

**Agency Participants:** MAOF, Plaza, Pomona, CCRC, BPUSD, Montebello, El Monte, Foundation, Bassett, Kedren, PUSD, TRF. **LACOE Participants:** Elizabeth Rodriguez, Phil Norris, Carol Berk, and Keesha Woods

*Pre-site Source Documents* – Due September 30, 2010. Below is a status of agencies efforts toward completion.

- MAOF – pulling together and having meeting half way through
- Plaza – need to get back to LACOE via email
- Pomona – on track 70%
- CCRC – each manager submitting to Betty via electronic 9/27/10
- BPUSD – due 1th – 80%
- El Monte – 50% done
- Foundation - 95%
- Bassett – just finishing training on PC and Board, due 9/17/10
- Kedren – working on it. Talked to fiscal officer and is in progress
- PUSD – re-site documents will be in by 9/30/10 – 75% complete
- Montebello – started the process
- TRF – complete - will turn in

*Fiscal Officers' Training* – Ongoing-Monitoring protocol will be discussed.

*Directors' Meeting* – Ongoing-Monitoring protocol will be discussed.

*ERSEA Training* – September 27, 2010, 1:00 p.m. 4:00 p.m.

### *Box and Documentation*

The FY2010 Office of Head Start Monitoring Protocol is the tool used to monitor the health of Head Start grantees during their triennial reviews. The FY 2010 Protocol places an emphasis on the quality of the delivery and management of program services. The Protocol organizes elements of program performance standards and other program regulations into 11 sections against which compliance will be monitored:

- Health Services
- Nutritional Services
- Safe Environments
- Transportation Services
- Disabilities Services
- Mental Health Services
- Family and Community Services
- Education and Early Childhood Development Services (ECD)

- Fiscal Management
- Program Design and Management
- Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

Programs can demonstrate evidence of compliance through interviews, document reviews and observations by the reviewers. The “box” is a proven means of organizing evidence to support compliance.

LACOE is mandating the use of boxes for DA’s to organize evidence for use in the 2010-2011 triennial review. Please refer to the instructions below in setting up Protocol boxes:

1. Prepare a separate box for each of the protocol sections, labeling the front of the box with name of the Protocol (example: “Education and Early Childhood Development Services”)
2. There may be a possibility of a box, for Transportation. If your program does not provide transportation, you may elect to inform the reviewer that you do not provide transportation and if appropriate, share the transportation waiver that is posted to the web.
3. Place the completed response to each Education and Early Childhood Development Services Protocol question and supporting documentation in individual folders. You may need to duplicate documentation when it supports responses to multiple questions, regardless of redundancy.
4. Each box should have as its first folder one titled Table of Contents. Having a table of contents will assist the reviewer in locating evidence in case you are not readily available.
5. It is important to remember that Protocol answers populate to other service areas. Therefore it would behoove programs to have content area specialists cross check the contents of the boxes.
6. The program director will make the decision as to where the Protocol boxes will be located. The program director may elect to assign an individual to be responsible for the maintenance of the boxes.

**Conference Calls** – Instead of a weekly conference call, the team voted for the call to occur every two weeks with weekly email updates. The next calls are scheduled for September 24 and October 8, 2010. If new information comes in regarding the review schedule, agencies will be notified immediately via telephone and email.

### **Safe Environments Update**

The following guidance addresses the response to protocol question 1J, which includes lead testing. It is also consistent with the Grantee’s guidance on our current safe environments tool:

1. Protocol question 1J includes the target question, “Has the center has been tested for lead (e.g., paint or soil)? There isn’t a right or wrong answer. If the center(s) have not been tested for lead in the past, then the answer is NO. If a center(s) has been tested for lead, then the answer is YES. If yes, the Agency needs to have the report and the results. If the level was determined to

be high, the Agency should be able to report what steps have been taken to eliminate children's exposure to lead while in the center.

2. To also be consistent with the guidance in the Grantee's Safe Environments tool, all Agencies should inspect their sites for evidence of chipping or peeling paint. If there is chipping or peeling paint found, the following actions should be taken:
  - If the peeling paint or the exposed paint is from before 1980, then the paint should be tested for lead.
  - The peeling paint should be safely corrected.
3. If Agencies have questions about lead testing kits, they can they can contact local hardware/paint stores, their Grantee Facilities Specialist or the LA County Lead Poisoning Prevention Program for information.

### *Playground Inspections*

Only the initial inspection by a Certified Playground Safety Inspector is required for the safety and placement of the equipment, access, surfacing, etc. Supplemental inspections are required only if play equipment is added, altered, changed, damaged, etc. However, per the CPSC guidelines, after the inspection, both routine and periodic inspections are required to assure that the playgrounds are safe for play. It is up to the agency to set the timetable for the routine and periodic inspection, depending on the items and circumstances that will keep the play areas safe. The required routine and periodic safety inspections do not have to be conducted by a Certified Playground Safety Inspector.

### *Health and Safety Update*

Title XXII of the Child Care Center Licensing Regulations (**Food Service/101227 (19), page 136**) does indicate that : "...all food shall be protected against contamination..."

Practically speaking, if the site/classroom has a single refrigerator, staff food must be labeled, stored in a sealed container and kept in a separate area of the refrigerator from the children. For example, staff food could be housed in the drawers/vegetable crisper for example.

**Human Resource Files** – Due September 30, 2010. Agency should place emphasis in criminal record background checks. -Sample of files and submit finding to grantee. This is one area that will make program DEFICIENT. New version on web page.