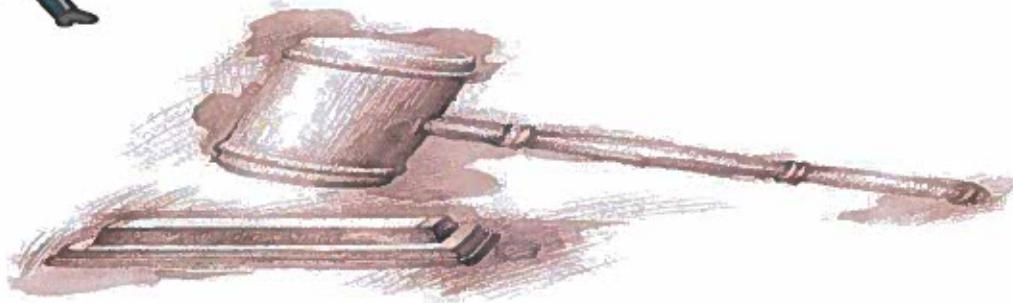




**ATTENTION: ATTENTION:  
ALL EARLY HEAD START PARENTS**



# Policy Council Meeting

City of Albuquerque / Early Head Start

**Wednesday, January 15th, 2020**

**Trumbull Early Head Start Center**

**419 Pennsylvania SE—5:30-7:00 pm**

**For questions, please call the Main Office @**

**(505)767-6500**

*Come and enjoy dinner & child care provided onsite for children 12  
years and under*

**Spanish Translator Services Provided**

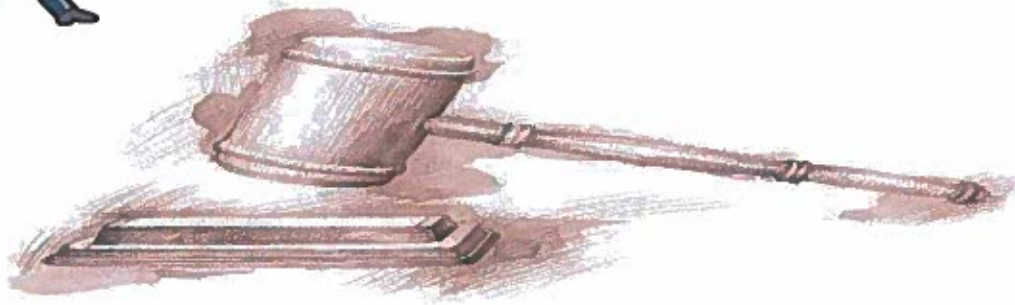
**Servicios de traducción al español prestados**



**ONE  
ALBUQUE  
RQUE** family &  
community  
services



ATENCIÓN: ATENCIÓN:  
TODOS LOS PADRES DE EARLY HEAD  
START



# Consejo de Políticas Reunión

*Ciudad de Albuquerque / Early Head Start*

*Miércoles 15 de enero de 2020*

*Centro Trumbull Early Head Start*

*419 Pennsylvania SE – 5: 30-7: 00 pm*

*Para preguntas, por favor llame a la Oficina Principal @*

*(505)767-6500*

*Venga y disfrute de la cena y el cuidado de niños en el lugar*

*para niños de 12 años y menores.*

*Spanish Translator Services Provided*

*Servicios de traducción al español prestados*



ONE  
ALBUQUE family &  
RQUE community  
services

**City of Albuquerque  
Division of Child and Family Development  
Early Head Start  
Policy Council**

**January 15, 2020**

- 1. Establish Quorum**
- 2. Approval of Minutes**
- 3. Governing Board Report**
- 4. Director Report**
  - a. Enrollment**
  - b. Attendance and Meal Counts**
  - c. Budget (Financial Statements)**
  - d. School Readiness**
  - e. Family Engagement**
  - f. Child Health and Safety**
  - g. Staffing**

- 5. New Business**
  - a. Election of Officers**

- i. Chair**

Approval	Disapproval	Other Action
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- ii. Vice Chair**

Approval	Disapproval	Other Action
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- iii. Secretary**

Approval	Disapproval	Other Action
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- 6. Adjournment**  
**Next Meeting Date: February 19, 2020**

**City of Albuquerque**  
**Department of Family and Community Services**  
**Division of Child and Family Development**  
**Early Head Start**  
**POLICY COUNCIL**  
**Wednesday December 18, 2019**

- I. **Establish Quorum:** Kristi Sanchez, Olga Tenorio, Lanetta Harper, Corina Gonzalez, Jessica Hootman, Allison Florez, Karen Lucero and COA staff – Shana Runck/Division Manager and Robi Ruiz/EHS Education Specialist. Meeting called to order at 6:00 pm.
  - II. **Approval of Minutes:** Minutes from last Policy Council meeting on 6/19/19 were reviewed.
    - **Motion to approve June 19, 2019 minutes by Corina Gonzalez (1<sup>st</sup>) & Allison Florez (2<sup>nd</sup>), unanimous consent; Motion approved.**
  - III. **Governing Board Report:** Nicole Taylor and Abigail Stiles were not present. No report provided.
  - IV. **Director Reports: Reporting period: 11/1/19 – 11/30/19**  
Component Reports:
    1. **Enrollment.** Total funded enrollment of 128 slots, 104 for center based and 24 for home based. Total reportable enrollment at 128; center 104 and home based 24. **Enrollment Vacancies** - includes 3 enrollment slots for the center-based program. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
    2. **Enrollment Monthly Summary.** New Enrollment-families (9), children (8), pregnant moms (1), number of children born (0); total new enrollment (9). Total leaving program (7) - graduating children (4), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up to date on Immunizations (108), children up to date as possible on immunizations (N/A), children not up to date (7).  
**Eligibility Category** – income eligible (75), TANF/SSI (13), Foster Child (6), Homeless (3).
      3. Over income (21), Over 130% (3), Children w/IFSPs (22).
        - a. **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center based program.  
City operated Early Head Start centers classroom attendance rates:
          - La Mesa 59.6%,
          - MacArthur 74.13%,
          - Plaza Feliz 77.72%
          - School on wheels 78.47%
          - Singing Arrow 71.43%
          - Trumbull 92.59%
          - Western Trails 81.61%
- Overall center based program attendance totals – 78.53%; total number of absences - 269.**

3. **Meal Counts** –Total number of meals for (0-3 years in age), total children served (2206), Breakfast (812), Am snack (0), Lunch (787), PM snack (607), Supper (0).
4. **Budget** - Financial statements provided to policy council membership:
  - a) Federal Grant – year to date (YTD) expenditures \$625,973.16
  - b) Training/Technical Assistance (T/TA) – year to date expenditures \$5,635.52
  - c) City Match – year to date expenditures \$351,796.19

\*overview provided on operating expenditures & column/underspent percentages \*
5. **School Readiness** – Robi Ruiz/Education Specialist presented:
  - a) Center Based – TS Gold updates, Tadpoles purchased, Child Plus training.
  - b) Home Based – no update
  - c) Parent Family Community Engagement – no update
6. **Child Health and Safety**
  - a) 120 day plan almost complete to address two areas of non-compliance (supervision and reporting)
  - b) Documentation due to OH on January 13, 2020
7. **Staffing Update**
  - a) Current Vacancies include three teaching assistants and two teachers.
  - b) Interviews scheduled for 12/20/19.
8. **New Business**
  - a) Review of new and updated policies and procedures.

V. **Action Items:**

- a. **Approval of Code of Conduct:** Motion to approve by Allison Florez (1<sup>st</sup>) and Kristi Sanchez (2<sup>nd</sup>), unanimous consent; Motion approved.
- b. **Approval of Reporting Policy:** Motion to approve by Lanetta Harper (1<sup>st</sup>) & Allison Florez (2<sup>nd</sup>), unanimous consent; Motion approved.
- c. **Approval of Child Health and Safety Policy:** Motion to approve by Jessica Hootman (1<sup>st</sup>) and Allison Florez (2<sup>nd</sup>), unanimous consent; Motion approved.
- d. **Approval of Child Abuse and Neglect Policy:** Motion to approve by Allison Florez (1<sup>st</sup>) and Corina Gonzalez (2<sup>nd</sup>), unanimous consent; Motion approved.
- e. **Approval of Active Supervision Policy:** Motion to approve by Olga Tenorio (1<sup>st</sup>) and Corina Gonzalez (2<sup>nd</sup>), unanimous consent; Motion approved.

VI. **Adjournment** - Meeting adjourned at 7:07 pm.

<p><b>*Next Policy Council Meeting: Wednesday, January 15, 2020 5:30 pm at Trumbull Center*</b></p>
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## City of Albuquerque Early Head Start Caseload/Enrollment Report 12/31/19

### Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	<b>124</b>
Children Withdrawn & Dropped ( last 30 days ):	3
Total Reportable Enrollment ( actual + withdrawn/dropped ):	127
Total Deficit:	<b>1</b>

### Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	24	103	127
Deficiency:	<b>0</b>	<b>1</b>	<b>1</b>

### Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Total	Deficit
Valarie	12	9	10	2	1/7, 3/20	0	12	<b>0</b>
Debbie	12	9	9	3	1/15, 2/29,5/2	0	12	<b>0</b>
<b>Total</b>	<b>24</b>		<b>19</b>	<b>5</b>		<b>1</b>	<b>24</b>	<b>0</b>

### Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	8	0	8	0	<b>0</b>
MacArthur	16	15	1	16	0	<b>0</b>
PlazaFeliz	16	16	0	16	0	<b>0</b>
SOW	16	15	1	16	0	<b>0</b>
Trumbull	24	23	0	23	1	<b>1</b>
W. Trail	16	16	0	16	0	<b>0</b>
Singing Arrow	8	7	1	8	1	<b>0</b>
<b>Total</b>	<b>104</b>	<b>100</b>	<b>3</b>	<b>103</b>	<b>0</b>	<b>1</b>

<b>Monthly Program Information Summary</b>		
<b>December 2019</b>		
# new enrollments families	9	
# new enrollments children	9	
# new enrollments pregnant mom	1	
# children born to pregnant mom	0	
Total new enrollment	10	
# children graduating	4	
# pregnant moms giving birth	0	
# children leaving before turning 3	3	
# pregnant moms leaving before baby	0	
Total leaving	7	
		% of children up to date/up to date as possible
Children with up to date immunizations	106	89.07
Children up to date as possible on immunizations	4	3.36
Children not up to date on immunizations	9	7.56
		% of total number of children and pregnant women
Eligibility Category	# of children and pregnant women	
income eligible	76	61.29
TANF/SSI	12	9.68
Foster Child	7	5.64
Homeless	4	3.23
Over Income	22	17.74
Over 130%	3	2.42
		% of total number of children
Children with IFSPs	# of children	
	25	21

12/31/19

Center/Home Visitor	Date Vacated	Date Filled	Actual Vacancies	Reportable Vacancies
Valarie	12/4/2019	12/4/2019		
	12/4/2019	12/4/2019		
			0	0
Debbie				
			0	0
La Mesa				
			0	0
MacArthur	11/23/2019	12/23/2019		
	12/4/2019	12/23/2019		
	12/11/2019			
			1	0
Plaza Feliz	12/4/2019	12/4/2019		
			0	0
SOW	11/1/2019	12/23/2019		
	12/2/2019		1	0
Trumbull	10/9/2019	12/23/2019		
	10/9/2019	12/23/2019		
	10/30/2019			
			1	1
Western Trail	12/6/2019	12/9/2019		
			0	0
Singing Arrow	11/28/2019	12/4/2013		
	11/28/2019	12/5/2019		
	12/20/2019			
			1	0



Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
<b>Report: Absence Reasons (Grid)</b>							
<b>Site: Douglas MacArthur</b>							
<b>Classroom: Infant</b>							
<Blank>	0	0%					
Health Reasons	14	45.16%					
Other	0	0%					
Parent Choice	14	45.16%	31	15	95	36.47%	63.53%
Unknown	3	9.68%					
<b>Subtotals for Classroom: Infant</b>							
Total Absences: Total: 31 <Blank>: 0 Health Reasons: 14 Other: 0 Parent Choice: 14 Unknown: 3							
<b>Classroom: Toddler</b>							
<Blank>	2	8.7%					
Health Reasons	9	39.13%					
Parent Choice	12	52.17%	23	15	111	21.9%	78.1%
<b>Subtotals for Classroom: Toddler</b>							
Total Absences: Total: 23 <Blank>: 2 Health Reasons: 9 Parent Choice: 12							
<b>Subtotals for Site: Douglas MacArthur</b>							
Total Absences: Total: 54 <Blank>: 2 Health Reasons: 23 Other: 0 Parent Choice: 26 Unknown: 3							
<b>Site: La Mesa</b>							
<b>Classroom: Toddler</b>							
<Blank>	1	4%					
Funeral	1	4%					
Health Reasons	4	16%					
No Transportation	6	24%	25	15	120	22.12%	77.88%
Other	4	16%					
Parent Choice	9	36%					
<b>Subtotals for Classroom: Toddler</b>							
Total Absences: Total: 25 <Blank>: 1 Funeral: 1 Health Reasons: 4 No Transportation: 6 Other: 4 Parent Choice: 9							
<b>Subtotals for Site: La Mesa</b>							
Total Absences: Total: 25 <Blank>: 1 Funeral: 1 Health Reasons: 4 No Transportation: 6 Other: 4 Parent Choice: 9							
<b>Site: Plaza Feliz</b>							
<b>Classroom: Toddler</b>							
<Blank>	11	73.33%					
Health Reasons	1	6.67%	15	15	120	15.46%	84.54%
Other	2	13.33%					
Parent Choice	1	6.67%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
<b>Subtotals for Classroom: Toddler</b>							
Total Absences: Total: 15 <Blank>: 11 Health Reasons: 1 Other: 2 Parent Choice: 1							
<b>Classroom: Twos</b>							
<Blank>	0	0%					
Health Reasons	1	5.88%		15	120	15.04%	84.96%
Non-Custodial Parent Visit	10	58.82%	17				
Parent Choice	2	11.76%					
Unknown	4	23.53%					
<b>Subtotals for Classroom: Twos</b>							
Total Absences: Total: 17 <Blank>: 0 Health Reasons: 1 Non-Custodial Parent Visit: 10 Parent Choice: 2 Unknown: 4							
<b>Subtotals for Site: Plaza Feliz</b>							
Total Absences: Total: 32 <Blank>: 11 Health Reasons: 2 Non-Custodial Parent Visit: 10 Other: 2 Parent Choice: 3 Unknown: 4							
<b>Site: School On Wheels</b>							
<b>Classroom: Infant</b>							
<Blank>	5	17.86%					
Contagious Illness	2	7.14%		15	91	31.82%	68.18%
Health Reasons	14	50%	28				
Hospitalization	4	14.29%					
Parent Choice	2	7.14%					
Unknown	1	3.57%					
<b>Subtotals for Classroom: Infant</b>							
Total Absences: Total: 28 <Blank>: 5 Contagious Illness: 2 Health Reasons: 14 Hospitalization: 4 Parent Choice: 2 Unknown: 1							
<b>Classroom: Toddler</b>							
<Blank>	1	3.7%					
Family Obligation	1	3.7%		15	120	23.08%	76.92%
Health Reasons	20	74.07%	27				
No Transportation	2	7.41%					
Parent Choice	3	11.11%					
<b>Subtotals for Classroom: Toddler</b>							
Total Absences: Total: 27 <Blank>: 1 Family Obligation: 1 Health Reasons: 20 No Transportation: 2 Parent Choice: 3							
<b>Subtotals for Site: School On Wheels</b>							
Total Absences: Total: 55 <Blank>: 6 Contagious Illness: 2 Family Obligation: 1 Health Reasons: 34 Hospitalization: 4 No Transportation: 2 Parent Choice: 5 Unknown: 1							
<b>Site: Singing Arrow</b>							
<b>Classroom: Twos</b>							
<Blank>	3	9.68%					
Contagious Illness	4	12.9%		15	115	26.96%	73.04%
Developmental Service Appointment	1	3.23%	31				
Health Reasons	2	6.45%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
No Transportation	3	9.68%					
Parent Choice	6	19.35%	31	15	115	26.96%	73.04%
Unknown	6	19.35%					
Vacation	6	19.35%					
Subtotals for Classroom: Twos							
Total Absences: Total: 31 <Blank>: 3 Contagious Illness: 4 Developmental Service Appointment: 1 Health Reasons: 2 No Transportation: 3 Parent Choice: 6 Unknown: 6 Vacation: 6							
Subtotals for Site: Singing Arrow							
Total Absences: Total: 31 <Blank>: 3 Contagious Illness: 4 Developmental Service Appointment: 1 Health Reasons: 2 No Transportation: 3 Parent Choice: 6 Unknown: 6 Vacation: 6							
Site: Trumbull							
Classroom: Infant							
<Blank>	0	0%					
Health Reasons	7	31.82%	22	15	90	24.77%	75.28%
Parent Choice	13	59.09%					
Unknown	2	9.09%					
Subtotals for Classroom: Infant							
Total Absences: Total: 22 <Blank>: 0 Health Reasons: 7 Parent Choice: 13 Unknown: 2							
Classroom: Toddler							
<Blank>	0	0%					
Contagious Illness	1	2.86%					
Health Reasons	8	22.86%	35	15	105	33.98%	66.02%
Other	1	2.86%					
Parent Choice	3	8.57%					
Unknown	14	40%					
Vacation	8	22.86%					
Subtotals for Classroom: Toddler							
Total Absences: Total: 35 <Blank>: 0 Contagious Illness: 1 Health Reasons: 8 Other: 1 Parent Choice: 3 Unknown: 14 Vacation: 8							
Classroom: Twos							
<Blank>	0	0%					
Contagious Illness	7	18.92%					
Health Reasons	5	13.51%	37	15	120	32.46%	67.54%
Other	1	2.7%					
Parent Choice	10	27.03%					
Unknown	14	37.84%					
Subtotals for Classroom: Twos							
Total Absences: Total: 37 <Blank>: 0 Contagious Illness: 7 Health Reasons: 5 Other: 1 Parent Choice: 10 Unknown: 14							
Subtotals for Site: Trumbull							
Total Absences: Total: 94 <Blank>: 0 Contagious Illness: 8 Health Reasons: 20 Other: 2 Parent Choice: 26 Unknown: 30 Vacation: 8							
Site: Western Trail							

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
<b>Classroom: Infant</b>							
<Blank>	0	0%					
Health Reasons	28	70%	40	15	120	33.33%	66.67%
Parent Choice	12	30%					
Subtotals for Classroom: Infant							
Total Absences: Total: 40 <Blank>: 0 Health Reasons: 28 Parent Choice: 12							
<b>Classroom: Toddler</b>							
<Blank>	0	0%					
Health Reasons	5	50%					
Other	1	10%	10	15	120	8.33%	91.67%
Parent Choice	3	30%					
Unknown	1	10%					
Subtotals for Classroom: Toddler							
Total Absences: Total: 10 <Blank>: 0 Health Reasons: 5 Other: 1 Parent Choice: 3 Unknown: 1							
Subtotals for Site: Western Trail							
Total Absences: Total: 50 <Blank>: 0 Health Reasons: 33 Other: 1 Parent Choice: 15 Unknown: 1							
<b>Report Totals</b>							
Total Absences: Total: 341 <Blank>: 23 Contagious Illness: 14 Developmental Service Appointment: 1 Family Obligation: 1 Funeral: 1 Health Reasons: 118 Hospitalization: 4 No Transportation: 11 Non-Custodial Parent Visit: 10 Other: 9 Parent Choice: 90 Unknown: 45 Vacation: 14							

## City Of Albuquerque EHS 2301 - Average Daily Attendance

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day, Attendance Date: 12/1/2019 - 12/31/2019

### City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Douglas MacArthur	136	54	9	15.00 (avg)	9.07	16	56.67%	12.67	71.58%
La Mesa	88	25	0	15.00 (avg)	5.87	8	73.33%	7.53	77.88%
Plaza Feliz	178	32	0	15.00 (avg)	11.87	16	74.17%	14.00	84.76%
School On Wheels	150	55	0	15.00 (avg)	10.00	16	62.50%	13.67	73.17%
Singing Arrow	84	31	0	15.00 (avg)	5.60	8	70.00%	7.67	73.04%
Trumbull	212	94	0	15.00 (avg)	14.13	24	58.89%	20.40	69.28%
Western Trail	190	50	0	15.00 (avg)	12.66	16	79.17%	16.00	79.17%
<b>City Of Albuquerque EHS</b>	<b>1,038</b>	<b>341</b>	<b>9</b>	<b>15.00 (avg)</b>	<b>69.20</b>	<b>104</b>	<b>66.54%</b>	<b>91.94</b>	<b>75.27%</b>
<b>Report Totals</b>	<b>1,038</b>	<b>341</b>	<b>9</b>	<b>15.00 (avg)</b>	<b>69.20</b>	<b>104</b>	<b>66.54%</b>	<b>91.94</b>	<b>75.27%</b>

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

**City Of Albuquerque EHS**  
**2371 - CACFP Reimbursement Summary**  
 Program Term: EHS 2019 - 2020, Program Option: Standard Full Day  
 Attendance Date: 12/1/2019 - 12/31/2019

**City Of Albuquerque EHS**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>EHS 2019 - 2020</b>									
<b>Douglas MacArthur</b>									
Infant	15	7	0	0	42	0	35	24	0
Toddler	15	9	0	0	82	0	82	76	0
<b>Douglas MacArthur</b>	<b>30</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>124</b>	<b>0</b>	<b>117</b>	<b>100</b>	<b>0</b>
<b>La Mesa</b>									
Toddler	15	8	0	0	88	0	86	79	0
<b>La Mesa</b>	<b>15</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>86</b>	<b>79</b>	<b>0</b>
<b>Plaza Feliz</b>									
Toddler	15	9	0	0	82	0	82	67	0
Twos	15	8	0	0	89	0	93	70	0
<b>Plaza Feliz</b>	<b>30</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>171</b>	<b>0</b>	<b>175</b>	<b>137</b>	<b>0</b>
<b>School On Wheels</b>									
Infant	15	7	0	0	60	0	58	39	0
Toddler	15	8	0	0	89	0	89	72	0
<b>School On Wheels</b>	<b>30</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>149</b>	<b>0</b>	<b>147</b>	<b>111</b>	<b>0</b>
<b>Singing Arrow</b>									
Twos	15	8	0	0	82	0	84	74	0
<b>Singing Arrow</b>	<b>15</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>82</b>	<b>0</b>	<b>84</b>	<b>74</b>	<b>0</b>
<b>Trumbull</b>									
Infant	15	6	0	0	0	0	0	0	0
Toddler	15	7	0	0	67	0	68	58	0
Twos	15	8	0	0	73	0	73	64	0
<b>Trumbull</b>	<b>45</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>141</b>	<b>122</b>	<b>0</b>
<b>Western Trail</b>									
Infant	15	9	0	0	31	0	28	14	0
Toddler	15	9	0	0	110	0	102	53	0
<b>Western Trail</b>	<b>30</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>141</b>	<b>0</b>	<b>130</b>	<b>67</b>	<b>0</b>
<b>City Of Albuquerque EHS</b>	<b>195</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>895</b>	<b>0</b>	<b>880</b>	<b>690</b>	<b>0</b>
<b>Report Totals</b>	<b>195</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>895</b>	<b>0</b>	<b>880</b>	<b>690</b>	<b>0</b>

**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163450)  
GRANT EXPENDITURES**

ACCOUNTS	ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
500101	REGULAR WAGES	1,109,027.00	70,021.68	60,040.57	75,694.77	80,291.85	61,614.44	60,515.38	60,515.38	408,178.69	700,848.31	36.81%
500110	LONGEVITY WAGES	-	2,257.61	2,160.44	591.75	51.50	170.35	170.35	170.35	5,231.65	(5,231.65)	#DIV/0!
500115	VACATION	-	5,823.61	3,953.38	2,994.99	4,637.45	10,307.33	10,307.33	10,307.33	31,056.29	(31,056.29)	#DIV/0!
500120	OTHER PAID ABSENCES	-	3,272.56	309.23	4,177.25	724.61	12,217.91	6,285.90	6,285.90	26,987.45	(26,987.45)	#DIV/0!
500125	SICK AND EMERGENCY	-	3,715.85	3,087.15	3,259.44	3,971.24	2,640.65	4,115.24	4,115.24	20,789.57	(20,789.57)	#DIV/0!
500135	BILINGUAL PAY	-	20.44	19.78	-	-	-	-	-	40.22	(40.22)	#DIV/0!
500201	TEMPORARY	62,620.00	-	-	-	-	-	-	-	-	62,620.00	0.00%
500301	OVERTIME	-	33.31	164.90	305.61	108.66	159.13	289.85	289.85	1,061.46	(1,061.46)	#DIV/0!
<b>50 TOTAL WAGES</b>		<b>1,171,647.00</b>	<b>85,145.05</b>	<b>69,735.45</b>	<b>87,023.81</b>	<b>88,435.89</b>	<b>81,321.08</b>	<b>81,684.05</b>	<b>81,684.05</b>	<b>493,345.33</b>	<b>678,301.67</b>	<b>42.11%</b>
514400	PERA	225,976.00	16,873.22	14,509.75	17,541.96	17,973.27	16,156.36	16,952.92	16,952.92	100,007.48	125,968.52	44.26%
514800	FICA	97,095.00	6,262.47	5,356.97	6,364.34	6,519.02	5,976.09	6,022.48	6,022.48	36,501.37	60,503.63	37.63%
515600	OTHER EMPLOYEE BENEFITS	252,176.00	17,965.93	15,418.58	18,693.84	19,034.83	17,351.92	18,290.13	18,290.13	106,755.23	145,420.77	42.33%
515601	OEB UNEMPLOYEMENT/BUS	2,821.00	232.98	179.48	228.37	280.43	198.79	253.40	253.40	1,373.45	1,447.55	48.69%
515602	OEB BASIC LIFE	22,569.00	905.16	777.08	945.56	958.70	856.08	897.59	897.59	5,340.17	17,228.83	23.66%
515700	F/B-RETIREE HEALTH CARE	-	1,670.16	1,436.08	1,729.08	1,771.67	1,589.88	1,670.78	1,670.78	9,867.65	(9,867.65)	#DIV/0!
519999	FRINGE RECOVERY -PC	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>51 TOTAL FRINGE</b>		<b>600,547.00</b>	<b>43,909.92</b>	<b>37,677.94</b>	<b>45,503.15</b>	<b>46,537.92</b>	<b>42,129.12</b>	<b>44,087.30</b>	<b>44,087.30</b>	<b>259,845.35</b>	<b>340,761.65</b>	<b>43.27%</b>
<b>521000 OTHER SERVICES</b>		<b>8,000.00</b>	-	500.00	-	-	-	-	-	500.00	(500.00)	0.00%
520500	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	#DIV/0!
521010	PRINTING & DUPLICATING	-	-	-	-	-	-	-	-	-	-	#DIV/0!
521500	UTILITIES	-	-	-	-	-	-	-	-	-	-	#DIV/0!
521544	TELECOM SVC AND EQUIP	-	54.86	54.86	54.86	54.93	54.92	54.92	54.92	274.43	(274.43)	#DIV/0!
522000	SUPPLIES	37,368.00	-	299.94	4,083.82	-	-	-	-	4,383.76	32,984.24	11.73%
522032	SUPPLIES FOOD	-	-	-	-	-	-	-	-	-	-	#DIV/0!
522054	SUPPLIES PARENT SERVICES	25,000.00	1,739.23	551.00	450.92	450.92	-	-	-	2,741.15	22,258.85	10.96%
522060	POSTAGE	-	0.55	-	-	-	-	-	-	0.55	(0.55)	#DIV/0!
522510	TRAVEL (LOCAL/IN STATE)	-	164.06	287.42	267.02	195.00	620.85	197.53	197.53	1,731.88	(1,731.88)	#DIV/0!
523000	TRAINING	-	-	-	-	-	-	-	-	-	-	#DIV/0!
523000	TRAINING - GENERAL	-	1,110.00	-	-	-	-	-	-	1,110.00	(1,110.00)	#DIV/0!
523400	DUES/MEMBERSHIPS	-	-	-	-	-	-	-	-	-	-	#DIV/0!
523800	REPAIRS/MAINT	-	-	-	-	-	-	-	-	-	-	#DIV/0!
527500	CONTRACTUAL SERVICES	33,000.00	55.00	11,322.50	1,797.00	566.24	399.83	341.38	341.38	3,104.45	(3,104.45)	#DIV/0!
527550	SVCs- RENTALS AND LEASES	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>52 TOTAL OPERATING EXPENDITURES</b>		<b>103,368.00</b>	<b>3,123.70</b>	<b>13,015.72</b>	<b>6,202.70</b>	<b>1,267.09</b>	<b>7,421.10</b>	<b>538.91</b>	<b>538.91</b>	<b>31,569.22</b>	<b>71,798.78</b>	<b>30.54%</b>
531000	BUILDING AND OTHER STRUCTURES	-	-	-	-	-	-	-	-	-	-	#DIV/0!
533000	MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	#DIV/0!
533500	MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>53 TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
594031	VEHICLE MNTC-MAINTENANCE	-	29.40	-	-	-	-	-	-	29.40	(29.40)	#DIV/0!
594041	VEHICLE MNTC-FUELS	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>59 TOTAL INTERNAL SERVICE CHARGES</b>		<b>-</b>	<b>29.40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29.40</b>	<b>(29.40)</b>	<b>#DIV/0!</b>
593110	INDIRECT COSTS	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>59 INTERFUND TRANSACTIONS Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>GRAND TOTAL</b>		<b>1,875,562.00</b>	<b>132,208.07</b>	<b>120,429.11</b>	<b>138,729.66</b>	<b>136,240.90</b>	<b>130,871.30</b>	<b>126,310.26</b>	<b>126,310.26</b>	<b>784,789.30</b>	<b>1,090,772.70</b>	<b>41.94%</b>

Current % 42%  
Should Be 50%  
Under spent 8%  
Possible reversion \$ 152,991.70

FAMILY AND COMMUNITY SERVICES DEPARTMENT  
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL T & TA ( 3163451)  
 GRANT EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD EXPENSES	REMAINING BALANCE	% EXPENDED
521010 PRINTING & DUPLICATING	5,000.00								-	5,000.00	0.00% #DIV/0!
521540 US WEST SUMMARY LINE COSTS									673.60	(673.60)	#DIV/0!
522000 SUPPLIES		118.94	554.66						-		#DIV/0!
522032 SUPPLIES FOOD									-		#DIV/0!
522054 SUPPLIES PARENT SERVICES									-		#DIV/0!
522060 POSTAGE									-		#DIV/0!
522500 TRAVEL-EXPENSE	10,000.00		1,342.67		1,774.56	1,669.69	5,959.80		10,746.72	(746.72)	107.47% #DIV/0!
522510 TRAVEL (LOCAL/IN STATE)									-		#DIV/0!
523000 TRAINING	4,906.00		175.00						175.00	4,731.00	3.57% #DIV/0!
523400 DUES/MEMBERSHIPS									-		#DIV/0!
523800 REPAIRS/MAINT									-		#DIV/0!
523800 REPAIRS/MAINT									-		#DIV/0!
527500 CONTRACTUAL SERVICES	25,000.00								-	25,000.00	0.00% #DIV/0!
593110 IDOH OUT - FUND 110									-		#DIV/0!
<b>52 TOTAL OPERATING EXPENDITURES</b>	<b>44,906.00</b>	<b>118.94</b>	<b>2,072.33</b>	<b>-</b>	<b>1,774.56</b>	<b>1,669.69</b>	<b>5,959.80</b>	<b>-</b>	<b>11,595.32</b>	<b>33,310.68</b>	<b>25.82%</b>
<b>GRAND TOTAL</b>	<b>44,906.00</b>	<b>118.94</b>	<b>2,072.33</b>	<b>-</b>	<b>1,774.56</b>	<b>1,669.69</b>	<b>5,959.80</b>	<b>-</b>	<b>11,595.32</b>	<b>33,310.68</b>	<b>25.82%</b>

No expenditures in September

Current % 26%  
 Should Be 50%  
 Under spent 24%  
 Possible reversion \$ 10,857.68



**FAMILY AND COMMUNITY SERVICES DEPARTMENT  
EARLY HEADSTART PROGRAM - FY2020 FEDERAL ( 3163452)  
MATCH EXPENDITURES**

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	YTD EXPENSES	REMAINING BALANCE	% EXPENDED	YEAR END PROJECTION
500101 REGULAR WAGES	201,969.00	13,469.83	13,358.96	12,921.85	12,550.31	11,869.47	11,494.38	75,664.80	126,304.20	37.46%	91,511	
500110 LONGEVITY WAGES	-	475.11	489.94	443.29	-	-	-	1,408.34	(1,408.34)	#DIV/0!	1,408	
500115 VACATION	-	400.46	213.84	1,876.66	1,266.13	756.56	1,209.20	5,722.85	(5,722.85)	#DIV/0!	5,723	
500120 OTHER PAID ABSENCES	-	743.07	26.05	887.20	-	2,419.59	804.54	4,880.45	(4,880.45)	#DIV/0!	4,880	
500125 SICK AND EMERGENCY	-	627.27	275.61	1,535.49	836.43	779.96	445.41	4,500.17	(4,500.17)	#DIV/0!	4,500	
500130 INJURY TIME	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
500201 TEMPORARY	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
500301 OVERTIME	-	-	173.97	29.31	-	390.60	-	593.88	(593.88)	#DIV/0!	594	
<b>50 TOTAL WAGES</b>	<b>201,969.00</b>	<b>15,175.74</b>	<b>14,538.37</b>	<b>17,693.80</b>	<b>14,852.87</b>	<b>15,825.58</b>	<b>14,344.13</b>	<b>92,770.49</b>	<b>109,198.51</b>	<b>45.93%</b>	<b>108,616</b>	
514400 PERA	40,355.00	3,170.43	2,933.99	3,570.44	2,965.89	3,213.63	2,841.68	18,696.06	21,658.94	46.33%	21,708	
514800 FICA	15,450.00	1,146.24	1,054.61	1,291.68	1,067.33	1,155.36	1,044.93	6,760.15	6,689.85	43.76%	#REF!	
515600 OTHER EMPLOYEE BENEFITS	40,769.00	2,713.14	2,744.24	2,922.69	2,513.92	2,750.58	2,559.12	16,203.69	24,565.31	39.75%	17,611	
515601 OEB UNEMPLOYEEMENT/BUS	575.00	42.40	35.93	45.15	42.83	39.82	39.65	245.58	329.42	42.71%	-	
515602 OEB BASIC LIFE	4,039.00	157.67	144.51	176.40	147.00	158.71	140.12	924.41	(924.41)	#DIV/0!	2,003	
515700 F/B-RETIREE HEALTH CARE	-	314.41	287.52	353.15	293.15	317.01	279.16	1,844.40	2,194.60	45.66%	-	
<b>51 TOTAL FRINGE</b>	<b>101,188.00</b>	<b>7,544.29</b>	<b>7,200.80</b>	<b>8,359.51</b>	<b>7,030.12</b>	<b>7,634.91</b>	<b>6,904.66</b>	<b>44,674.29</b>	<b>56,513.71</b>	<b>44.15%</b>	<b>#REF!</b>	
521000 OTHER SERVICES	58,634.00	-	132.00	-	-	-	-	132.00	58,502.00	-	-	
521510 - UTILITIES ELECTRIC	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
521540 US WEST SUMMARY LINE COSTS	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
522000 SUPPLIES	98,326.00	268.45	1,013.27	693.05	4,892.77	1,144.67	1,041.12	8,784.88	89,541.12	8.93%	52,709	
522032 SUPPLIES FOOD	-	1,966.98	1,304.95	1,051.52	912.68	924.55	339.19	6,499.87	(6,499.87)	#DIV/0!	8,543	
522054 SUPPLIES PARENT SERVICES	-	26.35	73.43	72.16	17.55	21.95	25.47	236.91	(236.91)	#DIV/0!	38,999	
522060 POSTAGE	-	48.72	(31.12)	391.16	131.29	206.85	181.37	928.07	4,071.93	18.56%	-	
522510 TRAVEL (LOCAL/IN STATE) (522500)	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
523000 TRAINING	-	132.00	140.00	-	-	-	150.00	422.00	(422.00)	#DIV/0!	-	
523800 REPAIRS/MAINT	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
527500 CONTRACTUAL SERVICES	15,000.00	-	-	-	-	-	-	-	15,000.00	0.00%	-	
<b>52 TOTAL OPERATING EXPENDITURES</b>	<b>176,960.00</b>	<b>2,442.50</b>	<b>2,855.09</b>	<b>2,207.89</b>	<b>6,587.11</b>	<b>2,597.82</b>	<b>1,737.15</b>	<b>18,427.56</b>	<b>158,532.44</b>	<b>10.41%</b>	<b>100,251</b>	
531000 BUILDING AND OTHER STRUCTURES	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
533000 MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
533500 MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
<b>53 TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	
594031 VEHICLE MNTC-MAINTENANCE	-	239.20	1,312.65	1,740.26	835.29	-	274.80	2,850.35	(2,850.35)	#DIV/0!	-	
594032 VEHICLE OUTSIDE MAINT	-	-	-	-	-	-	-	1,551.85	(1,551.85)	#DIV/0!	-	
594041 VEHICLE MNTC-FUELS	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
<b>59 TOTAL INTERNAL SERVICE CHARGES</b>	<b>-</b>	<b>239.20</b>	<b>1,312.65</b>	<b>1,740.26</b>	<b>835.29</b>	<b>-</b>	<b>274.80</b>	<b>4,402.20</b>	<b>(4,402.20)</b>	<b>#DIV/0!</b>	<b>-</b>	
591265 TRANSFERS OUT - FUND 265	-	-	-	-	-	-	23,260.74	23,260.74	(23,260.74)	#DIV/0!	-	
593110 INDIRECT COSTS	-	-	-	-	-	-	-	-	-	#DIV/0!	-	
<b>59 INTERFUND TRANSACTIONS Total</b>	<b>480,117.00</b>	<b>25,941.73</b>	<b>25,906.91</b>	<b>30,001.46</b>	<b>29,105.39</b>	<b>26,058.31</b>	<b>46,521.48</b>	<b>183,535.28</b>	<b>319,842.46</b>	<b>38.23%</b>	<b>#REF!</b>	

Rent  
 Volunteers  
 parent services  
 Other  
 Possible reversion \$ 56,523.22

Current %  
 Should Be  
 Under spent  
 38%  
 50%  
 12%

**City of Albuquerque Early Head Start**

**Action Plan – Area of Non-Compliance**

<b>Non Compliance 1302.90 (c)(1)(v)</b>				
1302.90 Personnel policies: (c) Standards of Conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that : (v) Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.				
<b>Improvement Activity</b>	<b>Lead Person</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Completion Date</b>
Create action Plan	Shana	October 1, 2019	Action Plan	10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19  Final Draft 12/4/19  Policy Council Approval 12/18/19  Governing Board Approval (submitted)	Approved Child Health and Safety Policy (2)  Policy Council Meeting Minutes (7)  New Employee Orientation Checklist (8)  Employee confirmation of receipt and understanding of policy (9)	12/18/19
Update Active Supervision Policy	Shana	Draft 11/10/19  Final Draft 12/12/19  Policy Council Approval 12/18/19  Governing Board Approval (submitted)	Approved Active Supervision Policy (5)  Policy Council Meeting Minutes (7)  New Employee Orientation Checklist (8)  Employee confirmation of receipt and understanding of policy (9)	12/18/19

Update Code of Conduct to include Early Head Start, NM State Licensing, and City of Albuquerque expectations	Shana	Draft 11/10/19 Final Draft 12/12/19 Policy Council Approval 12/18/18 Governing Board Approval (submitted)	Approved Code of Conduct (6) Policy Council Meeting Minutes (7) New Employee Orientation Checklist (8) Employee confirmation of receipt and understanding of policy (9)	12/18/19
Create new monitoring checklist focused on active supervision	Claire/Shana	New checklist finalized and in use beginning week of 12/16/19	Completed monitoring checklists (10)	12/16/19
Conduct training	Shana/Robi	9/20/19 – Active Supervision 10/10/19 – Active Supervision 11/5/19 – Lifesavers and diaper changing 12/23/19 – Substance Abuse training 12/30/19 - Policies and Procedures	Training agendas Sign-in sheets (14) 9/20/19 (Scan and count, Positioning, Environment, Engage and Redirect) 10/10/19 (Classroom Transitions, Schedules and Routines) 12/30/19 (Code of Conduct, Active Supervision, Child Health and Safety, Child Abuse, Neglect, and Reporting)	Ongoing
Conduct routine classroom monitoring	Claire/Shana/Robi	Ongoing	Tracking spreadsheet (10)	Ongoing

					Monitoring checklists (10)	
Update orientation training overview	Claire/Shana/Robi	11/20/19			Orientation training overview and related materials to include Child Health and Safety policies and procedures (8)	11/20/19
Implement dry erase boards in classrooms	Robi/ Classroom staff	10/13/19			Dry erase boards easily located and utilized in all classrooms, photographs (13)	10/13/19
Implement routine count tracking document in classrooms	Robi/ Classroom staff	10/30/19			Tracking sheets utilized daily and submitted to Education Specialist weekly (12)	10/13/19
One-page health and safety overview	Shana	1/3/20			One page overview to share with volunteers, substitutes, and contractors (8)	1/3/20
Update agendas to include child health and safety as standing item of discussion	Shana	9/25/19			Policy Council agendas/meeting minutes (7) Weekly EHS meetings agendas/sign-in sheets (15) Governing Advisory Council agendas (15)	Ongoing
Update incident/accident report to include reporting agencies and timeframes	Shana	10/30/19			City Council quarterly report (15) Updated Incident report (11)	10/30/19

**City of Albuquerque Early Head Start**

**Action Plan – Area of Non-Compliance**

<b>Non Compliance 1302.102 (d)(1)(ii)</b>					
1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.					
<b>Improvement Activity</b>	<b>Lead Person</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Completion Date</b>	
Create action plan	Shana	10/1/19	Action Plan		10/1/19
Update Child Abuse and Neglect Policy	Claire	Draft 9/27/19  Final Draft 12/4/19  Policy Council Approval 12/18/19  Governing Board Approval (submitted)	Approved Child Abuse and Neglect Policy (3)  Policy Council Meeting Minutes (7)		12/18/19
Develop stand-alone reporting policy	Shana	Draft 9/27/19  Final Draft 12/4/19  Policy Council Approval 12/18/19  Governing Board Approval	Approved Child Abuse and Neglect Reporting Policy (4)  Policy Council Meeting Minutes (7)		12/18/19

Develop reporting flow chart	Shana	(submitted) Draft 10/13/19	Flow Chart (4)	12/18/19
Ongoing Training	Shana/Robi	Final 12/18/19 9/20/19 – Active Supervision 10/10/19 – Active Supervision 11/5/19 – Lifesavers and diaper changing 12/23/19 – Substance Abuse training 12/30/19 - Policies and Procedures	Training agendas Sign-in sheets (14) 9/20/19 (Scan and count, Positioning, Environment, Engage and Redirect) 10/10/19 (Classroom Transitions, Schedules and Routines) 12/30/19 (Code of Conduct, Active Supervision, Child Health and Safety, Child Abuse, Neglect, and Reporting, Reporting)	1/8/20
Update orientation training	Claire/Shana/Robi	11/20/19	Orientation training overview and related materials to include Child Health and Safety policies and procedures (8)	11/20/19
Report all child health and safety incidents on quarterly Governing Board (City Council) reports	Shana	Ongoing	Quarterly Reports (15)	Ongoing - quarterly

**City of Albuquerque Early Head Start  
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**Non Compliance 1302.90 (c)(1)(v)**

1302.90 Personnel policies: (c) Standards of Conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that : (v) Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.

**Non Compliance 1302.102 (d)(1)(ii)**

1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

**1) Action Plan and Narrative:**

The City of Albuquerque Early Head Start developed an action plan to address two areas of non-compliance regarding Program Standards **1302.90 (c)(1)(v)** supervision and **1302.102 (d)(1)(ii)** reporting. The action plan consists of each item developed or updated to address the areas of non-compliance, lead individual responsible for completion, timeline for completion, evidence to support completion and implementation (including reference to section in document where evidence can be located), and completion date. A narrative is provided containing additional information for each item.

**2) Child Health and Safety Policy:**

The City of Albuquerque Early Head Start Child Health and Safety Policy has been updated to include current program standards governing child health and safety as well as program design and management. Reporting component has been expanded to include chain of command for communication in the event of any instance of child abuse, neglect, or an unsupervised child. Timelines for notification have been included for immediate supervisor, parent/guardian, Children Youth and Family Department (CYFD), National Association for the Education of Young Children (NAEYC), Office of Head Start, Policy Council, and Governing Board. Training expectations have been included including training for new employee orientation and annual training. Ongoing monitoring expectations and penalties for violation of the policy have been included. Policy Council approval has been obtained and training was provided to all staff detailing the policy updates. All staff signed confirmation of receipt and understanding of the Child Health and Safety policy. Policy has been submitted to Governing Board (City Council) for signature.

**Documentation:** Approved Child Health and Safety Policy, Policy Council Meeting Minutes, New Employee Orientation Checklist, Confirmation of receipt and understanding of policy.

**City of Albuquerque Early Head Start  
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**3) Child Abuse and Neglect Policy:**

The City of Albuquerque Early Head Start Child Abuse and Neglect Policy has been updated to include current program standards governing child health and safety as well as program design and management. Procedures for non-employees and employees have been included. Timelines for notification have been included for immediate supervisor, parent/guardian, Children Youth and Family Department (CYFD), National Association for the Education of Young Children (NAEYC), Office of Head Start, Policy Council, and Governing Board. Training expectations have been included including training for new employee orientation and annual training. Ongoing monitoring expectations and penalties for violation of the policy have been included. Policy Council approval has been obtained and training was provided to all staff detailing the policy updates. All staff signed confirmation of receipt and understanding of the Child Health and Safety policy. Policy has been submitted to Governing Board (City Council) for signature.

Documentation: Approved Child Health and Safety Policy, Policy Council Meeting Minutes, New Employee Orientation Checklist, Confirmation of receipt and understanding of policy.

**4) Child Abuse and Neglect Reporting Policy and flow chart:**

The City of Albuquerque Early Head Start Child Abuse and Neglect Reporting Policy has been created to include current program standards governing child health and safety as well as program design and management. Timelines for notification have been included for immediate supervisor, parent/guardian, Children Youth and Family Department (CYFD), National Association for the Education of Young Children (NAEYC), Office of Head Start, Policy Council, and Governing Board. Training expectations have been included including training for new employee orientation and annual training. Ongoing monitoring expectations and penalties for violation of the policy have been included. In addition, a flow chart has been created and provided to staff as additional reference. Policy Council approval has been obtained and training was provided to all staff detailing the policy updates. All staff signed confirmation of receipt and understanding of the Child Health and Safety policy. Policy has been submitted to Governing Board (City Council) for signature.

Documentation: Approved Child Health and Safety Policy, Policy Council Meeting Minutes, New Employee Orientation Checklist, Confirmation of receipt and understanding of policy.

**5) Active Supervision Policy:**

The City of Albuquerque Early Head Start Active Supervision Policy has been updated to include current program standards governing child health and safety. Timelines for notification have been included for immediate supervisor, parent/guardian, Children Youth and Family Department (CYFD), National Association for the Education of Young Children (NAEYC), Office of Head Start, Policy Council, and Governing Board. Training expectations have been included including training for new employee orientation and annual training. Ongoing monitoring expectations to include routine classroom monitoring and multiple levels of documentation have been implemented to ensure safety and supervision of children at all times. Policy Council approval has been obtained and training was



**City of Albuquerque Early Head Start  
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provided to all staff detailing the policy updates. All staff signed confirmation of receipt and understanding of the Active Supervision policy. Policy has been submitted to Governing Board (City Council) for signature.

Documentation: Approved Child Health and Safety Policy, Policy Council Meeting Minutes, New Employee Orientation Checklist, Confirmation of receipt and understanding of policy.

**6) City of Albuquerque Early Head Start Code of Conduct**

The City of Albuquerque Early Head Start Code of Conduct has been expanded beyond that of the City of Albuquerque Personnel Rules and Regulations to include Standards of Conduct as outlined in the Head Start Performance Standards and guidance expectations outlined in the New Mexico Child Care Licensing regulations. Training expectations have been included including training for new employee orientation and annual training. Policy Council approval has been obtained and training was provided to all staff detailing updates to the Code of Conduct. All staff signed confirmation of receipt and understanding of the Code of Conduct.

Documentation: Approved Code of Conduct, Policy Council Meeting Minutes, New Employee Orientation Checklist, Confirmation of receipt and understanding of Code of Conduct.

**7) Policy Council Agenda, Meeting Minutes, and sign-in sheet, 12/18/19**

*Early Head Start Policy Council meetings* take place monthly on the third Wednesday of every month. Child health and safety is a standing agenda item and discussed at every meeting. All instances of children left unattended have been reported to policy council as well as progress reported during the corrective action period. The final corrective action plan will be shared during the upcoming policy council meeting scheduled for 1/15/19.

Documentation: Policy Council agenda, meeting minutes, and sign-in sheet

**8) Orientation training checklist**

The City of Albuquerque provides all new employees with a three-day orientation. In addition, the Division of Child and Family Development conducts and additional two days of orientation prior to working with children. Review of the updated Code of Conduct, Child Health and Safety, Child Abuse and Neglect, Child Abuse and Neglect Reporting, and Active Supervision policies and procedures have been added to the orientation list to ensure all Early Head Start staff have read and understand each policy. Training for all staff on the updated policies and procedures was conducted on 12/30/19 and will take place annually. The former orientation checklist and a revised checklist have been provided. The one page overview is utilized for all new temps, volunteers, or visitors to the classroom to ensure the fundamental health and safety information is discussed and understood.

Documentation: Former and Revised orientation checklists

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**9) Employee confirmation of policy receipt and understanding**

The City of Albuquerque provided training on all new and updated policies on 12/30/19. All Early Head Start Staff were provided copies of policies and signed acknowledgement of receipt and understanding.

Documentation: Signed acknowledgement from all staff

**10) Monitoring checklist focused on active supervision**

The City of Albuquerque Early Head Start formerly utilized the “Supervision and Ratio Best Practices Checklist” by the Virtual Lab School to document classroom observations focused on active supervision strategies. Best practices are rated on a scale of 1-5 with 1 stating the “Staff member never does this or does not seem aware of the practice” to 5 stating that the “Staff member always does this.” Feedback from staff and management utilizing the checklist focused on challenges of an always/never scale especially as it relates to the specific window of time for observation. Upon reviewing multiple checklist options with management and head teachers, the group decided upon a checklist located on the My Peers Website that details the specific practices related to effective active supervision. The checklist contains examples of what the practice may look like to the observer. It also aligns with Child Plus so data can be tracked over time, aggregated, and analyzed by classroom, center, and program. The new checklist was shared with head teachers during multiple Early Head Start weekly leadership teams as part of ongoing health and safety discussions. Checklists are reviewed with staff during observations. Policy has been submitted to Governing Board (City Council) for signature. A tracking spreadsheet has been created to track site visits and observations to include date, center, staff present during observation, individual completing observation, notes, feedback, and follow-up.

Documentation: Monitoring checklists (former and new), sample completed checklists, tracking spreadsheet

**11) Incident/accident report**

The City of Albuquerque Early Head Start documents and communicates to appropriate stakeholders all incidents and/or accidents pertaining to child health and safety. The incident/accident form was updated to include reporting time frames when applicable for Division of Child and Family Development (DCFD) Administrative office (same day), Child Care Licensing (24 hours), Child Protective Services (24 hours), Office of Head Start (72 hours), NAEYC (72 hours). The updated incident/accident report was reviewed with head teachers during EHS leadership meetings and distributed to all staff.

Documentation: Incident/ Accident report (former and new)

**12) Ratio tracking sheets**

The City of Albuquerque Early Head Start developed a daily ratio tracking sheet to log teacher/child ratios at regular intervals throughout the day as well as critical events such as transitions to include outdoor time, indoor time, lunch, and nap time. Staff and visitor sign-in and out is also documented. Logs are completed daily by all staff and submitted to the Education Specialist weekly for review.

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Documentation: Daily ratio log template and sample completed tracking sheets

**13) Ratio dry erase boards**

The City of Albuquerque Early Head Start developed a dry erase board template for all classrooms to utilize as an ongoing visual tool as ratios change throughout the day. The dry erase board is placed in a highly visual place in the classroom and ratio expectations (1:4) are posted. Staff update the dry erase board throughout the day as children arrive/depart and staff changes take place.

Documentation: Dry erase board template and samples

**14) Training**

The City of Albuquerque Early Head Start conducts ongoing training throughout the program year. Five (5) training days were scheduled during the 120-day period. All training days contained content focused on child health and safety. Training dates and topics included:

9/20/19 – Active Supervision (Scan and count, Positioning, Environment, Engage and Redirect)

10/10/19 – Active Supervision (Classroom Transitions, Schedules and Routines)

11/5/19 – Lifesavers and diaper changing

12/23/19 – Substance Abuse training

12/30/19 - Policies and Procedures (Code of Conduct, Active Supervision, Child Health and Safety, Child Abuse, Neglect, and Reporting, Reporting)

Documentation: Training agendas, training content, sign-in sheets

**15) Agendas to include child health and safety**

*Early Head Start leadership meetings* take place weekly. Attendees include Executive Director, Education Specialist, Parent Family Community Engagement Specialist, Home Visitors, ERSEA specialist, Data Manager, and Head Teachers. Child health and safety is a standing agenda item and discussed at every meeting. The Early Head Start leadership team was instrumental in every component of the corrective action plan development, implementation, and ongoing monitoring.

*Early Head Start Program Governance Advisory Committee* meetings take place quarterly. Child health and safety is a standing agenda item and discussed at every meeting. All instances of children left unattended have been reported to the committee as well as progress reported during the corrective action period. The final corrective action plan will be shared during the upcoming committee meeting scheduled for the first quarter of 2020.

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*Early Head Start Quarterly Reports to the Governing Board (City Council)* are provided quarterly. All child health and safety incidents are reported to Governing board within 3 days of incident via the City Council liaison and included in the quarterly reports.

Documentation: Sample Weekly Early Head Start Leadership meetings agendas/sign-in sheets, Governing Advisory Council agendas 11/19/19, City Council quarterly report (Q3, 2019)

**City of Albuquerque Early Head Start**  
**Action Plan – Area of Non-Compliance**

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**Child & Family Development Division  
Staff Vacancies  
(As of 1/7/2020)**

**Early Head Start**

	<b>Number</b>	<b>Sites</b>	<b>Program</b>	
<b>Head Teacher</b>				
<b>Teacher</b>	2	Trumbull MacArthur	EHS	<b>1 temp started 1/6</b>
<b>Teaching Assistant</b>	3	MacArthur SOW Trumbull	EHS	<b>2 TA pending (sent 12/26, 1/6)</b>
<b>Temps</b>		All during program hours	EHS	<b>2 Teachers pending (sent 12/26)</b>
<b>TOTAL</b>	<b>5</b>			