HSU Course Outline

ERSEA: Understanding NEW! Performance Standard Compliance and Mandated Reporting

ERSEA16-829Cv.1

2 Days

Description
This 2-day instructor-led course is designed to give learners comprehensive tools and best practices as well as in-depth knowledge to create policies and monitor key areas of performance in ERSEA. This course will focus on both performance standards monitoring as well as the 2017 monitoring process. This course will also incorporate the changes with the final rule on ERSEA eligibility. Students will understand how to meet the New Performance Standards requirements. (It is recommended that all students who have received training within 60 days should attend this updated course. A 50% discount will be given once your previous enrollment has been verified.) You will also learn how to setup systems for new program requirements on Eligibility, Enrollment and Attendance. As a benefit, learners will find that this course is an in-depth approach to developing and implementing program practices for verifying the eligibility status of children, families and pregnant women receiving services and for ensuring the appropriate enrollment of children into the program. Students will also gain comprehensive skills and in-depth knowledge to plan and create reports that will help to analyze and interpret important information in the most efficient manner. The ERSEA Understanding NEW! Performance Standard Compliance course is a core course in the ERSEA Management Systems Credential and License (EMSCL) programs.

Prerequisites
- Knowledge of Head Start
- Head Start Performance Standards
- Head Start Act

Who Should Take This Course?
This course is beneficial for all staff members. ERSEA managers, teachers, home visitors, family service workers, health and management staff will gain knowledge to improve ERSEA systems. Those who are responsible for distributing and monitoring reports in ERSEA will gain in-depth knowledge.

Objectives
- Understand the NEW! Federal Rule requirements
- Changes in the NPRM Performance Standards
- Understand what needs to be change in tracking systems for Final Rule Compliance
- Understand the Aligned Monitoring System
- Understand Comprehensive vs. Differential Monitoring
- Understand On-Site Review requirements
- Preparing for HSKI-C reviews
- Preparing for Full Compliance On-Site Reviews
- Monitoring and reporting absences of 4 or more days
- Individual attendance
- New Attendance Policies
- Expulsion and Suspension
- Maintaining 85% target
- Analyzing Attendance
- Attendance plans
- Managing chronic absenteeism
- Behavioral Attendance
- Transitions based on Attendance
- Charging Fees
- Full Day Full Year Requirements for ERSEA
- Program Structures Requirement for ERSEA
- Home-based program changes for ERSEA
- Verifying and Documenting eligibility
- Source documentation of child files
- Maintaining eligibility status correctly
- Homeless forms
- Calculating Incomes
- Managing Income sources
- Monitoring and managing age determinations
- Monitoring Enrollment process
- Tracking disabilities requirements
- Waiting list requirements
Outline

Day One
Final Rule on Eligibility

Eligibility Changes
New Definitions Changes
Income eligibility requirements
Additional allowances
Additional allowances for Indian tribes
Categorical eligibility requirements
Migrant or Seasonal eligibility changes
Verifying age
Verifying income
Verifying categorical eligibility
Eligibility duration
Record Keeping requirements
Program policies requirements
Procedures on violating eligibility determination
Training requirements

90 days training requirements

Oversight attendance requirements
Attendance for Homeless children

Suspension and Expulsion
Use of Suspension
Expelling children
Prohibit or severely limit
Mental Health professional
Safety threats

Actual risk
Objective evidence
Stereotypes or generalizations
Prohibit under-enrollment
Expulsion based on behavior
Exhaustive Steps for behavior
Mental health consultant guide
Parental exclusion prohibition
Voluntary participation

New Head Start Performance Standards

Community Assessment Changes
Service Area Overlap
Publicly funded Pre-K
Early Childhood Community Programs
Community diversity

Determining, verifying and documenting eligibility
Categorical eligibility
Verification of public assistance
Alternate effective methods
1000 or fewer communities
Multi-year requirements
Redundancy
Pregnant Women Age Removal

Recruitment
Disabilities Recruitment

Selection
Enumerating selection criteria
Linking criteria to annual update
Children experiencing homelessness
Children in foster care
Prioritize younger children

Enrollment
Re-enrollment
Second year eligibility
Third year income requirements
Reserve slots
Homeless children
3% of funded
30 day requirement
Private Pay enrollment
State immunization requirements

Attendance
Tracking Attendance
Home visits for Attendance
Provision of support for attendance
One hour contact requirement for absentee
Data tracking requirements

2017 PIR Reporting
Enrollment Reporting
Age Requirements
Funded Enrollment
Transition Reporting
Prior Enrollment

Eligibility Reporting
Types of Eligibility

Eligibility
Income Eligibility
Calculating Income
No Income documentation
Zero Income families
Over Income documentation
Public Assistance
Foster Family Documentation
Third party verification

Determining Family and Family Size
Living in the same household
Documenting Family Size
Joint Custody
Same-sex Marriages

Day Two
EHS Eligibility
Pregnant Mothers eligibility
Teen parent eligibility

Migrant/Seasonal Family Eligibility
Mobile Families
Identifying Migrant Families
Agricultural workers incomes

Public Assistance
Documentation of Public Assistance
Non-Monetary Public Assistance Services

Homeless Family Documentation
Homeless forms
Homeless definition
Prioritizing Homelessness

Disabilities Families
Disabilities Eligibility
Selecting Disability Children
Meeting Disabilities Requirements
Funded vs. Cumulative Requirements

Military Family Documentation
Military LES Statement
Military Allowance
Calculating Military Incomes

Monitoring ERSEA for compliance
Eligibility reports
Enrollment reports
Attendance reports

New Performance Standards Program Structure
Class Room Changes
Full Day Full Year Requirement
Home Based vs. Center Based Requirement

Quality Assurance
Quality Systems
Self Assessment
ERSEA Area Plans
ERSEA Attendance Plans
Community Assessment