

**Jefferson County Board of Education
CORRECTIVE ACTION PLAN 1304.20(a)(l)(iii)(B) 90 Days**

Definitions for Early Childhood Record Keeping:

Infinite Campus- An electronic data warehouse used by the state of Kentucky. Attendance, all 45 day screenings, and Health data are stored in Infinite Campus. In the future this will be the primary system for Head Start for all health events and follow up.

ChildPlus- All information other than 45 day screenings. In the future this will be the primary system for Early Head Start and all non-health related data for Head Start.

Entry Date- The definition of an entry date is the first day a child is physically in a classroom. Also known as the E01 date in Infinite Campus.

APPLICABLE STANDARDS-CITATION	Description of Non-Compliance
<p><i>Part 1304-Program Performance Standards for Operation of Head Start Programs By Grantees and Delegate Agencies</i> <i>1304.2 Child Health and Developmental Services (a) Determining Child Health Status (1) In collaboration with the parents and as quickly as possible, but no later than 90 days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.2 (a)(1), 45 CFR 1304.20(a)(2), and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start of Head Start services are provided to the child), grantee and delegate agencies must: (ii) Obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate the requirements for a schedule of well child care utilized by the Early and Periodic Screening Diagnosis, and Treatment (EPSDT) program of the Medical agency of the State in which they operate, and the latest immunization recommendations issued by the Center for Disease Control and Prevention, as well as any additional recommendation from the local Health Services Advisory Committee that are based on prevalent community health problems (B) for children who are up-to-date on age appropriate schedule of well child care, grantee and delegate agencies must ensure that they continue to follow the recommended schedule of well care; and</i></p>	<p>The grantee did not obtain a determination from a health care professional as to whether each child was up to date on a schedule of preventive and primary health care within 90 days of entry into the program and did not ensure children who were up to date continued to follow the recommended schedule of well-child care. Seven percent of child files reviewed either lacked health determinations or showed children did not remain up to date on a schedule of well-child care. In addition, 5 percent of child files reviewed contained evidence determinations were made more than 90 days after the children's entry into the program</p>

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To insure accurate and up to date health documents are collected prior to the start of school.	Prior to application, it was communicated to applicants that updated and complete health documents had to be provided.	Applicants came prepared with updated documents.	Operations	January 2014	Ongoing
	Intake application staff were trained by the Family Parent Engagement Manager and staff on how to review and collection of health documents.	Documents collected are current and have signatures	Family Community Partnerships & Operations Managers	January 2014	Ongoing
	The application calendar identified health documents were required at the time of application. This was also posted on the grantees website	Increase in the number of 90 Day health requirements that are collected prior to enrollment	Management Team	November 2013	Ongoing
Reminders of necessary Health Documents	During the application process, a health post-card reminder was mailed to families reminding them to submit health documents prior to the start of school. Beginning in September 2014, as applications are taken, families will self-address the reminder postcard.	Increase in the number of 90 Day health requirements that are collected prior to enrollment	Management Team	May 2014	Ongoing
Insure the correct entry date for all children in ChildPlus.	On each day of school teachers will enter their attendance into Infinite Campus daily, which will be reviewed to determine the E01 or Entry Date.	A daily attendance record will be generated from Infinite Campus.	Teacher	August 27, 2014	Once and ongoing for children after the initial start date
	The JCPS Registrar Certification Manual gives clear directions on how to establish the entry date.	The directions insure an accurate start date for each child is recorded.	School clerks	Upon the child's actual start date.	Once and ongoing for children after the initial start date
	The Operations unit will run an Infinite Campus attendance report for each classroom.	A listing of all children not physically in attendance will be generated from Infinite Campus.	Operations	August 27, 2014	Once and ongoing for children after the initial start date

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Insure the correct entry date for all children in ChildPlus (contd)	A batch enrollment of all accepted children will be generated in ChildPlus.	This will generate a list of all children who projected for enrollment.	Operations	August 27, 2014	Once and ongoing for children after the initial start date
	Children who are not in attendance based on the Infinite Campus report will be removed the list generated in ChildPlus so their entry dates is not the first day of school. The entry date for those children will be empty until they physically arrive in a classroom.	Children's who are not physically in attendance will not have an entry date of the first day of school	Operations	August 27, 2014	Once
	After those child are removed all other children will be batch entered into the ChildPlus System with the entry date of the first day of school.	This insures that all children physically in a classroom are given the correct entry date as the start of school.	Operation	August 27, 2014	Once and ongoing for children after the initial start date.
	A report will be generated by the Operations Unit from ChildPlus identifying by classroom any child with an empty entry date. This designates the child is still not physically in attendance. A ChildPlus 2125 with custom filters is the specific report that will be run.	A list is generated in ChildPlus that has all children who did not physically show in classroom on the first day of school.	Operations	August 27, 2014	Once

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	<p>The Operations Unit will give the ChildPlus 2125 report to the Family Community Partnerships Manager to share with Parent Involvement Liaisons. They will distribute to Family Service Workers for follow up with families as to why the child was not in attendance. Follow up with all families of children with a missing entry date will be completed by 5th day of school. The Parent and Family Engagement Manager will determine which children will be declared a no show based on the contact with the families. Parent Involvement Liaisons will withdraw no-shows and fill the vacancies. New children will be enrolled in the vacant slots using the ChildPlus 2025 enrollment priority listing by the 10th day. These slots will be filled if the parent has confirmed that they will not be attending the program. Liaisons will be given permissions to place children instead of using a Change of Information(C.O.I.)</p>	<p>Children who have been determined as declining services or no show will be replaced from the wait list by the 15th day of school.</p>	<p>Family Community Partnerships & Operations Managers</p>	<p>Ongoing for first 15 days</p>	<p>August 28, 2014</p>
	<p>Beginning the second day of school the Operations unit will monitor the Infinite Campus daily attendance report for children showing on the ChildPlus 2125 report, who have missing entry dates. On a child's first day of attendance the child will be given an entry date in ChildPlus by the Operations Unit.</p>	<p>Updated entry dates for those children who show up after the first day</p>	<p>Operations</p>	<p>August 28, 2014</p>	<p>Daily</p>
	<p>The Operations unit will run the ChildPlus 2125 report again on the 6th day and share it with the Family Community Partnerships Manager. The Family Community Partnerships Manager will give the ChildPlus 2125 Report to Parent Involvement Liaisons so it can be cross referenced with Family Service Worker contact information to confirm participation in the program. All vacancies will be declared no later than the 15th day of school.</p>	<p>A report will indicate only those children who the Parent Family Engagement Unit has made contact with</p>	<p>Operations/Parent Family Engagement</p>	<p>September 4, 2014</p>	<p>Once</p>

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To allow for a single system to enter all health documentation and follow up	The Early Childhood staff has collaborated extensively with JCPS IT staff on creating a single system to enter, track and follow up with all health documentation.	Currently all health documentation can be entered and tracked in Infinite Campus but follow up must take place in ChildPlus because Infinite Campus does not have the ability to record follow-up. JCPS IT is drafting a plan to request changes to Infinite Campus that allows for Follow up.	Management Team	120 Days from submission of requested changes to Infinite Campus	Once
Enhancements to Early Childhood Reports	The JCPS IT department has enhanced Infinite Campus through the development of custom reports. This will allow for tracking of 90 day health requirements.	Early Childhood specific health reports generated from a single system, Infinite Campus.	Management Team	August 2014	Once
Organizational Chart Change	The organizational chart was changed to allow for additional staff to assist with data entry and follow-up. Three health clerks were hired that will specifically track the 45 day screening timeline and results. The current front office clerks will focus on the 90 day health requirements.	The grantee will have data indicating compliance with 90 Day health requirements.	Director	June 2014	Once
The data plan to be created which identifies data entry systems, reports and monitoring processes.	The Management staff will create a data plan that that outlines where data is maintained, what reports are used, staff roles related to the system and ongoing monitoring.	It will clearly define which records are stored in what system until a single system can be created. The plan includes who gives the assessment, data entry assignments, who collects documentation, who does follow up, and the status, How it is indicated if follow up is necessary, What report is run to monitor and who monitors.	Management Team including Health and Education Unit Manager, Operations Manager, Family Services and Parent Engagement Manager, Director and Fiscal Operations Manager	June 2014	Once and update annually or as needed
File Audits	ERSEA Files are all audited for correct set up and document verification, collection of missing items, and follow up upon the child's placement.	To make sure all documentation required for compliance is available.	Management Team	July-May 2014-2015	Ongoing

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	ERSEA Files will be audited three times a year. Classroom folders will be audited twice per year. A sampling of 10% of each location will be audited each time.				
A unit calendar has been created that gives specific dates for those individuals collecting and entering 90 day Health requirements	Key dates and timelines related to health requirements has been embedded in the Child Development & Health calendar has been developed and directives given on when screenings and data entry should take place	This allows central office and the classroom teacher to monitor individual children on their deadline for 90 day screenings and when the data is recorded for any possible follow up.	Director, Health and Education Manager, Operations	September 2, 2014	Ongoing
Monitoring-Weekly reports and meetings will be held according to a schedule created by the Director	All staff in the 90 day health document collection process are involved and engaged in insuring that any barriers to reaching full compliance of all 90 day health requirements are overcome. Reports will be generated weekly by the Operations, Child Development & Health and Family Community Partnership Manager. The team will meet weekly with the Director to review and monitor compliance with screenings and exam due dates and to insure follow-ups are completed within the 90 days. This will take place in addition to the meetings with all individuals.	The Management team works to hold individuals accountable and to remove any barriers in order to arrange for screenings to take place prior to the 45 day timeline.	Management Team	Starts August 27, 2014	Ongoing
30, 45, 60 and 90 day Reference Chart has been created	A matrix has been produced that will give teachers the exact date of the 30, 45, 60 and 90 day timeline according to the entry date of the child.	By using this document and ChildPlus central office staff can accurately track children who have not yet had a screening. The 30, 45, 60 and 90 day Reference Chart allows the teacher to accurately know the child's health requirement deadlines.	Management Team	August 2014	Once for production and ongoing for use
Infinite Campus has been enhanced to track dates of 45, 60, 90 day timelines	Through work with the JCPS IT department Infinite Campus now has the ability to track timelines.	The grantee only has to use one data management system to track and store screening data.	Operations and Child Development & Health Managers	August 2014	Once for production and ongoing for use

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To insure all children have appointments or have treatment prior to the 90 day deadline	The ECH management team will develop a contingency plan to insure all screenings, exams and follow-up takes place for all children. This plan will include a list of free providers, clinics, health departments, dental offices, and doctor offices. A determination will be made by the team to allocate program funds to pay for services to meet the screenings, exams and follow up requirements.	All children will receive 90 Day health exams	Management Team	September 2014	Once
To provide linguistically appropriate screenings and communication to collect health documents	The teacher submits an Early Childhood referral for communication with a family that speak a language other than English. An ESL Interpreter Form is completed by the Special Services Coordinator and sent to JCPS English as Second Language Department	. Communication regarding health is made in the first language of the family.	Director and Child Development & Health Manager	Ongoing	September 2014
All required follow-up is entered into ChildPlus	Reports and report schedules will be generated for all failed screenings and exams. A procedure will be developed on entering follow-up data. It will include, by department, specific roles and tasks related to data entry and follow up.	Every child needing follow up treatment from 45 or 90 day requirements will receive follow up treatment.	Management Team	Ongoing	October 2014
Staff communication plan for 90 day health requirements	Using reports, the Director will send out weekly updates of progress towards compliance with 90 day health requirements. At central office, a visual will be posted and updated weekly for all to see.	Bring awareness to the urgency of the 90 day timeline.	Management Team	Ongoing for first 90days	September 2014
To allow for a single system to enter all health documentation and follow up	The Early Childhood staff has collaborated extensively with JCPS IT staff on creating a single system to enter, track and follow up with all health documentation.	Currently all health documentation can be entered and tracked in Infinite Campus but follow up must take place in ChildPlus because Infinite Campus does not have the ability to record follow-up. JCPS IT is drafting a plan to request changes to Infinite Campus that allows for Follow up.	Management Team	Once	120 Days from submission of requested changes to Infinite Campus