
- 8) **Welfare** – Improving Collaboration with Family Support Systems

# Glossary

## Activities

Activities describe what has to happen to run the program. Activities reflect what the organization does to fulfill its goals and objectives.

## Collaboration Office Staff

Executive Director, Project Director, Communications Director, Operations Director, Executive Assistant

## Data Source

Data Source is the tool used to collect information. Examples of data sources are Surveys, Focus groups, Questionnaires, and Administrative records.

## Evaluation

Program evaluation is the systematic collection of information to answer important questions about activities, characteristics, and outcomes of a program. Evaluation stages include design, data collection, data analysis and interpretation, and reporting.

## Goals

Goals are clear statements of success that the program is working to achieve. Goals provide guidance and direction to staff and keep everyone focused on moving in the same direction. Goals also set a clear direction for future action and set program priorities.

## Mission Statement

A mission statement reflects the project's core values and reason(s) for existing. It captures what you do, why you do it, how you do it, and for whom you do it. A mission statement broadly addresses the current and future purpose(s) of your project.

## Objectives

Objectives are interim measurable goals. Whereas goals are broad and achieved over one or more years, objectives are clear, measurable, and can be achieved in much shorter periods of time (typically within 1 year, or program cycle, or less).

## Outcomes

Outcomes are the positive differences the program makes in the lives of people and communities. Outcomes are changes in beliefs, attitudes, knowledge, and action the program produces. Outcomes should flow directly from program goals. Outcomes may be short-term or long-term.

## Outputs

Outputs reflect the measurable products of a program. Outputs can include anything that can be counted such as people, activities, materials, time, etc. Outputs only measure quantity, not quality.

# Acronyms

CCR & R – Child Care Resource & Referral ( Regional Agencies)

CDA – Child Development Association (Credential issued by Council for Professional Recognition in Washington, D. C.

CHATF – Child Health Advisory Task Force – Advisory on child health, Oklahoma Health Care Authority

CHIPRA – Children’s Health Insurance Program Recovery Act – Increase/retain enrollment in Medicaid funded by American Reinvestment and Recovery Act

COHC – Children’s Oral Health Coalition – Oklahoma coalition to improve oral health of all Oklahoma children

DHS – (Oklahoma) Department of Human Services

GICH – Governor’s Interagency on Homelessness – State council established by governor working toward ending homelessness in Oklahoma

HCA or OHCA – (Oklahoma) Health Care Authority

HS – Head Start

HSDI – Head Start Dental Home Initiative – American Academy of Pediatrics/Office of Head Start initiative to ensure every Head Start child has a dental home

HSSCO – Head Start State Collaboration Office – one in every state

IDEA – Individuals with Disabilities Education Act – Federal law requiring certain services for individuals with disabilities, birth to age 21

IMH – Infant Mental Health – includes behavioral issues in early childhood

IMIL – “I am Moving, I am Learning” – name of physical development and nutrition program used in Head Start programs

LEA – Local Education Agency (school district)

MOU – Memorandum of Understanding – Agreement to work together to do items included in a written document

MSHS – Migrant/Seasonal Head Start

NCFL – National Center for Family Literacy

OAESP – Oklahoma Association of Elementary Principals

ODL – Oklahoma Department of Libraries

ODMHSAS – Oklahoma Department of Mental Health and Substance Abuse Services

OESC – Oklahoma Employment Security Commission

OHSA – Oklahoma Head Start Association



OIHSDA – Oklahoma Indian Head Start Directors Association

OKACAA – Oklahoma Association of Community Action Agencies

OPSR/SSO/SECAC – Oklahoma Partnership for School Readiness/Smart Start Oklahoma/State Early Childhood Advisory Council

OSDH – Oklahoma State Department of Health

Region VI – Five-state region of Head Start programs under authority of Dallas Regional Office of Head Start, Administration for Children & Families, US Department of Health & Human Services

Region XI – Head Start programs operated by American Indian tribes under authority of Washington, D.C. Office of Head Start, Administration for Children and Families, US Department of Health & Human Services

Region XII – Head Start programs operated by American Indian tribes under authority of Washington, D.C., Office of Head Start, Administration for Children and Families, US Department of Health & Human Services

SDE – State Department of Education

SECAC/SSO/OPSR – State Early Childhood Advisory Council/Smart Start Oklahoma/Oklahoma Partnership for School Readiness

SSO/SECAC/OPSR – Smart Start Oklahoma/State Early Childhood Advisory Council/Oklahoma Partnership for School Readiness

TANF – Temporary Assistance to Needy Families – “Welfare to Work” reform of former welfare program

Title I – US Department of Education funding to assist schools serving large numbers of children academically at-risk and living in families with low incomes

T/TA – Training and Technical Assistance

TMC – Texas Migrant Council