

Jefferson County Board of Education  
CORRECTIVE ACTION PLAN 1304.2(c)(3)(iii), 1304.20(a)(1)(iv), 1304.20(a)(1)(iii)

<p>Definitions for Early Childhood Record Keeping:            Infinite Campus- This is an electronic data base required by the state of Kentucky of preschool children. It currently houses 45, 60 and 90 day health information for Head Start Students. Follow up notes for screenings can also be found here.            ChildPlus- This system houses follow up notes from screenings, failed screenings. It may also house some notes along with Infinite Campus on follow up for 60 and 90 day exams.</p>	
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</i>  <i>(1) In collaboration with the parents and as quickly as possible, but no later than the 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 1304.20(a)(1), 45 CFR 1304.2(a)(2), and 45 CFR 1304.2(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:</i>  <i>(iii) obtain or arrange further diagnostic testing, examination, and treatment by and appropriate licensed or certified professional for each child with an observable, known or suspected health or developmental problem; and</i></p>	<p>The grantee did not obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with and observable, known or suspected health or developmental problem. Forty-four percent of the files reviewed of children with identified or suspected problems lacked evidence the program obtained or arranged further services to address the concerns.</p> <p>The problems were identified between February 5, 2013 and October 18, 2013, and none of the files contained evidence of any follow-up or contacts made by the program since the original identification of the concerns. In an interview, the Disabilities/Mental Health Coordinator confirmed the information in the files was correct and stated staff had no access to child health care reports until November 18, 2013, at which time follow-up activities were initiated</p>

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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
Information to families	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
ERSEA File Audits are conducted at the time of file set up	The paper audit of the ERSEA files is conducted using a check list for content at the time the child initially enters the program.	Files will be set up with the proper information	Family and Community Partners Manager/Liaisons/Family Service Workers	Ongoing	July 2014-May 2015
Online training for ECH Health Entry	Each person entering Early Childhood Health Data into infinite Campus must complete an online course and be certified to do so.	Online entry is done correctly with procedures set forth by the training module.	JCPS Infinite Campus	August-September 2014 and ongoing as new employees are hired	Completed

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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.	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.	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 E01 or entry date.	The directions insure an accurate start date for each child is recorded	School clerks	Upon the child's physical start date.	Once and ongoing for children after the initial start date.
	The Operations unit will run an attendance report for each classroom out of Infinite Campus	A listing of all children not physically in attendance will be generated from Infinite Campus	Operations	August 27, 2014	Daily
	A batch list of all enrolled children will be generated in ChildPlus.	This will generate a list of all children who accepted a slot into the classroom	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 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.	Children 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 children are removed all other children will be batch entered into ChildPlus 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 first day of school	Operations	August 27, 2014	Once and ongoing for children after the initial start date.

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	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
	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 5 <sup>th</sup> 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 10 <sup>th</sup> 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.)	All Children who have been determined as declining services or no show will be replaced from the wait list by the 15 <sup>th</sup> day of school.	Operations/Parent and Family Engagement Unit	Starts August 28, 2014	Ongoing

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	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.	Updated entry dates for those children who show up after the first day	Operations	August 28, 2014	Daily
	The Operations Unit will run the ChildPlus 2125 report again on the 6 <sup>th</sup> 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 <sup>th</sup> 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
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
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

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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
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 to the 45 day timeline	Management Team	August 27- November 1, 2014	Completed
New equipment was purchased to help with vision 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 <sup>th</sup> 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	Completed

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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	Completed
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
Infinite Campus now has the ability to track dates of 45 day, 60, and 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	Working with MIS to continue to refine our ability to track our timelines within the new reports.

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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
To keep staff informed on the progress to complete compliance of the 45 day screenings.	The Director will send out updates by percentiles of completion of 45 day screenings, based off management reports to all Head Start employees.	Bring awareness to the urgency of the 45 day screening timeline.	Unit Managers/Director	September 2014	Ongoing for first 45 days Results were shared by the Director but individual deadlines were given to teachers.
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
Getting correct documents	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



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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	Has been accepted by Infinite Campus, currently we are in discussions about completion dates and timelines	Once
All required follow-up is entered into ChildPlus and/or Infinite Campus	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. Letters reminding parents to get immunizations are generated and stored in Infinite Campus.	Every child needing follow up treatment from 45 or 90 day requirements will receive follow up treatment.	Management Team	Ongoing	October 2014
Electronic Audits of Vision and Dental Exams	Infinite Campus was audited to ensure actual forms were uploaded and the forms were correct. Any forms not uploaded; schools were contacted as well as family service workers to receive the document from the parent.	Accuracy that data has an appropriately attached form. It is noted in Infinite Campus that no scanned document was entered.	Clerks	Once	November 2014

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Help sessions for school clerks	Help sessions were offered by JCPS Head Start to JCPS School Health clerks for those having questions or low entry into Infinite Campus	Data is entered in a timely manner by schools and school clerks receive any needed assistance	Director/JCPS Health Services/ JCPS Head Start Health Coordinator	September-November	Complete
Alignment of support staff	Front Office clerks were assigned specific locations to coincide with Family Service Workers.	Improve communication with locations and between departments.	Director	October 2014	Completed
Health Clinics to provide exam services to families	To create timely health clinics at centers to accommodate families who have difficulty in following through on health requirements	Children will receive proper exams whose parents would otherwise not complete this or have trouble completing this.	Health Management/Director/Fiscal	January 2015 and expanded now that contacts have been established	Partial completion
More detailed alignment of support staff	A plan has been drafted to align locations by regions. Support staff teams to include health clerk, disability liaison, family service works, front office clerk and liaisons will be assigned regions containing groups of schools	Communication with schools and communication between departments will improve. Each area will have personnel responsible for each aspect of collecting health documents and conducting follow up	Management Team	March 2014	Pending
Additional training on how to read health documents for errors	Additional training is necessary for employees who enter and collect health documentation	This will cut down on the number of documents identified through audit that have errors	Management Team	March/April 2015	Pending
Retrain management staff on the district process for progressive discipline with employees	Materials organized and collected for management team.	To ensure that proper due process is given and procedures are followed with employees who fail to complete job task to	Director	February 2015	pending

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		include follow.			
Entry Dates	The operations unit will run a report each Monday and provided to the FCP management of children showing in ChildPlus without and entry date, indicating they have not yet shown	The Family Service Worker will make contact with the teacher and/or parent	Operations Family and Community Partners	January	Ongoing
A training schedule for Family and Community Partnerships to include EPSDT schedule to note taking is being developed and implemented	All staff will be included in these trainings who handle or enter documents	All staff will have the same information	Management Team	January	Ongoing
Report schedule created	A report schedule has been created	All parties involved will have the report schedule so everyone is viewing similar information	Management Team	December	Ongoing