**CPLC ECD 2018 Annual Report**

**Agency Mission**

Chicanos Por La Causa, Inc. (CPLC) is a statewide community development corporation committed to building stronger, healthier communities as a lead advocate, coalition builder and direct service provider. CPLC promotes positive change and self-sufficiency to enhance the quality of life for the benefit of those we serve.

**History**

Chicanos Por La Causa Early Childhood Development (CPLC ECD) programs promote school readiness for children and families throughout Arizona. CPLCECD is focused on meeting the education and childcare needs of families and fostering family self-sufficiency through the provision of supportive care and developmentally appropriate early childhood education services to children under five years old.

CPLC’s Arizona Migrant and Seasonal Head Start Program and Early Head Start programs are administered through the agency’s ECD program.

CPLC’s first Head Start grant was awarded in 1996 when the agency became the statewide grantee for Migrant and Seasonal Head Start with 301 funded slots. In 2000, the agency won a second grant to provide Early Head Start services in South Central Phoenix with 52 funded slots. As of today, both programs have grown with Migrant and Seasonal Head Start having 930 funded slots and Early Head Start having 112 funded slots.

CPLC ECD requested a reduction in Early Head Start service slots from 124 to 112 for 2017-2018 program year. The slot reduction was based on parent input, self-assessment outcomes, and community assessment data that determined ECD had a need in meeting appropriate teaching staff and coverage without compromising the service quality of our program. In order to operate within this reduction, ECD eliminated one Home Visitor position by transferring this position to serve as a Floater Teacher position and reduced the home-based option slots by 12. The total slot reduction was reached by reducing 10 home- base slots from our Phoenix and Murphy locations and reducing two home-based slots from our Queen Creek location. CPLC ECD continues to provide a solid continuity of service to children for multiple years, supporting the idea that we can serve them early on and then transition them to a Head Start or Preschool program as they continue to prepare for Kindergarten.

CPLC ECD families represent an underserved population with mounting challenges: poverty, housing shortages, unemployment, health concerns, hazardous working conditions, poor nutrition, and a host of cultural and language barriers. Collaborating with community partners who share CPLC's commitments to all families in need, ECD turns the tide, providing an array of services to support the health, well-being, and future educational success of young children.

Within Arizona’s agricultural communities, migrant and seasonal farm working families face additional obstacles as they struggle to find access to health care, social services, housing, transportation and education. Many families struggle to care for children with disabilities and mental health challenges. Therefore, CPLC ECD Migrant and Seasonal / Migrant and Early Head Start (MSHS and MEHS) services are provided in those areas where handpicked and row crops are most prevalent. Program Centers provide full-day services and children are transported to the centers daily on buses which meet Head Start Program Performance Standards (HSPPS) for safety. CPLC ECD is the sole grantee for **Migrant and Seasonal Head Start** in the state of Arizona, providing service to 930 children ages 0 to 5 years old in the communities of Yuma, Somerton, San Luis, Eloy, Willcox, Surprise and Queen Creek.

CPLC ECD Early Head Start (EHS) is funded to serve 112 children ages 0-3 with a focus on pregnant and parenting teens. The service area includes the Phoenix, Murphy, Wilson and Roosevelt elementary school districts and the town of Queen Creek.

**Early Childhood Development Program Structure**

**Program Narratives** ECD administers Early Head Start and their statewide Arizona Migrant and Seasonal Head Start Programs, which combined, provides services for approximately 1,042 children and families annually. ECD provides educational, health, nutrition, and social and emotional development services to families who represent an underserved population with mounting challenges by providing braided and comprehensive package of social-human services and economic development opportunities to economically disadvantaged population.

Early Head Start (EHS) is a federally funded community-based program for low-income pregnant women and children six weeks to three years of age. Early Head Start programs promote healthy prenatal outcomes for pregnant women, enhance the development of young children and promote healthy family functioning by providing services, which meet the educational and childcare needs of families and by fostering family self-sufficiency through supportive care and developmentally appropriate early childhood education services. ECD EHS provides full-day, full-year programming which is sensitive to the ethnic, cultural and linguistic heritage of the 112 children and families by providing comprehensive child development and family support services in a manner, which are dual-language accessible and culturally sensitive.

Migrant and Seasonal Head Start-Migrant Early Head Start (MSHS-MEHS) is a federally funded community-based program for children from migrant and seasonal farm working families who are between six weeks to five years of age. MSHS-MEHS provides comprehensive child development, family support services in a manner, which are dual-language accessible, and culturally sensitive, designed to ensure that program participants, enter the next school setting healthy and ready to learn. This program serves 840 children and their families with 37 weeks of full day services and transportation. In addition, this grant includes a Family Child Care Home Provider Option for 32 of the 840 slots funding 37 weeks of service. Family Child Care Partners for this program do not include transportation.

Migrant and Seasonal Early Head Start-Child Care Partnership Expansion (MSEHS-CCP) is a federally funded community-based program whose goal is to increase the social competence and school readiness of children from low-income families by expanding access to high quality, comprehensive service for migrant and seasonal eligible infants, toddlers and their families. MSEHS-CCP provides services to children six weeks to three years of age from low-income migrant and seasonal families, with a focus on mobile migrant as its highest priority clients in the center-based and childcare partnership system. MSEHS-CCP offer 90 eligible children and their families with 2 lengths of service depending if the family is a Seasonal or Migrant type of agricultural working family. Seasonal families are provided with full-day, full-year services and Migrant families are provided with 37 weeks of full-day services which are sensitive to the ethnic, cultural and linguistic heritage of the children and families participating by providing comprehensive child development and family support services in a manner, which are dual-language accessible and culturally sensitive.

**Early Childhood Development Program Options**

CPLC ECD’s Head Start programs offer comprehensive education and development program services, which provide nutrition, health, disabilities, and educational services to children from birth to age five. CPLC ECD’s Head Start centers are locally operated and funded by federal grants. CPLC ECD operates distinct Head Start programs:

***Early Head Start (EHS)***

***Population Served***

Current funded enrollment is 112, which include 72 center-based slots and 40 home-based/pregnant women slots. The target population is children ages 0-3 with a focus on pregnant and parenting teens and families who meet the Early Head Start eligibility criteria. Our program served 133 eligible children and 11 pregnant women, reaching 121 families, for this program year. The monthly attendance for our EHS services was 89% of our enrollment.

Early Head Start centers are located at the following sites:

|  |  |  |
| --- | --- | --- |
| **Phoenix EHS Center**1402 S. Central Ave. Phoenix | **Murphy EHS Site**3140 W. Buckeye Rd. Phoenix | **Queen Creek Center**18149 E. San Tan Blvd. Queen Creek |

The Early Head Start Phoenix and Murphy Centers serve zip codes 85004, 85003, 85006, 85007, 85009 and 85034. The Queen Creek Early Head Start Center serves zip codes 85140 and 85142.

The EHS center-based program provides full day, full-year services to children and families with 197 scheduled contact service days and totaling 1,381 hours, which meets the revised Head Start Performance Standards (HSPPS) requirements. Center closures include two weeks in the winter, one week during the spring closures and three intervening weeks, which allow staff the opportunity to close out files, complete home visits, prepare for the upcoming year and attend the annual Preservice professional development.

Center closures may include winter, spring closures and intervening weeks, which allow staff the opportunity to close out files, prepare for the upcoming year and attend the annual Preservice Professional Development.

Program Details

Center-based Option provides:

CPLC EHS provides nine classrooms for infants and toddlers enrolled in the center-based program option. All classrooms are designed to meet revised HSPPS and licensing requirements. Education support staff guide teachers in ensuring that classrooms are set up in developmentally appropriate ways and meet best practices for providing optimum Early Childhood Development and education learning environments.

***Home-Based Option provides:***

* 48 Home Visits
* 90-minutes weekly home visits
* Monthly 90-minute home visit for pregnant women depending on the needs of the family
* 22 Group Socialization Activities
* Home Visits conducted by a trained Home Visitor with the content of the visit planned jointly with the family
* Home visits which address all elements of the Early Head Start content areas over the course of a month

***Migrant Seasonal and Early Head Start (MEHS/MSHS)***

***Population Served***

Current funded enrollment is 840 (650 slots allocated to migrant children and 190 slots allocated to seasonal children). Migrant and Seasonal Head Start is funded to serve 752 slots and Migrant Early Head Start is funded to serve 88 slots. The target population includes children ages 0-5 from low-income migrant and seasonal families, with a focus on mobile migrants as its highest priority clients via center-based and family childcare home provider partners. Our program served 840 eligible children for this program year (100% of our funded enrollment) and provided services to 693 families. The monthly attendance for our MEHS/MSHS services was 87% of our funded enrollment.

Migrant and Seasonal Head Start Centers are located at the following sites:

|  |  |  |
| --- | --- | --- |
| **Dysart Center** 15815 N. Desert Sage Surprise, AZ 85378 | **Eloy Center**201 N. Sunshine Blvd. Eloy, AZ 85131 | **Queen Creek Center**18149 E. San Tan Blvd. Queen Creek, AZ 85142 |
| **Willcox Center** 611 N. Bisbee Ave. Willcox, AZ 85643 | **Somerton Center** 435 E. Jacobs. Somerton, AZ 85350 | **Yuma Center**1875 S. 45th Ave. Yuma, AZ 85364 |
| **Rancho Viejo MEHS** 930 S. Avenue CYuma, AZ 85364 | **Las Casitas MEHS** 541 S. 6th Ave. San Luis, AZ 85349 | **Bienestar First Step MEHS**690 N. 10th Ave. San Luis, AZ 85349 |
| **San Luis C Center**1522 C. St. San Luis, AZ 85349 | **San Luis D Center**1770 E. D St.San Luis, AZ 85349 | **San Luis G Center**649 N. 9th Ave.San Luis, AZ 85349 |

The MSHS/MEHS center-based program provides full-day services to children and families for 37 weeks per year with 162 scheduled contact service days that includes transportation. A Summer Peak program encompasses 6 weeks of service, for a total of 28 days. In addition, this grant includes a Family Child Care Home Provider Option for 32 of the 840 slots funding 37 weeks (179 scheduled contact service days) of service. Family Child Care Partners for this program do not include transportation. Center closures include two weeks in the winter, one week during the spring, and closure during the summer for non-serving center, sites and providers. Staff receive nine Planning Days and eight Professional Learning Days.

Program Details

CPLC MSHS provides service to 840 migrant and seasonal children ages 0-5 via 56 classrooms at 12 center sites (28 infant/toddler classrooms and 28 preschool classrooms). All classrooms are designed to meet Head Start Program Performance Standards (HSPPS) and licensing requirements. Education support staff guide teachers in ensuring that classrooms are set up in developmentally appropriate ways and meet best practices for providing optimum Early Childhood Development and education learning environments.

***Child Care Partnership Expansion***

***Population served***

Current funded enrollment is 90. The target population includes children ages 0-3 from low-income migrant and seasonal families, with a focus on mobile migrants as its highest priority clients in the center-based and childcare partnership system. Our program served 93 children for this program year and providing services to 80 families. The monthly attendance for our CCP services was 92% of our funded enrollment.

CPLC ECD run Expansion Classrooms are located at the following sites:

|  |  |
| --- | --- |
| Yuma County**Rancho Viejo MEHS**930 S. Ave. CYuma, AZ 85364 | Pinal County**George Washington Carver (GWC)**304 W. AlsdorfEloy, AZ 85131 |

The MSEHS-CCP program service year includes two lengths of service depending if the family is a Seasonal or Migrant type of agricultural working family. Within this grant, Seasonal families are served year-round for 46 weeks (they are stationary or settled) and Migrant families are served for 37 weeks (they move with the migrant crop stream). The MSEHS-CCP program service lengths are assigned as follows:

Seasonal Families:

The program will provide Seasonal families with full day, full-year services for 46 weeks per year. Scheduled contact services days will range between 217 days of planned classroom operations.

This schedule allows the program to operate for the required 46 weeks for a full-year program, at the same time providing time for staff to complete required training prior to the start of the program year.

Migrant Families:

The program will operate for 37 weeks to support families during the regular peak agricultural season in Arizona. Scheduled contact of 162 days of class operations.

Center closures include two weeks in the winter, one week during the spring closures and three intervening weeks which allow staff the opportunity to close out files, complete home visits, prepare for the upcoming year and attend the annual Preservice Professional Development.

Program Details

MSEHS-CCP enrollment is 90 migrant and seasonal children ages 0-3 and provides: MSEHS-CCP enrollment is 90 migrant and seasonal children ages 0-3 and provides:

* 4 Classrooms at 2 CPLC Centers
* Full-Day service scheduled according to peak agricultural season with transportation
* 6 to 11 Family Child Care Home Providers and/or Child Care Center Partner sites within current service areas
* 217 days of planned class operation for children of seasonal families
* 12 Planning Days & 11 Professional Learning Days for staff serving seasonal children
* 46 weeks of service for seasonal children
* 162 days of planned class operation for children of migrant families
* 9 Planning Days & 8 Professional Learning Days for staff serving migrant children
* 37 weeks of service for migrant children
* 6 home visits for seasonal children conducted by trained staff
* 3-5 home visits for migrant children conducted by trained staff

***Enrollment Summary***

**Early Head Start Enrollment Summary**

In Program Year 2017-2018, CPLC’s received funding to serve 112 (100% funded enrollment) children and pregnant woman in select school districts within Maricopa County. However, there were 144 children and pregnant women served, thereby reaching 93 families this year. CPLC ECD was able to serve 31% of potentially eligible children within the boundaries of our program service area. Eighty nine percent of enrolled children received medical exams and 85% of enrolled children received dental exams in this program year.

**Early Head Start Participant with Medical and Dental Exams Summary**

**Early Head Start Family Income Demographics**

The income and financial struggles of our community is reflective in the families our program serves. Our families are faced with several challenges including but not limited to unemployment, poverty, lack of education, lack of health care and lack of affordable housing. The services we provide such as health and dental screenings, housing referrals and overall family well ness is crucial to the proper development of our children and the future success of our families.

**Migrant and Seasonal/ Migrant Early Head Start Enrollment Summary**

CPLC reports cumulative Migrant and Seasonal/ Migrant Early Head Start enrollment to the federal office, in lieu of average monthly enrollment, due to the changing needs of agricultural communities. In the program year 2017-2018, the cumulative enrollment for Migrant and Seasonal/ Migrant Early Head Start was 840 children (100% of funded enrollment), reaching a total of 700 families. Ninety-five percent of the children served by our program attended center services while 5% were served through Family Child Care Option (FCC). Seventy-one percent of the children served were considered as migrant children while 29% of the children were considered as seasonal children. Based the current funding levels, CPLC ECD was able to serve 27.2% of potentially eligible children. Eighty-eight percent of Migrant and Seasonal/ Migrant Early Head Start enrolled children received medical exams and 45% of enrolled children received dental exams.

**MEHS/MSHS Start Participant with Medical and Dental Exams Summary**

**Migrant and Seasonal /Migrant Early Head Start Family Income Demographics**

 In Program Year 2017-2018, CPLC’s ECD Child Care Partnership (CCP) received funding to serve 90 eligible children. Within this program year, CCP served 93 children reaching 77 families this program year and serving 43 migrant and 50 seasonal children and families. CPLC ECD was able to provide 90% of CCP enrolled children with medical exams and 81% of enrolled CCP children received dental exams in this program year.

**Child Care Partnership Enrollment Summary**

**Child Care Partnership Participants with Medical and Dental Exams Summary**

**Child Care Partnership Family Income Demographics**

***Promoting School Readiness***

CPLC ECD implements a research-based curriculum that is aligned with the Head Start Child Development and Early Learning Framework, Arizona Early Learning Standards, and the Arizona Infant Toddler Guidelines.

The program has identified program-wide school readiness goals for the children in the areas of language and literacy, approaches to learning, social-emotional development, physical development and health, cognition and general knowledge, and family engagement. The school readiness goals were selected based on areas of greatest impact relevant to the needs of our population. Input was solicited from staff, parents, stakeholders and board members on the development, clarity and implementation of school readiness goals.

In addition to the programmatic school readiness goals, children are provided with individualized education plans that focus on ensuring specific learning goals are established and supported. Every child enrolled and served by our Head Start programs receives a developmental screening through the Ages and Stages and/or Ages and Stages Social Emotional Questionnaire, which is completed collaboratively between parents and teachers.

CPLC ECD maintains a dual language policy, which ensures early learning by supporting the home language, as well as the acquisition of English. CPLC ECD also maintains formal agreements with Local Education Agencies (LEA) to ensure a seamless transition process for preschoolers leaving the Head Start programs and entering kindergarten.

CPCL ECD uses activities such as parent meetings, classroom planning, information packets, home visits and parent/teacher conferences in order to assist our children and their parents to have a solid understanding regarding the processes needed to transition their students into public schools or other learning programs.

In preparation to transition from preschool to kindergarten, CPLC ECD provides transitioning children and families services included, but not limited to: a completed transition plan, facilitated home visits and meetings with LEA’s, resources to the appropriate school districts and their services, and transition packs which include age-appropriate books, orientation information, records, and the child’s progress and planning report.

ECD has a formal School Readiness Planning Team who meet monthly and is comprised of various types of staff members who meet regularly and review progress, challenges/successes, data, analysis, and outcomes in preparation for sharing and gathering input from staff, parents, leadership, and our governing bodies.

This information is also used in meetings with parents, the self-assessment process, professional learning and development planning, coaching.  The program reviewed the past four years of data in order to make data informed adjustments reflected in this revision. The program uses the Peabody Picture Vocabulary Test (PPVT) and Teaching Strategies Gold (TSG) to assess child outcomes.

***Information about Parent Activities***

CPLC Early Childhood Development recognizes the importance of taking a holistic approach to child development and establishing positive, ongoing, and goal-oriented relationships with families. The program strives to empower parents and families to recognize that they are the first and most important teacher in their child’s life.  CPLC ECD uses the Family and Community Engagement framework to reinforce the essential part parents’ play in their child’s school readiness for future success. The program facilitates a Parent Committee to provide input into the service delivery and center procedures through their monthly meetings. Parent Committee meetings are open and are available to all parents or legal guardian(s) of enrolled children are automatic members of the Parent Committee at the center where their child attends class participating parents. The President and Vice President of the Parent Committee serve on the CPLC Head Start Policy Council, which is a policy-making authority comprised of twenty parents and four community representatives whom assists in making programmatic decisions. This process helps to promote families as advocates and leaders. Other activities such as Abriendo Puertas, Father Engagement, Parent workshops and trainings, and goal development sessions are offered through our program in order for our families to gain knowledge, which can support their role as parents, and helps them to support and advocate for their child’s learning and development.

***Program Sponsors***

Office of Head Start Administration for Children and Families, Health and Human Services

Valley of the Sun United Way

Delta Dental of Arizona Foundation

Maricopa County Fair

Fiesta Bowl Charities

Thunderbird Charities

***Policy Council Members***

**Officers:**

Victor Valdivia -President

Alma Rivas -Vice President

Brenda Rodriguez -Secretary

Yuliana Cebreros -Treasurer

**Center Members:**

**San Luis G**

Yuliana Cebreros Brenda Rodriguez Carmen Y Orozco Darlene Gutierrez

Laura Felix Reyna Estrada

**San Luis C-D**

Araceley Jimenez Herrera Jessica Arce Yoloxochitl Urquidez Daniella Armenta

Nancy Villalon Carla Corona

**Somerton**

Jennifer Aguilar Alama Karina Rodriguez Araceli Hernandez Silvia Ibarra

Josefina Chavez Virginia Flores

**Yuma**

Omar Garcia Maya Esquivel Rocia Irbe Sinthia Meza

Teresa Zamora Azucena Aguilar

**Rancho Viejo**

Nathalia Hernandez Leslie Orantes Bianca Ruiz Azucena Carlos

Brenda Obregon O.Veronica Olivas

**Dysart**

Alma Rivas Eva Chavez Ana L. Torres Gladys Matute

Araceli Contreras Adriana Chavez

**Murphy and Phoenix**

Veronica Sanchez Brittany Williams Jessica Bautista Juana Mendoza

Delfina Loera Evelyn Lopez

**Queen Creek**

Victor Valdivia Marlen Gallegos Ortiz Martha Macias Griselda Gutierrez

Quintila Garcia Maria Garav

**Eloy and George Washington Carver**

Erika Camarena Briseida Cervantes Jessica Arredondo-Cota Erika Abitia

Luz Quijada

**Wilcox**

Mayra Bracamonte Vianey Abril FernandaVenegas Maricza Valdez

Araceli Fierros Cecilia Garcia

**Community Members:**

Erika Argueta Arizona Department of Education Head Start State Collaboration

Abe Arvizu -CPLC Board of Directors Liaison

Gina Weatherly- Glendale Community College

***Management Team***

Andres Contreras-Executive Vice President

Andrea Martinez-Vice President

Dina Figueroa-Program Management Office Manager

Ivette Noriega-Continuous Quality Improvement Coordinator

Chenita Young- Planning and Development Coordinator

Margaret Larsen- Education Coordinator

Ruth Cuen- Child Development Program Services Coordinator

Marcia Flores- Family and Community Engagement Services Coordinator

Arturo Magana- Western & Central Region Operations Manager

***Accountability and Review***

**Education**

Strengths

* Increase participation in staff utilizing My Teachstone online resources
* Child Outcome Planning and Administration (COPA) and My Teaching Strategies (MTS) alignment has improved the accountability of child data
* Birth to age three home-based services improved in attendance during planned socialization
*

Areas of Improvement

* + Monitoring was negatively affected due to staff shortage and open positions
	+ Dual language acquisition can to be improved
	+ Improve on-going training conducted throughout the prograsm year for all staff

**Disabilities & Mental Heath**

Strengths

* + Close working relationships with school districts providing IDEA to children dually enrolled
	+ Working closely with part C providers and LEAs to increasing the number of children with disabilities in the program

Areas of Improvement

* Struggle with recruiting children who are eligible for service through AzEIP due to not meeting criteria for our MSHS-MEHS program.
* There is a delay in our children who are referred to AzEIP for services receiving the AzEIP screening in a timely manner- there is quite a delay in receiving those services.

**Health**

Strengths

* + Completing Individual Health/Allergy Plan for Family Child Care Partners and Family Child Care Providers has improved
	+ COPA report have been instrumental in monitoring screenings, immunizations, EPSDTs, capturing the percentage of up-to-date screenings
	+ Emergency procedures for center hat ae within apartment complexes maintain open communication with office managers in the event of an emergency

Areas of Improvement

* + Meeting 90-day deadline for up-to-date EPSDTs for all centers and family childcare homes
	+ Receive complete and timely EPSDTs from doctor offices
	+ Completing Individual Health/Allery Plans prior to enrollment of the child or at least within 30 calendar days of enrollment or a new diagnosis due to missing documentation form doctors, parents or Family Service Engagement Workers

**Nutrition**

Strengths

* + Ongoing monitoring to address nutrition concerns and needs by providing resources and expertise
	+ Strengthen Core Basic Food Service for Cooks and Cook Assistants by providing training on Menu Substitution, Portion Control, New CACFP Meal Pattern, Best Food Service Practices, Time and Temperature Control and Food Allergies
	+ Farm to School Initiative success in promoting buying local, education and school gardening at center sites.

Areas of Improvement

* + Getting the Growth Assessment competed and entered into COPA to meet the 45-day deadline
	+ Promoting Nutrition Month to reduce childhood obesity
	+ No established CPLC HSAC in the programs to address community health and nutrition needs

**Governance, Parent, Family & Community Engagement**

Strengths

* + Parent Committee Officers were provided training on how to run a meeting prior to their first parent Committee Meeting
	+ Policy Council Officers and members were through a variety of methods, including hands on activities and actual examples.
	+ Central and West Regions have Community Representatives attending the Policy Council Meetings

Areas of Improvement

* + Simplify agenda and minutes for meetings
	+ Centralize locations for Policy Council Meetings
	+ Internal partners and ECD staff need to complete and submit documentation on time for the Policy Council Meetings

**Program Governance**

Strengths

* Policy Council Meeting Reports to Parent Committees
* Policy Council Attendance
* Policy Council Training

Areas of Improvement

* Internal partners and ECD staff need to complete and submit documentation on time for the Policy Council Meetings
* Parent Committee Meetings
* Difficult getting parents in one place to conduct Policy Council Meetings without interruption

**Program Management, Operations & Quality Improvement-Child Care Partnerships**

Strengths

* Contracted nine new Family Child Care providers
* Contracted two new childcare centers
* Have a good number of children on our waiting list

Areas of Improvement

* Not being able to meet My Teaching Strategies internal check point deadlines due to heavy caseloads

**ERSEAT**

Strengths

* + We have been able to maintain a wait-list throughout the program year for our services
	+ Staff, community partners and parents work collaboratively to promote regular attendance and reduce chronic absenteeism
	+ Was able to successfully implement the updated requirements of Head Start Program Performance Standards into our ERSEAT Content Area Plans and Procedures

Areas of Improvement

* + Need to create a new hiring plan for new hire/internal transfer staff in the area of ERSEAT
	+ Work with internal partners to create process that will assist in keeping track of daily attendance to identify children at with attendance issues quicker

**Information Management and Technology Systems**

Strengths

* + Upgraded infrastructure in Yuma and San Luis
	+ Phase three, of four phase approach to implement the O365 and infrastructure upgrade for CPLC technology, is 60% completed
	+ Individual inventory tech plans have provided equipment status in real time bases to allow for better planning in updating and replacing technology infrastructure-updates are on target

Areas of Improvement

* + Service provider in Eloy does not provide sufficient internet service to the community which hinders what we can do for the center technology
	+ Eight Mitel phone contracts are coming to an end in the next 9 months and there is a need to present options to the ECD Leadership Team and move forward with the best option
	+ Need to create training videos and put resources on the internet as well as building a training plan for phase four

**Program Management, Operations and Quality Improvement**

Strengths

* + Continuous improvement has occurred in various systems as a result of implementing practices, procedures and approaches in previous program year.
	+ Family Child Care Option is complete integrated into the West Region as a part of restructuring
	+ Integration of Head Start Program Performance Standard in the ECD restructuring, Content Area Plans, Procedures, Job Descriptions, Forms, and in committees and meetings

Areas of Improvement

* + Health and safety for children and staff in all areas should be on-going concern for all staff

**Human Resources**

Strengths

* + Hiring talented people
	+ Technology implementation for business process
	+ Excellent relationship between HR and the Management Team, Leadership Team and Executive Team

Areas of Improvement

* + Develop Training Program
	+ Leadership Training to promote the skills needed for advancement
	+ Promote teamwork across founding pillars

**Fiscal Management**

Strengths

* Budget
* Reforecasting
* SF-425 Reporting

Areas of Improvement

* PO Obligation
* USDA
* Non-Federal Share

***Self-Assessment Program Improvement Plan***

1. Program needs to provide additional training to staff to alleviate the issue of receiving incomplete EPSDT forms, which decrease the current delays being had in the development of health, nutrition, and allergy plans for program participants.
2. Program needs to increase parent engagement participation and provide more information to parent and families about child development stages.
3. Program needs to establish better f communication systems with staff and outside community partners in filtering service and resources requests from program participants.
4. Program needs to work on addressing the need to include inflation costs of goods and services costs into the programs budget.

***Program Highlights***

1. CPLC ECD had a very successful in facilitating our Farm to School Project. CPLC ECD began supporting Farm to School strategies in 2017 and have seen the program flourish into an successful localized approach to the National Farm to School Initiative for each of our centers statewide. In 2018 CPLC ECD hosted a Farm to School Open House with local farms, providing access to fresh food, hands on education and training for children and their families to understand the importance of healthy foods and lifestyle changes, and healthy menu planning. The Farm to School program has had good results, with the Body Mass Index (BMI) of participants, decreasing by the end of the program year. This year was featured in the Eloy Enterprise Newspaper and was awarded the Arizona Department of Education (ADE)-Health and Nutrition Service Division Outstanding Farm to ECE Award.

2. CPLC ECD had a success story come from providing our facilitation of Health Fairs and Oral Health workshops with assistance from our partners at Delta Dental. We have a migrant family comprised of two grandparents and one grandchild (age 4). Several people attended the Oral Health Workshop in November; two grandparents who attended oral health education sessions at the Yuma center with their grandchild where they learned the importance of oral health care, which was something they had not considered important. From the education sessions, the grandparents began taking a proactive interest in the oral health of their granddaughter and when an issue they detected and issue, instead of home remedies, they took the child to a local clinic. The clinic completed an exam on the child, diagnosed with tooth decay, and needed pulpal therapy and two crowns. As the family does not have health insurance nor money to pay for dental care ECD provided 1/3 of funding needed for the child’s treatment, a portion was covered by in-kind donation from Child’s Dental in Yuma (they also completed dental services need for this issue) and individual donations. The child is now doing well and has no more pain. Our program also provide the family with Delta Dental supplies so that the family can continue the oral hygiene needs learned from this program education session.

***Financial***

**Funders for PY 2017-2018**

|  |  |  |
| --- | --- | --- |
| **Funder** |  **Amount**  | **Type** |
| Allpride Marble & Granite, LLC |  $ 300  | Private |
| Alma Trujillo |  $ 800  | Private |
| American Towers |  $ 4,727  | Private |
| Andrea Elaine Dunlap |  $ 400  | Private |
| David Adame |  $ 320  | Private |
| David Bowling |  $ 160  | Private |
| Delta Dental |  $ 10,000  | Grant |
| Edith Leon |  $ 50  | Private |
| Elsa Zamudo |  $ 836  | Private |
| Fry's Food |  $ 1,000  | Private |
| Juanita Zamudio |  $ 800  | Private |
| Life Touch National School Studios |  $ 660  | Private |
| M.C. Marble & Granite, LLC |  $ 300  | Private |
| Magdalena Verdugo |  $ 200  | Private |
| Maria M. Rivera |  $ 80  | Private |
| Maria Spelleri |  $ 320  | Private |
| Real Purified Water |  $ 250  | Private |
| Rolando Boles |  $ 160  | Private |
| Salvador Morales |  $ 40  | Private |
| Silvia De Leon |  $ 341  | Private |
| UnidosUS |  $ 3,000  | Grant |
| United Way |  $ 20,000  | Grant |
| Veronica Carrillo |  $ 800  | Private |
| Veronica Pena |  $ 400  | Private |
| Victor Contreras |  $ 320  | Private |
| Westat |  $ 500  | Private |
| Woolf Roses, LLC |  $ 700  | Private |

**ECD Budget PY 2017-2018**

|  |  |
| --- | --- |
|  | **FY 2017-2018 Budget** |
| **REVENUES****Grant and Contract Revenues** |  |
| Grant Revenue | 70,840 |
| Cost Reimbursement | 17,310,999 |
| Fee for Service | 600,769 |
| **TOTAL GRANT & CONTRACT REVENUES** | 17,982,608 |
| **NON-CONTRACT REVENUES** |  |
| Client Fees | 0 |
| Developmental Fees | 0 |
| Fundraising | 0 |
| Other Revenues | 0 |
| In-Kind Revenue | 0 |
| TOTAL NON-CONTRACT REVENUES | 0 |
| **TOTAL REVENUES** | **17,982,608** |
| **PERSONEL EXPENSES** |  |
| Salaries and Wages | 9,883,822 |
| Payroll Taxes | 923,478 |
| Fringe Benefits | 1,703,919 |
| Consultant & Professional Services | 0 |
| Contractor Services | 453,894 |
| Occupancy Costs | 815,304 |
| Tech and Communications | 57,798 |
| Equip. Rental, Repair and Maint. | 229,814 |
| Depreciation | 469,346 |
| Consumable Supplies | 919,892 |
| Furniture & Fixtures | 10,435 |
| Travel | 55,667 |
| Capital Outlay | 0 |
| Staff Development | 53,748 |
| Insurance | 123,107 |
| Participant Wages & Taxes | 0 |
| Participant Activities | 20,951 |
| Monetary Assistance | 0 |
| Program Construction | 9,000 |
| Interest & Bank Fees | 20,926 |
| Licenses ad Sales Tax | 47,105 |
| Promo Activities & Events | 150 |
| Miscellaneous | 12,920 |
| Training & Evaluation | 0 |
| In-Kind | 0 |
| **TOTAL OPERATIONAL EXPENSES** | **15,811,277** |
| NSP II Admin Cost | 0 |
| Allocated Indirect Cost (CCS) | 2,359,476 |
| **TOTAL EXPENSES** | **18,170,753** |

**Net Surplus / (DEFICIT) (188,145)**

CPLC is the statewide grantee for Migrant and Seasonal Head Start, Early Head Start, and Child Care Partnership services in Arizona. The CPLC Head Start leadership includes parents, community members, and staff. All members of the various councils and committees govern the program efficiently and effectively to allow the fullest potential to be reached. The governing boards review and approve funding applications, enrollment and recruitment plans, self-assessment process results, fiscal activities, and staffing needs.

***Fiscal Activities***

During the course of the most recently completed annual audit (2018) of Consolidated Financial Statements for Chicanos Por La Causa, Inc., our Subsidiaries and Affiliates, required by OMB Circular A-133 resulted with no findings.  The audited financial statements and materials presented fairly in all material respects to the financial apposition of Chicanos Por La Causa, Inc., Subsidiaries and Affiliates.

A copy of the most recent annual audit report is available from our Corporate Compliance Department and may be requested during normal business hours.

***Monitoring Review***

The Administration for Children and Families (ACF) conducted a safe learning environments deficiency-monitoring interview on 3/15/18 of the Chicanos Por La Causa, Inc. Head Start and Early Head Start. The result of this monitoring review was that there was determined to be one deficiency in the Head Start and Early Head Start program. An Overview of Findings letter with items corrected was issued on 8/23/18 and 7/28/18 with one non-compliance.

The Administration for Children and Families (ACF) conducted a safe learning environments deficiency-monitoring interview on 6/8/18 of the Chicanos Por La Causa, Inc. Head Start and Early Head Start. The result of this monitoring review was that there was determined to be one deficiency in the Head Start and Early Head Start program and one no-compliance, which was not related to the deficiency. An Overview of Findings letter with items corrected was issued on 12/4/18 and 2/15/19.

The Office of Head Start has issued a letters of correction in acknowledgement of the actions CPLC took to correct. There is no standing issue and CPLC continue to provide high quality services to the community.