HSU Course Outline

ERSEA - Monitoring and 2020 PIR Reporting

ERSEAD2

2 Days

Description

This two day course will focus on best practices and procedures for ERSEA monitoring. Participants in this course will learn how to develop program process and systems in order to comply with ERSEA requirement. Students will use sample community assessments to determine issues and strengths as well as how to use this information in the ERSEA process. This course give an in-depth management perspective of ERSEA and how to utilize the findings to meet federal reviews as well as to design program procedures to help to monitor each area of the regulations. Students will learn how to use ERSEA to maintain enrollment, how to track attendance, how to manage attendance issues, how to understand regional requirements and how to select families with the greatest needs. Students are encourage to bring and use their program community assessment in this training. Also each participant is encouraged to [pre-submit review/audit questions](#) prior to workshop. Questions will be answered during workshop Q&A session. You will learn and use forms that are designed to help the program meet, manage and monitor regulations for eligibility, enrollment and attendance. Emphasis will be on both performance standards and PIR requirements as it relates to ERSEA.

Prerequisites
- Knowledge of Performance Standards
- Knowledge of CFR

Who Should Take This Course?

All Head Start staff will benefit from this course. It is designed for group and/or teams or ERSEA staff and managers who have 1 year or more of experience in ERSEA policies and procedures. Program managers, Directors, administrative staff, program staff, board members, policy council members, and family workers will also benefit from this course.

Objectives
- ✓ Implementing monitoring processes for eligibility requirements
- ✓ Implementing monitoring processes for recruitment requirements
- ✓ Implementing monitoring processes for Selection requirements
- ✓ Implementing monitoring processes for enrollment requirements
- ✓ Implementing monitoring processes for attendance requirements

Outline

Day 1

What New for 2020 PIR Reporting
    Age Requirements
    Income Requirements
    Eligibility Types
    Recruitment requirements
    Selection Requirements
    Enrollment Requirements
    Attendance Requirements

Eligibility Requirements
    Age Requirement
        Eligibility Cutoff
        Accepting 3 year olds
        Age Exceptions
        Monitoring Age
        Reports to use

        Forms to Use
        Federal Age reviews
        Procedures needed
        Best Practices for Age
    Family Income
        Determining Income
            What is Income?
            Income Forms
            Zero Income
        Federal Income Reviews
        Income Exceptions
            Public Assistance
            Waivers
        Program Instructions on Income
        Monitoring Procedures needed
        Best practice for Income

Eligibility Procedures
Establishing Monitoring Procedures
Eligibility Forms
Understanding Recruitment requirements
Recruitment process
Recruitment Timeline
Recruitment Procedures
Application Forms
Identifying the Best recruiters
Recruitment tasks
Recruitment Strategies
The greatest number
Disabilities Requirements
Disability status vs. eligibility
Application requirements
What number is required?
Question and Answers Session
Pre-submitted questions
Questions from students
ERSEA Myths

Day 2
Understanding Selection requirements
Setting Criterion
Age
Income
Parental Needs
Disabilities
Community Needs
Federal Needs
Best practices
Procedures
Developing the criterion
Community Assessment
PIR
Self Assessments
Scoring Selection Points
Selecting families
Determining the Greatest Need
Maintaining Wait lists
Ranking Wait lists
Wait list Reports
Understanding enrollment requirements
Enrollment Issues
What is enrollment?
Enrollment Slots
Under-enrolled
Setting Enrollment Dates
Funded Enrollment
Managing Enrollment
Enrollment Reports
Enrollment Tracking
Federal Requirements
Returning Children
Enrollment procedures
Entry requirements
45 Days
90 Days
Enrollment forms

Enrollment tools to use
Vacancies
30 Day Vacancies
Online Enrollment reporting
What to reports?
What is calculated?
Understanding Attendance requirements
Monitoring ADA
How ADA is calculated
Absenteeism
Handling Absenteeism
Absenteeism procedures
Dealing With Families
Number of days missed
Chronic Absenteeism
Vacating Slots
Determining Monitoring Reporting
Enrollment Reporting
Eligibility Reporting
Selection Procedures and Reporting
Recruitment Reporting
Attendance Reporting
Developing ERSEA Policies
Creating policy lists
Determining compliance issues
Task Management and Development
Policy Implementation
Creating Training Plans
Review cycles