

Jefferson County Board of Education
CORRECTIVE ACTION PLAN 1304.2(b)(1)

Definitions for Early Childhood Record Keeping:

Infinite Campus- This is an electronic data warehouse used by the state of Kentucky. This houses Attendance, All 45 day screenings, and Health data. 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.

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 (b) Screening for Developmental, Sensory, and Behavioral Concerns (1) In Collaboration with each child's parent and within 45 calendar days of the child's entry into the program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmental, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, and emotional skills (see 45 CFR 1308.6(b)(3) for additional information). To the greatest extent possible these screening procedures must be sensitive to the child's cultural background</i></p>	<p>The grantee did not, in collaboration with each child's parent and within 45 calendar days of the child's entry into the program, perform or obtain linguistically and age-appropriate screening procedures to identify concerns regarding sensory--visual and auditory--skills for all children. Nine percent of child files reviewed lacked evidence the children received all required screenings, and 9 percent of the files reviewed contained evidence the children received screenings late.</p> <p>A sample of 87 child files was reviewed. Of the sample, eight files were missing vision or hearing screenings. In addition, eight children received screenings more than 45 days after entry into the program, ranging from 14 to 483 days late. In an interview, the Health Coordinator confirmed the information in the files.</p> <p>For this issue to be corrected and full compliance achieved, any children enrolling in the program after the grantee receives this report must be screened within 45 days of their entry. The grantee cannot remain out of compliance with this regulation during the corrective action period.</p> <p>The grantee did not, in collaboration with each child's parent and within 45 calendar days of the child's entry into the program, perform or obtain linguistically and age-appropriate screening procedures to identify concerns regarding sensory--visual and auditory--skills; therefore, it was not in compliance with the regulation.</p>

DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS

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<p>Insure the correct the entry date for all children in ChildPlus. Entry Date- The definition of an entry date is the first day a child is physically in a classroom.</p>	<p>On each day of school teachers will enter their attendance into Infinite Campus Software this will determine what is known as the E01 or Entry Date.</p>	<p>A daily attendance record will be generated from Infinite Campus</p>	<p>Teacher</p>	<p>August 27, 2014</p>	<p>Once and ongoing for children after the initial start date.</p>
	<p>The JCPS Registrar Certification Manual gives clear directions on how to establish the E01 or entry date.</p>	<p>The directions insure an accurate start date for each child is recorded</p>	<p>School clerks</p>	<p>Upon the child's physical start date.</p>	<p>Once and ongoing for children after the initial start date.</p>
	<p>The Operations unit will run an attendance report for each classroom out of Infinite Campus</p>	<p>A listing of all children not physically in attendance will be generated from Infinite Campus</p>	<p>Operations</p>	<p>August 27, 2014</p>	<p>Daily</p>
	<p>A batch list of all enrolled children will be generated in ChildPlus.</p>	<p>This will generate a list of all children who accepted a slot into the classroom</p>	<p>Operations</p>	<p>August 27, 2014</p>	<p>Once and ongoing for children after the initial start date.</p>
	<p>Children who are not in attendance based on the Infinite Campus report will be removed from the list generated in ChildPlus so their entry date is not the first day of school. The entry date for those children will be empty until they physically arrive in a classroom.</p>	<p>Children who are not physically in attendance will not have an entry date of the first day of school.</p>	<p>Operations</p>	<p>August 27, 2014</p>	<p>Once</p>

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	<p>After those children are removed all other children will be batch entered into ChildPlus with the entry date of the first day of school.</p>	<p>This insures that all children physically in a classroom are given the correct entry date as the first day of school</p>	<p>Operations</p>	<p>August 27, 2014</p>	<p>Once and ongoing for children after the initial start date.</p>
	<p>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.</p>	<p>A list is generated in ChildPlus that has all children who did not physically show in classroom on the first day of school</p>	<p>Operations</p>	<p>August 27, 2014</p>	<p>Once</p>
	<p>The Operations Unit will give The ChildPlus 2125 report to the Parent Family Engagement Manager to share with Parent Involvement Liaisons to 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</p>	<p>All 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>Operations/Parent and Family Engagement Unit</p>	<p>Starts August 28, 2014</p>	<p>Ongoing</p>

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	<p>day of school. The Parent Family Engagement Manager will determine which children will be declared a no show based on the contact with the families. New children will be enrolled by the Parent Involvement Liaisons in the empty slots from 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>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</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>

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	attendance the child will be given an entry date in ChildPlus by the Operations Unit.				
	The Operations Unit will run the ChildPlus 2125 report again on the 6 th day and share it with the Parent Family Engagement Manager. The Parent Family Engagement Manager will give the ChildPlus 2125 Report to Parent Involvement Liaisons so it can be cross referenced with Family Service Worker notes to insure these children have given a valid reason and will be showing up. All vacancies will be declared no later than the 15 th day of school.	A report will indicate only those children who the Parent Family Engagement Unit has made contact with	Operations/Parent Family Engagement	Once September 4, 2014	Once
DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
Enhancements to Infinite Campus	An Early Childhood Tab was created that allows all 45 day screenings to be tracked in one data base.	Dual entry for screenings in two separate systems is no longer necessary	Management Team	August 2014	Once

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DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
Organizational Chart Change	The organizational chart was changed and three clerks were hired that will specifically track the 45 day screening timeline and results	This change gives specific attention to completing the screenings and gives the ability to track individual classrooms	Director	June 2014	Once
DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
Create a data plan that indicates what report is used for each health event, which system the information is stored in, who does follow up, who enters the data and what departments is responsible. The data plan will contain Dual Entry until a better system can be created by JCPS IT.	The Management Staff has created a data plan that will be used until one system for Health Records can be created	It is clearly defined which records are stored in what system until a single system can be created. The plan includes who gives the assessment, who enters the data, who collects documentation, Who does follow up, 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
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Research and purchase of new machines for vision (Early HS) and hearing machines. (Children who need to be screened after the initial screenings)	This will allow Early Childhood staff to conduct hearing screenings for those children who enter Head Start later in the year and before their 45 th day of enrollment	Early Childhood will have the ability to screen those children who start later in the school year and still hit their 45 day timeline	Fiscal Unit Manager/Health and Education Manger	September 2014	In-Progress
DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
A unit calendar has been created that gives specific dates for those individuals to complete the screenings. (CDH)	A screening calendar has been completed 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 45 day screenings and when the data is recorded for any possible follow up.	Director/Health and Education Manager	September 2, 2014	In process
DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
Monitoring- Weekly reports and meetings will be held according to a schedule created by the Director	All individuals in the screening process are represented to insure any barriers to reaching full compliance of all 45 day screenings is met.	The Management Team works to hold individuals accountable and to remove any barriers in order to arrange for screenings to take place prior	Management Team	August 27- November 1, 2014	ongoing

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To insure timely hearing screenings for those children absent during the initial screening time	To purchase equipment and train staff to administer a hearing screening	Every child has a hearing screening within the 45 day time line.	Director/Health and Education Manager	September 26, 2014	As needed
Training on use of the Infinite Campus Tab to enter all screenings by the classroom teacher	Training will take place for Head Start Teachers in August 2014	Each teacher will have the ability to directly enter the screening results into Infinite Campus	Health and Education Manager	August 2014	Once/with follow up
30, 45, 60 and 90 day Reference Chart has been created	A chart 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 timeline	Management Team	August 2014	Current
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CORRECTIVE ACTION PLAN		OUTCOMES WITH INDICATORS			
Infinite Campus now has the ability to track dates of 45 day, 60, 90.	Through work with the JCPS IT department Infinite Campus now has the ability to track timelines.	The grantee only has to use one electronic system to track and store screening data	Operations/Health and Education Managers	August 2014	Current
DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
To provide linguistically appropriate screenings	<p>The teacher submits an Early Childhood referral for communicating with a family that speaks a language other than English</p> <p>An ESL Interpreter Form is completed by the Special Services Coordinator and sent to the JCPS English as Second Language Department</p>	Screening will be completed within the 45 day timeline and in the child's first language	Director/Health and Education Manager	September 2014	Ongoing
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To keep staff informed on the progress to complete compliance of the 45 day screenings	The Director will send out weekly percentiles of completion of 45 day screenings, based off management reports to all Head Start employees. At	Bring awareness to the urgency of the 45 day screening timeline.	Unit Managers/Director	September 2014	Ongoing for first 45 days

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	central office a visual will be posted and updated weekly for all to see.				
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