Jefferson County Board of Education

CORRECTIVE ACTION PLAN 1304.51(g)

Definitions for Early Childhood Record Keeping:

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) File- This file contains the child's eligibility and application materials, health exams collected by the Early Childhood Central Office, placement information, partnerships and resources, family contact notes, and follow-up.

Classroom Folder- JCPS enrollment form, Parent permissions, Information from the parent on the child's development, Child assessment information, Home Visits, Parent Conferences

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 NonCompliance
PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies *1304.51 Management Systems and Procedures.* • *(g) Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.*	During the triennial review (12/8/2013) it was established that the record keeping systems was not fully implemented. Files lacked required determinations, screenings and follow up examinations and treatment. The system was not used to generate accurate and timely information thus resulting in the program being unaware that 44 percent of children in need of further services did not receive follow up.

DESCRIPTION OF CORRECTIVE ACTION PLAN	ACTIONS TAKEN	OUTCOMES WITH INDICATORS	PERSON(S) RESPONSIBLE	TIME-FRAME	STATUS
The ultimate goal is a single entry system that can provide reports necessary for monitoring and to meet state and district requirements for Health.	A meetings was held with JCPS IT department on July 29, 2014	The IT department is optimistic they can have a software infrastructure created within 120 days that will allow all health data to be	Unit Managers	120 Days	Ongoing

		entered into Infinite Campus with follow up.			
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
The grantee is currently exploring the possibility of obtaining a bridge between Infinite Campus and ChildPlus to eliminate dual entry into two record keeping systems.	Contact was made with ChildPlus a bridge does not exists	No outcome		July 2014	Complete
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
A meeting was set up with Oldham County to see how they have Infinite Campus set up.	JCPS IT met with Oldham County on 7-28-14	It was established by JCPS IT that the system for Oldham County could not run custom reports for the number of children in Jefferson County Board of Education.		July 2014	Complete
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Attempt to work with Infinite Campus on	A second meeting with the Superintendent,	Move forward with having Infinite Campus	JCPS IT/ Director	120 Days	Ongoing

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creating data fields to monitor and eliminate as many dual system entries as possible. (where to enter Health Documents)	Assistant Superintendent, Director, and the Director of IT took place on 8-4-14	create custom filters to enter all health data and follow up in Infinite Campus. This will eliminate Dual Entry except for the initial set up of the child.			
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
The Early Childhood Staff and the IT Staff will work closely to refine entry and update of the Infinite Campus records	A schedule of set meetings with JCPS IT to monitor technological issues and data entry	All technical issues are resolved and data is entered cleanly into the Infinite Campus System.	Management Team/Director/JCPS IT	July 2014	Ongoing
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
IT Staff and Early Childhood staff collaborated to make changes to allow for health screenings into Infinite Campus	Technological changes have taken place that will allow single entry into the system for health screenings and give the status for follow up	An Early Childhood tab has been created in Infinite Campus that allows reports to be run	Unit Managers/Director	August 2014e	Complete
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	The Management Staff has created a data plan that will be used until one	It is clearly defined which records are stored in what system until a single system	Management Team including Health and Education Unit Manager, Operations Manager, Family Services and Parent	May 2014-July 2014	Complete

	system for Health Records can be created	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.	Engagement Manager, Director and Fiscal Operations Manager		
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.					
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Organizational Chart changes	Organizational chart changes have taken place to provide greater support for entry and monitoring of data	Three Health Clerks have been added to aide in the entry and collection of screenings, Schedules have been changed to double the size of staff entering data during 45 and 90 day screenings, A compliance officer has also been added to aide in monitoring	Director	June 2014	Complete
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**

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Schedule of reports	A determination is made as to which reports will be pulled, by whom, a distribution list, and out of what system	The director and management team as well as specific employees will be informed of progress and concerns	Director	August 2014	In process
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
All staff have access to reports	ChildPlus and Infinite reports are made available to all staff. Training is ongoing according to needs for specific role groups.	Staff will have specifics on how data is entered, what reports are used to track collection and follow up	Unit Managers	January 2014 Ongoing for Infinite Campus	January 2014 Ongoing for Infinite Campus
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Training for central office staff	All central office staff who have a role in the entry, monitoring or collection of health documents will be trained on the use of Infinite Campus and the system as a whole.	All Staff will be trained on the Corrective Action Plan and their roles	Management Team	August 15, 2014	Complete
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Training needs for classroom staff	Classroom teachers will be trained in how to enter screening information into Infinite Campus	All screenings will be completed and a record of each screening in Infinite Campus	Health and Education Unit Manager	August 2014	In process

		as indicated on the Data Plan			
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Electronic File Storage	SharePoint will be used to house reports run to show evidence of monitoring and compliance	The grantee will have documented reports to show ongoing monitoring and compliance of regulations	Management Team/Director	Ongoing	Current
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
Ongoing Monitoring	Procedures for monitoring of records and reporting has been established	Through several meetings responsible parties have been identified and will be accountable for paper and electronic file reviews.	Unit Managers/Director	June 2014	Current
DESCRIPTION OF CORRECTIVE ACTION PLAN	**ACTIONS TAKEN**	**OUTCOMES WITH INDICATORS**	**PERSON(S) RESPONSIBLE**	**TIME-FRAME**	**STATUS**
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. ERSEA Files will be audited three times a year. Classroom folders will be audited twice. A	To make sure all documentation required for compliance is available	Management Team	Ongoing	July-May 2014-2015

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	sampling of 10% of each location will be audited during.				