

# COMMUNITY SERVICES BUREAU 2021 SELF-ASSESSMENT

May 10<sup>th</sup>-May 14<sup>th</sup>, 2021

## Overview of Methods

The annual self-assessment is conducted to determine the effectiveness of CSB's efforts, ensuring we continue to meet our program's goals and objectives, and that we are implementing Federal regulations. This year, CSB's self-assessment was conducted during the week of May 10<sup>th</sup> with a team of 30 people, which included grantee and delegate staff, board members, community partners, and parents.

There were a total of 11 sites selected for review, including the administrative units for CSB and First Baptist Head Start. The program areas that were assessed among the selected sites were:

1. Focus Area 2: Program Management & Quality Improvement
2. Focus Area 2: Education & Child Development Services
3. Focus Area 2: Health Services
4. Focus Area 2: Family & Community Engagement Services
5. Health & Safety Checklist- Center Based & Family Child Care

While CLASS, ERSEA strategies, and Fiscal Infrastructure are typically included in the Self-Assessment, these areas were not included this year; CLASS is conducted as part of CSB's ongoing internal monitoring and the ERSEA and Fiscal areas were assessed in April 2021 during an externally conducted audit/review with 0% errors.

## COVID-19 Considerations

During the 2020-21 program year, we continued to see the effects of COVID-19 on our organization, community, and the world. Because of this, the Office of Head Start issued an Addendum to their Focus Area 2 Monitoring Protocol. This addendum gives guidance and information about how adaptations may be seen in the Focus Areas of the Monitoring Protocols. The information from the addendum was included in our instruments to ensure that practices which have been adapted (if applicable) could be explained as an adaptation to COVID-19.

## Components, Instruments, & Measures

Components	Instruments	Measures
Program Management & Quality Improvement	FY 2021 Office of Head Start Focus Area 2 Monitoring Protocol	Grantee & Partner Interviews
Education & Child Development Services	FY 2021 Office of Head Start Focus Area 2 Monitoring Protocol	Grantee & Partner Interviews Virtual Site Visits
Health Services	FY 2021 Office of Head Start Focus Area 2 Monitoring Protocol	Grantee & Partner Interviews Virtual Site Visits
Family & Community Engagement Services	FY 2021 Office of Head Start Focus Area 2 Monitoring Protocol	Grantee & Partner Interviews Virtual Site Visits
Health & Safety Checklist	A locally designed site monitoring tool based on OHS health and safety guidelines	Grantee & Partner Interviews Virtual Site Visits

## Key Findings

Areas of Strength as identified by the teams during the site visits:

<b>Program Management &amp; Quality Improvement</b>	<ul style="list-style-type: none"> <li>- Continued training/staff development throughout pandemic; adapted to Zoom/web based trainings</li> <li>- Ongoing internal monitoring &amp; analysis used to drive program planning &amp; improvement</li> </ul>
<b>Education &amp; Child Development Services</b>	<ul style="list-style-type: none"> <li>- Continued quality education extended to children in programs either through in-class instruction or distance learning</li> <li>- Innovative redesign of learning environments to meet social distancing guidelines and continue to foster early social development</li> </ul>
<b>Health Services</b>	<ul style="list-style-type: none"> <li>- Mental Health Consultants are available to the children and families as needed at directly operated and delegate sites</li> <li>- Sites are sending home information to in class and distance learners about brushing teeth (including toothbrushes) to continue positive oral health practices</li> </ul>
<b>Family &amp; Community Engagement Services</b>	<ul style="list-style-type: none"> <li>- Curricula implemented (Parenting a Pleasure guide &amp; Growing Great Kids) to encourage family engagement in children’s learning at home</li> <li>- Encouraging ongoing family &amp; community engagement in policy council &amp; parent meetings via Zoom</li> </ul>
<b>Health &amp; Safety Checklist</b>	<ul style="list-style-type: none"> <li>- All sites are including additional information re COVID-19, such as spacing at entrances, protocols for drop off and pick up during COVID-19, and posting updated information/communications as needed</li> </ul>

Areas of Concern:

During the 2021 Self-Assessment, it was determined that there were no areas of concern or corrective actions that needed to take place.