

## Bishop Indian Head Start 2022-2023 Self-Assessment Outcomes & Program Improvement Plan for Year Four



**Program Name:** Bishop Indian Head Start

**Dates of Self-Assessment:** February-April Year: 2023

**Participants in the Self-Assessment Process:** Provide the positions or titles of various stakeholders who participated in the Self-Assessment process such as staff, parents, Policy Council, governing body, and community partners.

**Team Members:**

Bishop Paiute Tribal Council and the Bishop Indian Head Start Policy Council  
The BIHS Parent Committee and Tribal Community Members  
Health Advisory  
BIHS Partners  
BIHS Staff and Supporting Tribal Employees

**See 2021-2022 Annual Report for a list of the Bishop Indian Head Start Partnerships**

**Resources/ Data Used:**

Head Start Program Performance Standards 45 CFR Chapter XIII September 2016  
Office of Head Start Federal Review 2021 (FA1)

Parent Surveys  
School Readiness Goals

Parent, Family, Community, Engagement Outcomes  
Community Assessment Data  
Minutes: Health Advisory, Parent Committee, Policy Council  
Child Plus Data

Classroom Assessment Scoring System(**Pre-COVID-19**)  
California Adult Child Food Program Triennial Review-Summation  
Report 2021  
Health Tracking Reports

Transportation Monthly Records  
California Highway Patrol  
Single Fiscal Audits  
State Preschool Program Report-QRIS  
ASQ & ASQ IE outcomes

Prior-Self Assessment Program Improvement Plan  
Positive Child Outcomes  
Desired Results Developmental Profile  
Parent/Teacher Conferences  
Staff Needs Surveys  
BIHS 5-Year Plan  
LEA Transition Meetings

<http://ers.fpg.unc.edu/early-childhood-environment-rating-scale-ecers-r> (**Pre-COVID-19**)

Indian Health Survey and Action Plan  
Recent Head Start Triennial Review

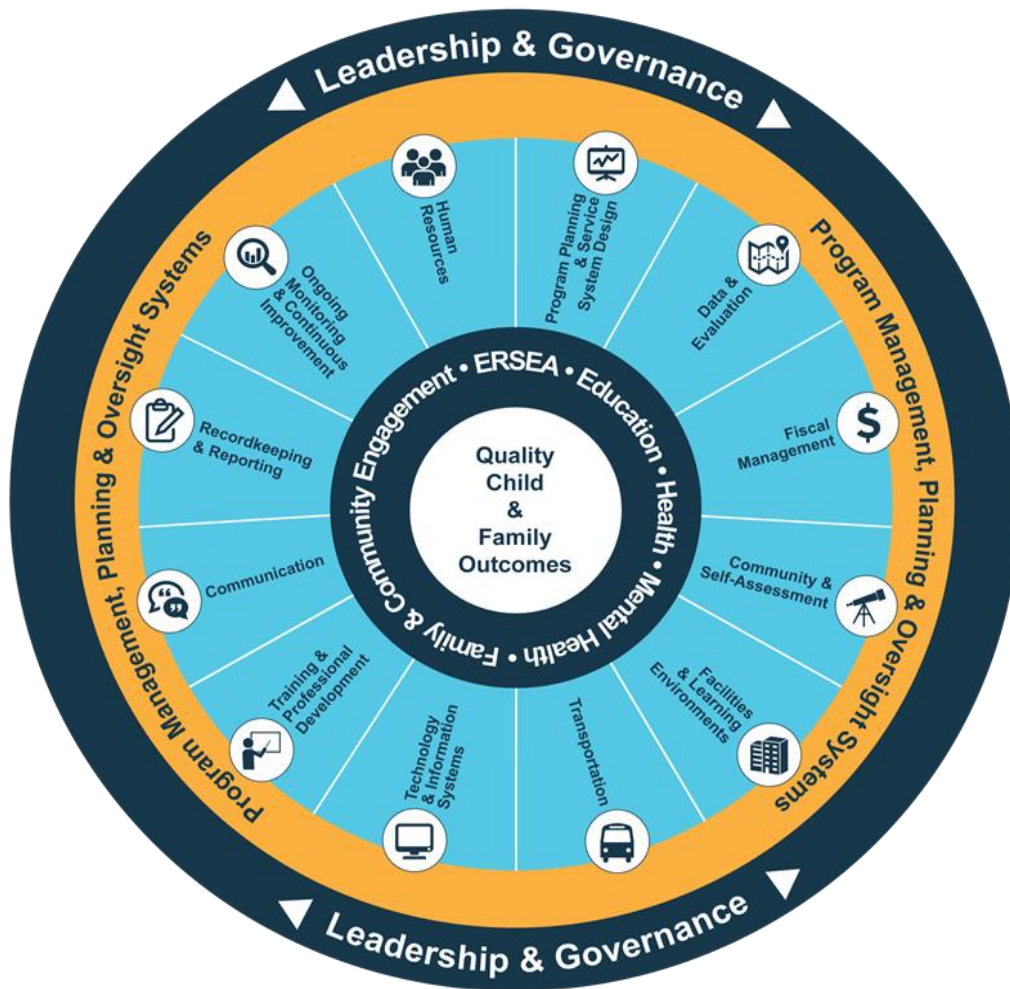
Ongoing Monitoring Reports  
Record Keeping and Tracking  
State Preschool Audits

Risk/Threat Assessment Checklist  
Classroom Portfolios, IEP Folders, and Enrollment Folders  
COVID-19 Resources

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<b>Broad Goal:</b> BIHS will ensure a comprehension system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury and promotes positive culturally relevant health behaviors that enhance lifelong well-being. BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children’s needs and to have knowledge where to obtain information and skills to help understand and support their child’s disability.	Pages 32-34
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2022-2023 BIHS SELF-ASSESSMENT AND PROGRAM IMPROVEMENT PLAN

Funding Source	GRANT	Monitoring Team (s)	Last Review	No further action needed	Non-Compliance	Deficiency	Program Improvement Area	Action Plan Needed
Administration for Children and Families	Head Start	Office of Head Start	Focus Area 1 2/1/21	*			No	Not currently
Depart. of United States Agriculture	CACFP	Depart. of Education Nutrition Division	4/16/21	*			No	Not currently
All funding sources	All BIHS Grants	Annual Single Audit	12/31/2021	*			No	Not currently
Inyo County Superintendent of schools	Inyo County State Preschool Contract	Early Childhood Environmental Rating Scale (ECERS)-CA	2019-2020	*			Yes	Not currently
Inyo County Superintendent of schools	Inyo County State Preschool Contract	The Classroom Assessment Scoring System® (CLASS)-CA	2018-2019	*			Yes	Not currently
Administration for Children and Families	Head Start	The Classroom Assessment Scoring System® (CLASS)-OHS	2018	*			Yes	Not currently
n/a	CACFP Federal Head Start	A comprehensive environmental health survey- Indian Health Service	12/6/2022	*		2	Yes	Yes Corrected
n/a	n/a	California Highway Patrol- BIHS Carrier Inspection	8/30/2022	*			No	Not currently



## Management Wheel Infographic

When innovative leadership, strong management systems, and well-designed services work together, quality child and family outcomes can be the result. The Head Start Management Systems Wheel is a visual representation of the 12-part program management, planning, and oversight systems that are critical to high-quality service delivery.

<https://eclkc.ohs.acf.hhs.gov/program-planning/publication/management-wheel-infographic>

### Progress Made from the Previous Self-Assessments

#### Part 1302 Program Operations-Subpart A- Eligibility, Recruitment, Selection, Enrollment, and Attendance

**Area of Improvement** identified from daily attendance book and classroom sign in sheets: (1) 1302.16-BIHS will provide information about the benefits of regular attendance and promote school punctuality. (2) BIHS will actively recruit children with the greatest needs based on the approved 2022-2023 Criteria Score Sheet to meet the funded enrollment of 60 eligible children prior to the start of school. All 4 classrooms will provide onsite services with 15 children to two teachers in each classroom on day 1 of year 3. (3) Due to COVID-19 the goal for BIHS is to continue to provide a safe learning environment by following all safety guidelines provided by the Bishop Paiute Tribe, CDC, Federal, State and County. Plan for 175 days and 1020 hours of preschool service hours for 2022-2023. Continue to partner with families before Chronic Absenteeism occur through parent education promoting positive effects of school attendance via enrollment meetings, newsletters, flyers and daily phone calls and texts.

#### 2022-2023 Progress:

- ✚ 100% onsite services.
  - ✚ 20% of enrollment for children with IEPs.
  - ✚ Tracking 85% required attendance rate.
  - ✚ Tracking 1020 direct service hours.
  - ✚ No classroom or school closures due to COVID related illness.
  - ✚ No more than 49% of families enrolled are over income.
  - ✚ School Attendance is promoted.
  - ✚ Arriving to school on time is promoted.
  - ✚ A few cases of chronic absenteeism related to illness or bereavement.
  - ✚ Attendance policies in place and reviewed with parents at enrollment and during parent teacher conferences.
  - ✚ BIHS is fully enrolled with a waitlist.
  - ✚ All 4 classrooms provided onsite services with 15 children to two teachers in each classroom on day 1 of year 3.
  - ✚ BIHS closed center 5 out of 175 school days planned due to power outages, water shut offs and historical weather conditions.
- ✓ Overall, Team Consensus:

#### Strengths:

- 100% onsite service.
- Maintained required 85% Schoolwide Attendance
- Maintained 100% of enrollment slots during the transition year of the Pandemic.
- Meeting the required 1,020 hours of Head Start preschool service during the third year of the Pandemic.

**Part 1301: Program Governance /Program Design, Management and Program Improvement**

**Documented as a continued Program Improvement Goal for 2022-2023:** (1) BIHS will request ICF training support after the elections of the new Tribal Council and a second training after the elections of the Policy Council. BIHS will actively recruit potential Policy Council members during enrollment and reenrollment meetings, orientation, and initial home visits, use flyers and phone calls. Potential candidates need to be identified by the end of August and BIHS will provide Policy Council Training to candidates in September. Elections for Policy Council to be held in October and followed with the first Policy Council meeting. (2) The Tribal Council and Policy Council will complete the program governance screener before the start of each school year. (3) BIHS Policy Council and Tribal Council will receive training in Leadership and Governance to include all areas under Program Management, Planning & Oversight Systems. Including Financial Training. Program Governance Training will take place the first 45 minutes of each meeting until complete. Followed by Fiscal Training for Governing Bodies.

**2022-2023 Progress:**

- ✚ 2022-Director reached out to OHS to schedule an onsite Program Governance Training. Due to weather conditions, Mr. Ron Ransom leaving his training position and BIHS staffing shortages there has been a delay in rescheduling.
- ✚ 2021: PC and TC completed Program Governance Training in May with Ron Ransom, Grantee Specialist with ICF. The current Tribal Council was trained in Program Governance in May of 2021. Except for 2.
- ✚ 3 of our current PC members served on the PC in prior years.
- ✚ 2023: Director provided resources for the PC to take the Program Governance Training online. No certificates or verification of training was submitted by the 2023 PC.
- ✚ 2023 BYLAWS were received, reviewed, and approved.
- ✚ The 2023 PC started holding official meetings in October 2022 and schedule meetings every month. Agendas are prepared by the Director and minutes are prepared by the PC Secretary. The PC Secretary assists the Director by setting up Zoom meetings when needed.
- ✚ The Governance, Leadership and Oversight Capacity Screener was completed by the PC mid-year. The Director has plans to review with the Tribal Council by end of May 2023.

**Overall, Team Consensus:** Documented as a continued Program Improvement Goal for 2023-2024. Although BIHS provided Program Governance training in 2021 and provide online resources to complete training there is no evidence documented for 2023. The Governance, Leadership and Oversight Capacity Screener was completed by the PC mid-year and the Tribal Council completed a three hour OHS training in April 2023.

**Strengths:**

- 2023 Parent Survey indicated: 100% of our families indicated they child is safe in this program. 100% indicated their child was happy in this program.
- Parent Committee and Policy Council meetings are scheduled monthly providing opportunities for parents to engage in parent child events planning.
- Governing Bodies meet regularly to discuss Head Start operations.

- Policy Council Bylaws are currently approved by Policy Council.
- Policy Council and Tribal Council receive monthly program Department Reports. Main topics addressed: What are your recent accomplishments? Have you reached any key milestones? List the progress you have made toward your objectives. Under these topics the following areas are addressed: Program Governance, Parent Committee Events, School Readiness, Community Needs being addressed, Facility Health and Safety, Transportation, Mental Health, Human Resources, and additional grant funding. Additional topics addressed in each report: What are your upcoming plans? List your upcoming plans so we can stay coordinated on what matters most. Do you have any roadblocks that need to be addressed? List any obstacles. Do you have budget concerns? Are budget objectives being met? Describe any major changes since the previous report, or any other commentary you feel is appropriate COVID-19 contact tracing (children and staff: exposures/confirmed; classroom/school closures). Enrollment, Attendance, Health and Safety Data, trainings and meetings, meals and snacks, credit card purchases and program information reports from OHS.
- Tribal Council and Policy Council participate in the annual self-assessment process and receive data on the community assessment. Impasse procedures are in place. Planning Policies and Procedures are currently approved by Policy Council and Tribal Council. Community, staff, parents, families, and all stakeholders are involved in planning process.

### Part 1302 Program Operations-Subpart C Education and Child Development



**1302.34 Parent and family engagement in education and child development services**  
**1302.36 Tribal language preservation and revitalization**

**Areas of Improvement:** (1) Translate the English version of the BIHS monthly themes to a Paiute Cultural Curriculum to serve as a framework to support Tribal Language Revitalization objectives. (2) BIHS will implement parent cultural activity ideas in the monthly school calendar ( See list on page 10).

**2022-2023 Progress:**

Parent Annual Survey

How satisfied are you with these characteristics of your child's program?	% Very Satisfied	% Satisfied	% Not Satisfied
2022-2023: Cultural activities	87%	13%	0%
2021-2022: Cultural activities	86%	14%	0%
2020-2021: Cultural activities	67%	29%	5%
2019-2020: Cultural activities	72%	27%	2%
2018-2019: Cultural activities	90%	10%	0%

How satisfied are you with these characteristics of your child's program?	% Very Satisfied	% Satisfied	% Not Satisfied
2022-2023: How the program promotes your child's learning and development	84%	16%	0%
2021-2022: How the program promotes your child's learning and development	86%	14%	0%
2020-2021: How the program promotes your child's learning and development	71%	29%	0%
2019-2020: How the program promotes your child's learning and development	75%	25%	0%
2018-2019: How the program promotes your child's learning and development	93%	7%	0%

- ✚ BIHS Staff reach out to the OV CDC Language Instructors for guidance with Paiute Translation and Onsite support.
- ✚ BIHS has a fluent Paiute Language Instructor on the Head Start teaching Team.
- ✚ The BIHS Mission Statement in collaboration with OV CDC is translating the Mission Statement into Paiute.

- ✚ Each year BIHS works towards increasing Tribal Language Revitalization with the input of our parents and staff.
- ✚ Parents are welcome on site and engaging with teachers daily.
- ✚ Teachers and Health Manager include Paiute words on the monthly School Calendars, Newsletters and Flyers with guidance from our Language Specialist.

**Suggestions and Comments provided by parents over the last few years:**

- ✚ Working with Elders program to bring Elders into the classroom (ex. story telling).
- ✚ Fieldtrips that focus on cultural activities (ex. discussions about our history).
- ✚ Provide a dinner or meal.
- ✚ Drum making, baskets, moccasins, beading, and Regalia making.
- ✚ Cultural day once a month or focus on a topic for the month.
- ✚ Paiute Language immersion in classroom
- ✚ Focus on learning who they are as a native people.
- ✚ Dancing Pow Wow classes for the kids.
- ✚ Spanish in the classroom would be great for dual immersion.
- ✚ After school program.
- ✚ Increase Paiute classes.

**Strengths:**

- BIHS Teachers utilize Paiute Language in their classrooms daily.
- BIHS Teachers engage children, families, and staff by planning Paiute Language Music activities.
- BIHS hired a Fluent Language Speaker.

**Overall, Team Consensus:** The use of Tribal Language Revitalization can be observed daily and is document in our annual parent survey. BIHS will continue program improvement goal objectives 1 and 2 for program year 2023-2024.

**1302 Subpart C—Education and Child Development Program Services**

Source: Parent Survey, Staff Survey and observations, Self-Assessment Interviews, ECERS, DRDP, ASQs

**Areas of Improvement:** (1) BIHS will hire an Education Manager to support teaching team with implementing effective CLASS, ECERS and DRDP strategies.

**2022-2023 Progress:**

- ✦ Education Manager job description was drafted and approved.
- ✦ The request to hire an Education Manager was approved and currently advertised.
- ✦ First interviews begin 4.18.23.
- ✦ BIHS Director was designated as the BIHS Coach. The Director visits classrooms and outdoor classrooms and observes while in the classrooms. Provides feedback if needed. However, has not been able to implement a consistent plan to implement practice base coaching.
- ✦ 88% of the BIHS teaching team holds a California child development permit.

**Overall, Team Consensus:** Continue goal to hire an Education Manager for program year 2023-2024.

**Strengths:**

- ❖ Operated an onsite Head Start program during the third year of the Pandemic.
- ❖ Maintained 15 children in each classroom.
- ❖ Teachers are trained in using ongoing assessment to provide accurate and consistent information on children's progress. Teachers collaborated with parents to complete DRDP assessments. Parents are engaged in their Child's Observations.
- ❖ All screenings have been completed and summarized. Referrals made by teacher and or parents based in screening outcomes and services provided by specialist to children who qualified for an IEP or behavior plan. 1302.47
- ❖ 2022-2023-100% of our parents were satisfied to very satisfied with the Languages spoken by staff.
- ❖ 2022-2023-100% of our parents were satisfied to very satisfied with the Interaction between staff and children.
- ❖ Gardening is helping children realize the importance of living off the land and having healthier choices in nutrition and cultural beliefs. The Outdoor Classroom supports life science: respect for nature, increased natural outdoor area includes trees, grass, and running area.
- ❖ School Readiness Goals are reviewed and revised as needed. Teachers individualize school readiness goals for children. SR Goals are presented to all stakeholders.
- ❖ BIHS Teachers collaborate with Kindergarten Teachers to plan successful transitions.
- ❖ Parents are aware children are learning social skills, school readiness skills, confidence, and group interaction. Parents participate in parent teacher conferences and home visits and find the interaction helpful in keeping up with child and family goals. Information is set home to help children's age group and in newsletters.
- ❖ All parent teacher conferences, and home visits are tracked by the Lead Teacher. Teachers collaborate and track all information provided to family regarding their child's growth and development.
- ❖ BIHS maintains a 54,000 square outdoor classroom, equipment with swings, slides, climbing and balancing structures, water features, science and garden areas, bike paths and loose parts designed to support exploration and gross motor development.

**Part 1302 Program Operations-Subpart D Health and program Services**

1302.44 Child nutrition

1302.45 Child mental health and social and emotional well-being

1302.45 Family support services for health, nutrition, and mental health

1302.47 Safety Practices

**Areas of Improvement:** (1) Contingency (emergency plan) needs to be updated to reflect the 2016-OHS Regulations (2) Improve ECERS #12Toileting/Diaper-score and Personal Care Routines Score by 2 points. (3) BIHS will improve communication between parents regarding healthy alternatives when celebrating events to decrease and or eliminate the consumption of high fat and high sugary foods.

**2022-2023 Progress:**

- ✦ (1) The Contingency (emergency plan) was updated to reflect the 2016-OHS regulations and COVID-19 Mitigation Polices.
- ✦ (2) ECERS State review has not been conducted in 3 years due to COVID-19.
- ✦ (3) BIHS will continue to improve communication and understanding with parents during enrollment and reenrollment by sharing BMI and dental data with parent to reinforce the purpose of our Creating Healthy School policies and procedures. An increase in childhood obesity continues and we are seeing high sugary treats being used to celebrate events in this past year.

**Team Consensus:** (1) goal met (2) Although BIHS makes every effort for children to gain self-care skills this area is critical due to COVID 19 outbreak prevention and other harmful viruses Goal 2 will be included in the 2023-2024 Program Improvement Plan. Goal 3: Continue into year 4.

**Strengths:**

- ❖ Source of Health care; ensuring up to date child health care status; ongoing care and extended follow-care is in process and current. BIHS uses funds to purchase health care products and materials to care for enrolled children in our care. When needed BIHS uses funds for professional medical, mental health, and dental needs if we have no other resources to care for the children enrolled in our program.
- ❖ BIHS uses USDA /CACFP as a funding source as a primary source of payment for meal services
- ❖ 2022-2023 100% of our parents were satisfied to very satisfied with the health and safety policies and procedures.
- ❖ Child Plus is utilized by the Health and Disabilities Manager to track immunizations and due dates. Health and Disabilities Manager reports all data related to Health to Director and Health Advisory.
- ❖ Emergency Plan available in classrooms, front office, and administrator's office. Monthly Fire drills, earthquake drills, bus evacuations, and Stranger Danger drills are documented each month. COVID 19 Operational Policy and Procedure are in place.
- ❖ BIHS is in full compliance with Federal and State Adult Child Ratios. Currently, implementing 2 adults to 15 children.

- ❖ Strong Pedestrian Safety of our own Parking lot and crosswalks. Speed Limits posted, idle free zones posted, children playing signs posted, tobacco free signs posted, and buckle up safety signs posted. Car Seats are available to families in need with ride safe education. We have access to certified car seat technicians. 1303.73, 1303.74
- ❖ State and Head Start Preschool Needs Assessment completed, data gathered, referrals made by Family Advocate, Health Disabilities Manager, and or Director.1302.41
- ❖ 2022-2023-100% of our families indicated their child was safe in the BIHS program.
- ❖ 2022-2023-100% of our families were satisfied to very satisfied with the Nutrition services. The Nutrition Plans and Policies and Procedures are currently approved by Policy Council.
- ❖ We used prior approved menus from Registered Dietician and are currently working with Food and Supply Source to ensure we are purchasing reimbursable products that meet CACFP requirements. 1302.44
- ❖ BIHS uses ongoing monitoring to increase the safety of our children, families, staff, and community for example, BIHS maintains our facility and vehicles with daily inspections, sanitize and disinfect daily, maintain air purifiers and HVAC systems, inspect outdoor play equipment, security doors and latches, Shelter in Place Equipment, First Aid and CPR Equipment, including and AED, car safety seats, maintain First Aid Kits and provide PPE to all families. 1302.47
- ❖ BIHS has developed consistent services with partners. BIHS is consistent in advocating for quality services for our children and families. We will seek funding to bring in outside professional agencies and continue to educate our team and community on the importance of mental health awareness. 1302.52 and 1302.53
- ❖ Staff and parents are provided opportunities to learn about children’s health and well-being, by providing medical, oral, nutrition, Health and safety and mental health education via newsletters and Health Advisory meetings via Zoom.
- ❖ BIHS formed a partnership with Northern Inyo Hospital and STRIVE to provide Direct Services in the following areas: Physical Therapy, Occupational Therapy, and Behavior Therapy.

**Part 1302 Program Operations-Subpart E Family and Community Engagement Program Services****1302.50 Family engagement****1302.51 Parent activities to promote child learning and development****1302.52 Family Partnership services****1302.53 Community partnership and coordination with other early childhood and education programs**

**Areas of Improvement:** (1) Increase parent engagement in planning activities to promote child learning and development each month. (2) During Special Events play an educational video related to parent needs, interest, safety and or School Readiness to reach a larger audience. (3) Include parent survey questions and answers to parent handbook, orientation checklist, classroom, and school wide newsletters.

**2022-2023 Progress:**

- ✦ The Teaching Team maintains a full calendar of parent/child activities each month.
- ✦ Staff names and titles are added to the Parent Handbook and in the organizational chart. Head Start Classroom Newsletters are sent out monthly. The initial newsletter explains our titles and qualifications.
- ✦ The 2022-2023 Parent Interest and Needs Survey was collected by the enrollment team and outcomes were documented and shared with Community Partners.
- ✦ Resume our parent/child activities onsite in program year 2022-2023.
- ✦ Our parents met at monthly to plan fundraising activities to fund picture day, school activities, graduation, and school readiness gifts. Parent Involvement in Picture Day is significant because the day is planned by parents and a parent or former parents are selected to use their talent to take the school pictures. Parents and Community Partners have provided educational information regarding Health Awareness at meetings and have made suggestions regarding COVID-19 protocols and health event planning.
- ✦ BIHS encourage and welcomes parent volunteers. BIHS parent volunteers assist with fieldtrips, classroom and supervision report, presentations, and leadership.
- ✦ Health Manager meets and stays in communication with our families regularly.
- ✦ The BIHS Team consistently reach out to our families via in person or through surveys to assist in their needs and to utilize their assistance in program planning. Staff consistently communicate to our families and community partners via email, in person, phone, videos, handouts, Radio, and Facebook and or webpage. Documentation is being entered in Child Plus regarding family meetings and trainings. 2022-2023, ERSEA/PFCE duties were assigned to Director and Teachers. The ERSEA team uses Child Plus to track families completed a Needs Assessment and or Partnership forms. Health Manager is meeting with families to review the Summary of Screenings and communicate their Child upcoming Health Care screenings. School Bus drivers also serve as a means of communication to ensure family's needs are met.
- ✦ Educational Videos did not take place this year. BIHS provided community partners to participate in a health fair and to share resources during parent meetings and morning greetings.
- ✦ Orientation check list clarifying the questions on the parent survey was reviewed at enrollment in 2022-2023. Listed below are the results of the 2022-2023 parent survey related to parent engagement:
- ✦ 2022-2023, 94% of our families indicated they received information from BIHS on "How they can get involved with their child's program. A 0% increase or decrease from 2020-2021.
- ✦ 94% of our parents indicated in the 2022-2023 Parent Survey they received information about BIHS in the following areas (an increase of 3% from 2021-2022):

- Section A** – How children develop at different ages? (96% Yes) a 10% increase
- Section B** – How your child is growing and developing? (100% Yes) an 11% increase
- Section C** – How your child is doing in the program? (100% Yes) a 5% increase
- Section D** – Schedule of daily activities? (100% Yes) a 6% increase
- Section E** – What you can do to help your child learn and develop? (97% Yes) a 5% increase
- Section F** - Parenting skills? (90% Yes) 1% decrease
- Section G** – How to find other services in the community? (90% Yes) a 1% increase
- Section H** – Where to report health or safety concerns and complaints? (93% Yes) 7% decrease
- Section I** - Experience and training of program staff? (90% Yes) a 2% increase
- Section J** - Discipline problems? (94% Yes) a 8% increase

*Has your child's enrollment in this program made it easier for you to:*

Program Year	Accept a job?	Keep a job?	Accept a better job?	Attend educational or training programs?
2022-2023	12%	68%	34%	42%
2021-2022: Covid-19	44%	53%	31%	38%
2020-2021: Covid-19	43%	48%	36%	45%
2019-2020	68%	80%	57%	65%
2018-2019	61%	80%	57%	69%
2017-2018	48%	67%	42%	56%
2016-2017	50%	68%	45%	55%

**Overall, Team Consensus:** BIHS will continue with goals (1-3) and assign the Education Manager to assist in the planning steps, monitoring, and progress reporting.

**Strengths:**

- ✚ Evidence of monthly Parent Meetings held Via Zoom: Policy Council, Parent Committee, and Health Advisory. Evidence of parent orientation materials (Engagement pamphlets, Interest surveys, personal invites to participate). 1302.50
- ✚ Parents are provided an opportunity to engage in the review of discussing, drafting and approving safety policies and procedures, interviewing, program governance, operation planning, budgeting and approval, the grant process and support documents. BIHS engages in the process of collaborative partnership building with families. 1302.53
- ✚ Parents have been identified, trained, and hired as employees (Kitchen, bus monitors, gardeners Bus drivers, Teachers, Teacher Aides, and presenters).

- ✦ Opportunities for families and community to engage in monthly, annual, and seasonal events for example: Classroom Read Aloud, Family Cook Night Workshops, Children’s Winter Wish Tree Event, Winter Clothing Exchange, Policy Council and Parent Committee, planning picture day, fund raising, planning End of the Year Celebration. 1302.31, 1302.11
- ✦ Strong Community Partnerships with Local Tribal and Local Non-Tribal agencies, and without-side area partnerships that provide quality services to our students, families, staff, and community.
- ✦ Parents Personal Rights are in Parent handbook (updated with new COVID-19 Protocols) and a signed copy by parent and staff in enrollment file. Parent Handbook available online. Parent concerns are addressed. 1302.11
- ✦ Parent and Community Volunteer hours and in-kind are tracked and recorded in Child Plus. 1302.11
- ✦ Families are engaged in the collaborative partnership building and setting visions for their families.
- ✦ BIHS Family Advocate collects Family Volunteer Interest and summarizes, education interest and needs and organizes information by classroom and school wide outcomes.
- ✦ Parent Policy Council receive monthly program Director Report; report includes: Agendas, minutes, and meetings tracking, Family and Community Partnership activities; School Readiness Progress; individualization and tracking; ERSEA Data; goals and achievements; any deficiencies, quality improvement; or non-compliance areas; State Preschool monthly reimbursement, CACFP (meals and snacks data, expenditures and reimbursement); Head Start and Tribal Match Expenditures; facilities, materials, and equipment; Transportation Data; Child Health and Safety data; Health Manager Tracking (absences related to: illness, health appointments, communicable diseases, injury); speech services, referrals; health follow-ups; and professional growth of Health manager.
- ✦ *Post COVID-19: BIHS offers CPR and First Aid Training, Child Car Seat Safety, Car Seats, First Aid Kits, PPE-COVID; air purifiers, fire extinguishers, smoke detectors, and thermometers. Family Formation and OV CDC provide back packs with back-to-school supplies.*
- ✦ Many fathers bring their children to school each morning, attend and participate in parent planning and leadership meetings, active volunteers, participate in partnership building, parent teacher conferences, enrollment and re-enrollment process, family engagement activities, and fieldtrips.
- ✦ *BIHS Teachers partner with the Elders program to provide music presentations each year.*
- ✦ *BIHS Partners with Law Enforcement to provide pedestrian safety and a monthly READ ALOUD Program.*



## **Part 1302: Program Operations**

### **Subpart F: Additional Services for Children with Disabilities:**

Area for Improvement: BIHS Teaching Team will receive professional training in Speech Therapy to support their students and teachers. If funding opportunities are available, BIHS will contract with private business to increase services in the following areas: speech and language, occupational therapy, and behavior intervention.

### **2022-2023 Program -Assessment Outcomes:**

- ✚ 1302.62 BIHS partners with State Council on Developmental Disabilities, San Bernardino Regional Office to provide information to parents and the community regarding: Rights in the IEP Process, Evaluations, Compliance Complaints, Due Process Hearing, Resources, Inyo County Superintendent of Schools -SELPA and Kern Regional -Exceptional Family Center.
- ✚ BIHS contracts with STRIVE to provide additional Behavior Prevention support for our students, families, and teachers. BIHS contracts with Inyo County School District to provide Physical and Occupational Therapy.
- ✚ BIHS contracts with Physical Fitness Instructors to provide Zumba for children, families, and staff.
- ✚ All Services for Children with Disabilities are monitored by our Health/Disabilities Manager and reported to the Head Start Director monthly and accumulated for the Annual Report and Program Information Report. The following services are provided onsite for BIHS Children: Speech and Language, Occupational and Behavior Therapy. Extended Education off site with Great Steps Ahead is provided for BIHS children needing additional individualized school readiness preparation.
- ✚ BIHS has a MOU with the Inyo County Special Education Local Plan Area (SELPA) meeting all of Subpart D 1302.60, 1302.61, 1302.62, and 1302.63
- ✚ All services are documented daily along with communication between teachers, specialists and parents regarding services, goals, and outcomes.
- ✚ Parents, Staff, and Specialist meet as required and often as needed to discuss screenings, goals, and progress. In addition, to transitioning into and out of services and between Head Start and the elementary and now EHS to HS.
- ✚ All additional services documented and tracked in Child Plus.
- ✚ BIHS teaching team were provided online training sites to complete self-pace training towards a Behavior Therapy certification.
- ✚ Contracting with Behavior Therapist(s), Northern Inyo Hospital and Physical Fitness instructors, our students, parents, and teachers are receiving individualized services without lengthy delays.

- ✚ Our assigned therapist is well liked by the children and staff. The new Speech Therapist is completing the communication log as required for Head Start services.

**Team Consensus: Program Service Enhancement** Teachers continue to experience severe student behavior challenges from children with or without IEPs. Behavior intervention services from the local School District is not available. Due to BIHS staff shortages and additional duties shared by the team, teachers, director, and health manager do not have the time to complete training. Goal continued.

**Strengths:**

- ✚ BIHS builds strong community partnerships and has the knowledge and ability to apply for funding to meet the needs of children, families, and teachers.
- ✚ BIHS staff and families consistently advocate for the needs and rights of our Head Start children.
- ✚ BIHS communicates effectively with our leadership team, Office of Head Start and partners to ensure children's individual needs and strengths are met.
- ✚ BIHS is making strong progress towards prevention and preparedness of incoming children with Special Needs.

**Part 1302 Program Operations-Subpart I Human Resources****1302.90 Personnel Policies****1302.91 Staff qualifications and competency requirements****1302.92 Training and Professional Development****1302.93 Staff Health and Wellness**

**Areas of Improvement:** (1) Director and BIHS Team will develop an incentive program for outstanding performance and achievement of individual professional goals (2) Head Start Job Descriptions will be updated to reflect the 2016 OHS regulations. (3) BIHS to add staff wellness and safety discussions to monthly meetings (4) The BIHS Director will ensure the implementation of a coordinated researched based-coaching strategy to assess all education staff and support staff to identify strengths, areas of support, and which staff would benefit from intensive coaching.

**2022-2022 Progress:**

- ✚ (1) BIHS Team nominates employee of the year and must write a justification for selecting their candidate. The award winner's name is written on a plaque with the year they were nominated by their peers. Winners may receive a day off with pay. Listed are examples staff wrote about their teammate for employee of the year:
  - ✓ Adapted their teaching strategies to virtual. Going over and beyond to provide education services to offsite children.
  - ✓ Team member demonstrated commitment to virtual students and families during the pandemic. Team member remained positive throughout the year. Team member had great communication with families and team.
  - ✓ Team member provided much help for each classroom and virtual classroom, parent committee support, graduation, and class pictures. Team member is respectful to all employees and children. Team member has great customer service.
  - ✓ Team member created a website to use for our virtual classrooms, created lessons on Zoom and adapted to Covid situation well. Made sure all kids were served with lessons and school supplies.

- ✓ Team member helped wherever she was needed. Organized all of the graduations. Very helpful with tech planning during virtual.
- ✓ Takes initiative, always willing to drive the bus, team player, great teacher and caring.
- ✓ Always goes beyond her job description, would be a great lead teacher, helps everyone, very professional, great teacher, full of energy, and caring.
- ✓ Team member stepped out of her comfort zone this year with teaching the fours versus the threes. She took direction from the four-year-old teachers in learning what she needed to do for teaching four-year-olds. She was very open to learning some technical/computer skills in order to adjust to the virtual aspects involved during COVID.
- ✓ Team member did an amazing job teaching the Distant Learning students. Along with her co-teachers. She was flexible and open to what was needed to be done to continue serving our students. Our team member went over and beyond with creating learning binders and a class website which shows her dedication to providing quality education to our students.
- ✓ I nominate my team member because she created and implemented a virtual program. She is always professional and upbeat with staff and children. Despite Covid-19 challenges she demonstrated great leadership.
- ✓ I nominate my team member because she showed great depth and commitment to teaching her student, her years of experience showed in her interactions her student. Her student adores her, and it shows in their relationship. She always maintains a loving respectful connection despite behavior challenges that may arise with her student.
- ✓ My team member is a trained car seat technician and provided services all thru the pandemic to our Head Start Community. Maintained all COVID-19 safety guidelines. Maintained CPR and First Aide Certifications.
- ✓ My team member demonstrated commitment and team work to all staff members throughout the pandemic. She supported her families and students throughout the pandemic. Always strives to provide excellent service.

✚ (2) The following job descriptions have been updated and approved by The Policy Council and Tribal Council: Director, Health and Disabilities Manager, ERSEA/PFCE, Data Entry Clerk, Bus driver, Gardener, Teacher, Teacher Aide, Cook, Assistant Cook, Janitor, and Bus Monitor. Human Resource department is currently working towards updating all Bishop Tribal Employee job descriptions utilizing a contactor to complete a compensation study in May of 2022. Must comply with the Bishop Paiute Tribe's COVID-19 Vaccination Policy must be added to current Job Descriptions before being approved by the Bishop Paiute Tribal Council.

✚ (3) Safety Sessions are provided by Indian Health Service, our state preschool partners, Health Manager, Director, and Bishop Paiute Tribal Human Resource Department. Information is shared with employees in person, text, flyers and via email. BIHS team moved from weekly check in meetings via Zoom to Monthly outside meetings. All staff provided laptops to provide safe access to trainings and meetings during the Pandemic. Due to COVID-19 Federal and Tribal protocols, BIHS will continue and enhance overall wellness sessions and topics into all future meetings.

(4) Director and Teachers completed a 5-hour Practice Base Coaching training in 2020. During preservice Teacher and Teacher Aides completed a needs assessment. The Needs Assessment still requires summary and study by the Director to formulate individual training plan. Director focused on peer coaching with new teaching for the 5<sup>th</sup> classroom. Director has received Practice Base Coaching from Mala Sablok from ICF50 and has developed a plan to address intentional practice base coaching for teachers and teaching aides. Mala and I discussed the following actions steps should be added to our Practice Base Coaching Plan:

- Learn about the PBC Coaching Model
- Review program data and determine priority areas for Coaching
- Develop Needs Assessment based on identified priorities
- Orient staff to Needs Assessment
- Teachers and Coach complete Needs Assessment
- Participate in Coach Training
- Begin coaching using the PBC coaching model.

Example of Needs Assessment completed by Teaching Team:

Bishop Indian Head Start  
PBC Coaching Needs Assessment 2021-22

**NEEDS ASSESSMENT – TEACHING PRACTICES: ENGAGING INTERACTIONS AND ENVIRONMENTS, AND CURRICULUM LESSON PLANNING**

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: These are effective teaching practices for supporting children’s learning. Read each statement and use the 1 to 5 scales to show how often you are using each teaching practice now, and how often you would like to use it. Then write the difference between current use and desired use of the teaching practice. The NQCTL 15- minute In-service Suites that support each practice are listed in the last column.

Teaching Practices	I am doing this now...		I want to do this...		Difference between current use and desired use	In-service Suites
	Not at all	All the time	Not at all	All the time		
<b>Social and Emotional Support</b>						
1. I use a child’s interests to guide interactions and plan activities.	1 2 3 4 5		1 2 3 4 5			Following Children’s Lead; Creating a Caring Community
2. I provide opportunities for children to take on meaningful roles in the classroom.	1 2 3 4 5		1 2 3 4 5			Giving Children Responsibilities
<b>Instructional Interactions</b>						
1. I provide opportunities for children to actively engage, respond, talk, and make meaningful contributions during activities.	1 2 3 4 5		1 2 3 4 5			Making Learning Meaningful
2. I ask open-ended questions (for example, how or why) more often than close-ended questions (for example, yes/no or fact-based questions).	1 2 3 4 5		1 2 3 4 5			Asking Questions
3. I plan activities where children can predict, observe, and experiment.	1 2 3 4 5		1 2 3 4 5			Using the Scientific Method; Fostering Children’s Thinking Skills
4. I support children’s understanding and deepen their knowledge by asking follow-up questions, making comments that extend children’s thinking, or making connections to children’s daily experiences.	1 2 3 4 5		1 2 3 4 5			Making Learning Meaningful; Expansions
5. I respond to children’s correct answers with follow-up questions about what made the child think or say that. I respond to incorrect answers with specific information to help child learn about the correct answer.	1 2 3 4 5		1 2 3 4 5			Providing Feedback
6. I help children focus on learning goals by talking about what they will learn before an activity, highlighting the goals during the activity, and recapping at the end of the activity.	1 2 3 4 5		1 2 3 4 5			Focusing Children on Learning Goals

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7. I initiate frequent and extended conversations with children. I actively listen, contribute relevant responses, and ask related questions.	1 2 3 4 5	1 2 3 4 5		Engaging Children in Conversation; Providing Feedback
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Teaching Practices	I am doing this now...		I want to do this...		Difference between current use and desired use	In-service Suites
	Not at all	All the time	Not at all	All the time		
<b>Curriculum - Lesson Planning</b>						
1. I use child assessment data to plan small group activities on the lesson plan	1 2 3 4 5		1 2 3 4 5			Implementing a Curriculum Responsively: Supporting Children's Development and Learning Using Data to Inform Teaching
2. I use child assessment data to plan individual activities for each child	1 2 3 4 5		1 2 3 4 5			Implementing a Curriculum Responsively: Supporting Children's Development and Learning Using Data to Inform Teaching
3. I consider children's interests while planning activities.	1 2 3 4 5		1 2 3 4 5			Implementing a Curriculum Responsively: Building on Children's Interests

**Overall, Team Consensus:** (1) Goal continues until 95% of staff are satisfied to very satisfied with employee recognition of outstanding performance and professional development. (2) Goal Continue until all job descriptions are updated by the Bishop Paiute Tribal Human Resource Department and approved by the BIHS Policy Council and Tribal Council. (3a) Goal continue. (4) Training Completed. #4 remains a program improvement goal for 2022-2023. **New Program Improvement Goal:** All Head Start employees will receive an updated background check and Live Scan before the first day of the 2022-2023 school year. **New Program Improvement Goal:** All BIHS staff will receive their Performance Evaluation no later than 10 days past the due date.

**Part 1302 Program Operations-Subpart I Human Resources -Strengths**

Source: Self-Assessment; Bishop Paiute Tribal Employee Handbook; Employee Needs Survey Employee Evaluations and self-evaluations;

- HR Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS follows all Tribal HR Policies and Procedures and ensures procedures align with OHS requirements. BIHS and the Bishop Paiute Tribal HR ensures: All staff member has an initial health examination and a periodic re-examination that include screeners or tests for communicable diseases, as appropriate. BITC HR makes mental health and wellness information available to staff regarding health issues that may affect their job performance and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education. HR has a Live Scan Policy and has provided clearance letters for Director in 2020-2021.

Director will plan to contract with trained professionals to utilize the Live Scan Tool to complete our live scans and background checks.

- ✚ Tribal Council supports staffing needs to ensure operations run smoothly while meeting safety and supervision needs.
- ✚ Staff take initiative and responsibility for their education and professional development to strengthen their professional skills related to their job description and service area. Staff stay engaged in college course and participate in cross training. Teaching Team is dedicated, passionate, and works together to support each other and our program. 1302.90-93
- ✚ BIHS provides opportunities for staff to express their training needs and other concerns through Monthly Reports to the Director. BIHS Director utilizes this information to formulate solutions to challenges and needs of the staff, parents, and children. The information and suggestions provided in staff reports are used to develop the Training and Technical Service Plan and Program Improvement Plan. All staff receive at a minimum but not limited to 15 clock hours of professional development. Staff reports include the following topics:
  - ✓ What are your recent accomplishments? Have you reached any key milestones? List the progress you've made toward your objectives.
  - ✓ Do you have any roadblocks that need to be address? List any obstacles or delays. Plan of Action
  - ✓ List any child and family needs. List any referrals, resources and/or services provided.
  - ✓ List your upcoming goals and plans so we can stay coordinated on what matters most. List some of your classroom accomplishments.
  - ✓ Do you have any budget concerns? List items needed, include price and justification.
  - ✓ Describe any major changes since previous report, or any commentary you feel is appropriate.
- ✚ 2021-2022: Staff is qualified for their positions and hold permits or certification for their position. 1302.102

**Subpart J: Program Management and Quality Improvement:**

**Note: 1302.101: Management Systems**

**New challenge:**

BITC Fiscal staffing turnover has delayed the maintenance of the automated accounting and record keeping system adequate for effective oversight. This delay has caused the BIHS vendors to be delayed in payment, delayed in reimbursement from other grants and drawdowns from Head Start. In addition to a Carryover request.

**New Goal:** BIHS Director will set up continuous training for BITC Admin, Tribal Council and Fiscal Team each time we experience a turnover or a reassignment of duties. Director to maintain training is fiscal management systems an maintain a schedule of grant reporting.

**Part 1302 Program Operations-Subpart J Program Management and Quality Improvement -Strengths**

Source: Self-Assessments, Office of Head Start Federal Reviews, Indian Health Service Reviews, Program Calendars, Child Plus Reports, Employee Evaluations and self-evaluations, ECERS-R Observation Score Sheet; Parent Survey; DRDP Observations (Fall, Winter, Spring)

- ✚ BIHS implements an effect management system by providing regular and ongoing supervision to support individual staff professional development and continuous program quality improvement.
- ✚ BIHS works with the Tribal Administration to build and update the BIHS webpage in order for staff, parents and the community to have access to operational procedures and policies, including monitoring outcomes.
- ✚ BIHS provides the tools and time necessary for staff to participate in appropriate training and professional development.
- ✚ BITC maintains an automated accounting and record keeping system adequate for effective oversight.

- ✚ Director completed a Fiscal Training with **Ron Ransom** | Grantee Specialist of ICF to support the BITC Fiscal Management.
- ✚ Utilizes information from the program's community assessment to advocate for the needs of families. Identifying community resources and establishing ongoing collaborative relationships and partnerships with our community.
- ✚ Effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA, by providing services with appropriate facilities, program materials, curriculum, instruction, staffing, supervision, and partnerships, at a minimum, consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Contracts with Behavior Specialist to provide additional supervision and effect behavior prevention strategies.
- ✚ The management of program data effectively supports the availability, usability, integrity, and security of data. BIHS has established procedures on data management and had them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws (Child Plus, Ages and Stages, and DRDP). 1302.32 BIHS has established program goals.
- ✚ BIHS is in collaboration with the tribal council and policy council, our established goals and measurable objectives include:
  - ✓ Strategic long-term goals for ensuring programs are and remain responsive to community needs.
  - ✓ Goals for the provision of educational, health, nutritional, and family and community engagement program services as described in the program performance standards to further promote the school readiness of enrolled children.
  - ✓ School readiness goals that are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning standards, as appropriate, and requirements and expectations of schools Head Start children.
  - ✓ Effective health and safety monitoring practices are in place to ensure children are always safe and federal regulations are followed by the collection and use of data. BIHS corrects quality and compliance issues immediately by working with the Tribal Council and the Policy Council to address issues during the ongoing oversight and correction process and during federal oversight. BIHS implements procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.
  - ✓ BIHS uses data for continuous improvement and implements a process for using data to identify program strengths and needs. BIHS ensures data is aggregated, analyzed and compared in such a way to assist in identifying risks and informing strategies for continuous improvement in all program service areas: child-level assessment data is aggregated and analyzed utilizing (DRDP© (2015-Tech) by the California Department of Education to improve program quality each year. We also base our training, materials, and environmental plans based on the outcomes. We assess our children three times a year. State Preschool requires two times a year. [http://www.desiredresults.us/form\\_drpd.htm](http://www.desiredresults.us/form_drpd.htm) ). In addition to the <http://ers.fpg.unc.edu/early-childhood-environment-rating-scale-ecers-r> as part of the system for assessing child outcomes in Program Assessment. BIHS uses ASQ and ASQ (Social Emotional Screenings) once a year to identify children's and family's needs. We use this screening for referrals, parent and teacher trainings, and to purchase materials and supplies to support social emotional growth.
  - ✓ BIHS practices ongoing assessment practices approved by the Policy Council that include aggregated data such as: child assessments, professional development and parent and family engagement to evaluate the program's progress towards meeting program goals, compliance with program performance standards, and the effectiveness of the professional development and family engagement systems in promoting school readiness. BIHS collaborates with tribal council and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and submit findings of the self-assessment to the responsible HHS official. BIHS and stakeholders use the findings/outcomes to develop and implement plans for program improvement. The program improvement plan address actions steps to correct deficiencies in regulations, enhance and or develop program comprehensive services, improve teaching practices, address staffing and professional development, update MOU's with community partners, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement.



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- ✓ BIHS 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. For Example, COVID 19 Facility Closure and Action Plan.
- ✚ BIHS and BITC HR and Fiscal maintain sufficient record keeping and reporting to stay in compliance.
- ✚ Child Outcomes in Program Self-Assessment Policies and Procedures are currently approved by Policy Council and Tribal Council.

### Part 1303 Financial and Administrative Requirements

#### 2021-2022 Progress:

- ✚ BIHS completed the annual Health and Safety Screener.
- ✚ Communicated reopening plans, policies, and procedures for operating a Head Start Center during a Global Pandemic.
- ✚ BIHS has sufficient Personal Protective Equipment (PPE).
- ✚ Indian Health Service completed a walkthrough of the facility to document prevention strategies were in place to ensure minimum risk of exposure.
- ✚ Bishop Fire Chief and other Fire Prevention agencies assist in safety check of facility.
- ✚ Monthly drinking water reports are provided to BIHS.
- ✚ HVAC and Propane Utility companies provided annual inspections.
- ✚ Pest Control services are provided monthly with quarterly and as needed COVID-19 treatments.
- ✚ CHP, Transportation Certified Mechanics, and Certified Bus Drivers complete annual, monthly, and weekly bus inspections.
- ✚ Designated staff complete a daily facility and playground safety inspection.
- ✚ All service areas have completed safety checklist on file.

**Overall, Team Consensus:** (1) Sufficient evidence we are meeting safety requirements for a Preschool and Childcare facility operating during a Global Pandemic.

### Part 1303 Financial and Administrative Requirements -Strengths!

Source: Self-Assessments, Office of Head Start Federal Reviews, Fiscal Single Audits, Financial reporting, OHS Regulations, Transportation reports and CHP monitoring

- ✚ All Policies and Procedures related to facilities, materials, transportation, and technology systems are currently approved by Policy Council and Tribal Council.
- ✚ Fiscal Management Policies and Procedures are currently approved by Policy Council and Tribal Council. BIHS follows all Tribal Fiscal Policies. Effect Fiscal Policies and Procedures are in place and align with OHS requirements supporting the implementation of quality services to children and families.
- ✚ Required annual single audits are conducted with 2020 in the process of being reviewed by Tribal Council.
- ✚ BIHS has policies and procedures in place to protect child records. BIHS parents have a right to inspect child records and sign permission for who can view their child's file.

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- BIHS School Bus transportation service is inspected by the California Highway Patrol and Indian Health Service. BIHS is in full compliance with DMV, CHP, and Federal Motor Carrier Safety Administration regulations. Child Safety Check installed. BIHS ensures families receive morning transportation and we outreach to Big Pine and provided transportation services. In addition, School Bus Drivers are subject to random drug and alcohol screenings. 1303.74, 1303.75

**In Summary, No Health and Safety Deficiencies or Findings related to the Office of Head Start Federal Regulations in the 2021-2022-Program Self-Assessment. New or adjusted actions steps will be highlighted within our program improvement plan for 2022-2023 program year. Refer to the 5 Year Strategic Plan for measured outcomes.**

### Bishop Indian Head Start Program Improvement /Action Plan-2022-2023

<p><b>Broad Goal:</b> BIHS will ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems provide for effective access to the program for children and families.</p> <p>Part 1302-Program Operations Subpart-Eligibility, Recruitment, Selection, Enrollment, and Attendance: 1302.11 Determining community strengths, needs and resources, 1302.12 Determining, verifying, and documenting eligibility, 1302.13 Recruitment of children, 1302.14 Selection process, 1302.15 Enrollment, 1302.16 Attendance, 1302.17 Suspensions and expulsions, 1302.18 fees</p>			<p>Data Source: Self-Assessment Report and Parent and Family Needs Assessment Community Needs Assessment</p>			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS \$	Other Sources \$		
<p>1. BIHS staff will promote regular attendance of each individual child and partner with families to ensure each student is ready for school and arrive no later than 8:30am.</p> <p>2. Update all policies and procedures related to ERSEA to align with 2016 New regulations.</p> <p>3. <b>New Program Goal:</b> BIHS will actively recruit children with the greatest needs based on the approved 2022-2023 Criteria Score Sheet to meet the funded enrollment of 60 eligible children prior to the start of school. All 4 classrooms will provide</p>	<p>(1) BIHS will review excessive absent &amp; tardy policy during enroll. interviews.(1a) BIHS will cont. to track attendance &amp; tardiness.(1b) BIHS will recruit a Policy Council Leader to discuss the importance of regular school attendance on the Tribal Radio.(1c) Health Manager &amp; FA will provide a home visit to ensure child's safety. BITC Social Service Depart maybe contacted to assist in intensive case management.(1d) Only after all attempts have been made as outlined in the performance standards &amp; BIHS policies &amp; procedures will consider the slot vacant. (2) ERSEA manager reviews existing policies and procedures and notes any changes and or document</p>	<p><b>1.Measurement/ Documentation:</b> Parent Policy Council Minutes; New Handbook online and hard copies made available; signed parent policy; 100% of parents arrive at school before 8:30 am. Average daily attendance is maintained both by individual students and school wide. School Readiness goals are achieved. State Preschool and USDA food program reaches maximum reimbursement.</p> <p><b>2.Measurement/ Documentation:</b> Meeting Minutes; Signature of approval by Policy Council and Tribal Council. Signatures of Input and Training by staff and parents. New plans, policies</p>	N/A	N/A	1-3 Enrollment Staff, Lead Teachers ERSEA Manager, Health and Disabilities Manager, Program Director	<p>1.Ongoing over 5-year 2. June 2022 3. June-August 2022</p>

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onsite services with 15 children to two teachers in each class on day 1 of year. BIHS will be in compliance with the 49% Tribal over income requirement.	numbers. Submit to PC for approval. (3) Director will maintain a waitlist in child plus and input enrollment information. Director will schedule in-person pre-enrollment interviews in June based on greatest needs first. ERSEA team will contact case workers representing low-income families from EHS, ICWA and Foster Care/Kinship care, homeless and TANF clients by	and procedures are located online according to approved schedules  <b>3.Measurement/ Documentation:</b> 2022-2023 August Roster will document no more than 49% over income regulation, 10% minimum enrollment dedicated to families with an individual education plan.				
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Broad Goal: Program Governance systems include a governance structure, strong communications, and regular reporting that supports shared decision making. Part 1301 Program Governance sub-section 1301.5 Training			Data Source: Policy Council Minutes, Self-Assessment Plans; Governance, Leadership, and Oversight Capacity Screener			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/ Status
			HS Federal \$	Other Sources \$		
<p>The Tribal Council and Policy Council will complete the program governance screener before the start of each school year. BIHS Policy Council and Tribal Council will receive training in Leadership and Governance to include all areas under Program Management, Planning &amp; Oversight Systems Including Financial Training.</p> <p>All members of the PC, TC, Fiscal. and Human Resources will be trained on the Updated HS Performance Standards to ensure BIHS remains in compliance.</p>	<p>Online training Resources from the Office of Head Start Knowledge Center will be utilized by the Program Director to inform PC and TC of New Requirements. Each month the PC will receive an online training on 1 of the showcases located ECLKC.</p> <p>Program Governance Training will take place the first 45 minutes of each meeting until complete. Followed by Fiscal Training for Governing Bodies.</p> <p>Update the Policy Council Program Governance Calendar to include annual</p>	<p><b>Measurement/ Documentation:</b> A well trained and informed Policy Council Member will assist the Parent Policy Council and the Program Director to review the program budget monthly for the purpose of making sound program planning decisions related to financial resources and needs.</p> <p>Agendas, Minutes, training sign in sheets, Interviews with the policy council, certifications</p> <p><a href="https://eclkc.ohs.acf.hhs.gov">eclkc.ohs.acf.hhs.gov</a></p> <p><a href="https://eclkc.ohs.acf.hhs.gov/organizational-leadership/learning-module/head-start-leadership-governance-training">https://eclkc.ohs.acf.hhs.gov/organizational-leadership/learning-module/head-start-leadership-governance-training</a>.</p> <p><b>Note:</b> Policy Council meets once a month and will meet more than once a month to stay on schedule via Zoom.</p>	N/A	N/A	Director and Family Advocate, Program Managers Teaching Staff Governing Body: Parent Policy Council and tribal Council	<p>2022-2023 PC and TC TARGET SEPT-NOV</p> <p>BIHS-STAFF 2022 MAY-AUGUST</p>
					Director	

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	trainings and discussion.					August 2022
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<p><b>Broad Goal:</b> BIHS will ensure a comprehension system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury and promotes positive culturally relevant health behaviors that enhance lifelong well-being. Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices</p> <p><b>Addition:</b> Program Goal: 1302.62- BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children’s needs and to have knowledge where to obtain information and skills to help understand and support their child’s disability.</p>			<p>Data Source: Self-Assessment Report ECERS 2019-2020 COVID 19 Pandemic Outcomes and Resources</p>			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			OHS \$	Other \$		
<p>(1) BIHS will strengthen hand washing routines and monitoring among all classrooms by 2 points on the ECERS review</p> <p>(2)BIHS Health Advisory Team will add the current BIHS COVID 19 Policy and Procedure plan to the Contingency (emergency plan). BIHS will include the Bishop Tribal COVID 19 Emergency Plan with BIHS Emergency Procedures. Director participates in the Bishop Tribal Emergency planning meetings.</p> <p>(3) BIHS will continue to partner with the Bishop Tribal Food Sovereignty and Toyiabe Indian Health Project to host 12 Family Cook nights and workshops featuring traditional foods and nutrition in a movement to lower childhood obesity rates.</p>	<p>(1) All teachers will inform parents about morning routine and how they can assist their children with health goals during home visits. Teacher will provide parents with a daily classroom schedule. (1a) Teacher will use parent volunteers to assist and monitor children during outdoor to indoor handwashing transitions and after messy projects. (1b) Health Manager will educate families, staff and the community on the correct way to wash hands when they enter the classrooms. (1c) Health Manager will continue to facilitate health activities with children and teachers and reinforce handwashing daily.</p>	<p><b>Measurements and Documentation</b> Successful Indian Health Service Reports, ECERS Health Manager Observations and documentation.</p> <p>BIHS Facebook and Webpage</p> <p>Agendas, Minutes, Signatures od approval from Governing Leaders</p>	N/A	N/A	<p>Health Manager, Teaching Team, Parents Guardians, and Health Advisory</p> <p>Director, and Support Team Policy Council</p> <p>Director, Health Manager Family Advocate</p>	<p>(1)Target Ongoing over 5 Years</p> <p>(2)Goal met, review yearly.</p> <p>(3)August 2022-July 2023</p>

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	<p>(2) Plan will be reviewed by the Policy Council and then Tribal Council.</p> <p>(3) Due to COVID 19, BIHS/Ameri core presented a few cooking demos via Facebook. In addition, provide supplies for cooking at home.</p>	<p>Grant rewards. Sign in sheets Annual BMI rates for children</p> <p>MOU</p>			<p>Estimate \$3000</p>	
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**Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices Continued:**

<p><b>Broad Goal:</b> BIHS will ensure a comprehension system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury and promotes positive culturally relevant health behaviors that enhance lifelong well-being. Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices</p> <p><b>Addition:</b> Program Goal: 1302.62- BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children’s needs and to have knowledge where to obtain information and skills to help understand and support their child’s disability.</p>			<p>Data Source: Self-Assessment Report ECERS 2019-2020 COVID 19 Pandemic Outcomes and Resources</p>			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			OHS \$	Other \$		
<p>(1)BIHS will promote Childhood Obesity Awareness among our BIHS families by implementing additional communication strategies. Including support with menu planning from Toiyabe Indian Health Service and Child’s Doctor.</p>	<p>(1) BIHS will maintain a log of children’s birthdays. Assigned staff will call families in advance regarding alternatives ways to celebrate birthday at school and to remind families of our “No Outside Food Policy”</p> <p>(1a) Enrollment Team and Lead Teachers will review our Creating Healthy School Policy and Procedure with parents during enrollment and reenrollment.</p> <p>(1b) Director will work with parent and nutritionist to provide a workshop to staff regarding child’s special nutritional needs related health.</p> <p>(1c) Director to contact a Toiyabe Representative to provide a virtual meeting with BIHS regarding the individual nutritional needs related to</p>	<p><b>Measurements and Documentation</b></p> <p>(1) Signed acknowledgements By parents and staff.</p> <p>Document parent feedback during enrollment and home visit meetings regarding their views on childhood obesity rates.</p> <p>BIHS webpage Preservice sign in sheets.</p>	N/A	N/A	<p>Health Manager, Teaching Team, Parents Guardians, and Health Advisory Lead Cook</p>	<p>Target Ongoing Over 5-year Grant</p> <p>During Preservice</p> <p>And Mid-Year</p>

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	children identified with a nutrition deficiency. Director will provide Toiyabe the new CACFP form related to children’s food accommodations.					
<b>Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices Continued:</b>						
<p><b>Broad Goal:</b> BIHS will ensure a comprehension system of services is in place to prevent health problems; supports health development by encouraging practices that prevent illness or injury and promotes positive culturally relevant health behaviors that enhance lifelong well-being. Part 1302-Program Operations Subpart D Health Program Services-Hygiene Practices</p> <p><b>Addition:</b> Program Goal: 1302.62- BIHS will improve communication between parents regarding what is a potential disability and to learn how to become advocates for services that meet their children’s needs and to have knowledge where to obtain information and skills to help understand and support their child’s disability.</p>			<p>Data Source: Self-Assessment Report ECERS 2019-2020 COVID 19 Pandemic Outcomes and Resources</p>			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			OHS \$	Other \$		
<p>(1)BIHS will increase training and supervision support related to Behavior Prevention for Teachers, Children, and their families as well as Speech and Language and Occupational Therapy.</p> <p>(2)BIHS ensure emergency funds are in place to assist family’s health needs and desired wellness outcomes with their health providers.</p> <p>(3)Families will receive referrals, PPE, School Readiness supplies and or any other emergency needs in a timely manner and the tracking of the requests will be tracked, recorded, and reported to the Director in a monthly report.</p>	<p>(1a)The Director will continue to reach out to Inyo, Mono and Kern County regarding Mental Training for Staff and Families.</p> <p>(1b)Invite the Bishop Tribal Social Services and TIHP Family Services to the monthly Health Advisory meetings or plan a special planning meeting to see how both programs can partner to meet the Mental health needs of our families</p> <p>(1c) Contract with private certified behavior professionals.</p> <p>(2)Health Manager to stay in communication with fiscal regarding Emergency Funds to meet children’s school readiness needs (Ex. Batteries for hearing aids).</p>	<p><b>Measurements and Documentation</b></p> <p>(1) Signed Meal Accommodation Form By parents and medical providers.</p> <p>Menus</p> <p>Meeting Minutes from Health Advisory</p> <p>Email responses</p> <p>Email responses</p>	\$2,500	\$2,500	Director, Health and Disability Manager Family Advocate	(1 & 2)Prior to school starting-May-June 2022
					Health and Disability Manager	(3)Ongoing
					Director, Health Manager, Family Advocate	

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	(3) Health Manager will communicate to the appropriate Lead Teacher when referrals or Health and Safety needs are in process and met. Record this progress in Child Plus.	Child Plus Notes and Director Reports from Teachers and Health Manager				
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<b>Broad Goal:</b> BIHS will ensure Human Resource system provides ongoing professional development to well-qualified staff that supports quality services for children and families within an effective organizational structure. Part 1302-Program Operations Subpart I Human Resource Management; 1302.90 Personnel Policies; 1302.91 Staff Qualifications and competency requirements; 1302.92 Training and professional development; 1302.93 staff health and wellness; 1302.94 Volunteers			Data Source: Self-Assessment Report and Staff Needs Survey CACFP Triennial review; Employee Evaluations			
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			OHS Federal \$	Other \$		
1.Update all job descriptions	(1)Review job descriptions with staff & the Policy Council and submit changes to HR for final draft. HR will submit to Tribal Council for approval.	<b>Measurement/ Documentation:</b> 1. Signed Job Descriptions by TC, PC and Staff.	N/A	N/A	1: Program Director, HR Director, and BIHS Management	Goal1 in progress of completion by July 2022
2.BIHS will increase the awareness of staff wellness and lower the risk of staff absences due to illness or injury at home or at work.	(2) Director will work with HR to provide wellness resources to staff in person or via online. Director will set up employee wellness workshops at least 3 x a year. (2a) Director will facilitate a talking circle regarding health and wellness and the importance of our position as essential employees. (2b) add staff wellness and safety discussions and reminders to each staff or case management meeting. (Example: lifting, proper she support and drinking water.)	<b>2. Measurement/ Documentation:</b> Employee attendance rate related to illness or injury. BIHS staff schoolwide will maintain staff attendance rate by 95%, Director will set individual goals with each staff member at the start of the school year.  <b>3. Measurement/ Documentation:</b> Director is able to manage time efficiently by delegating duties. Director is able to report program goal achievements. Director is able to ensure program future success. Designated Lead will indicate training on the annual self-assessment form and training will be tracked in Child Plus.	N/A	N/A	2: Program Director, HR Director, and BIHS Management	Goal 2: <b>In progress</b> COVID 19 Review in August Preservice
3. Cross training plan-Potential Directors (Long Term)	(3a)Cross-train interested Lead Teachers to run a Summer or Afterschool program to gain experience running a program in a controlled environment.		N/A	N/A	Director and ICF Trainers	Goal 3 Ongoing
<b>4.New Program Improvement Goal:</b> All Head Start employees will receive an updated background check and Live Scan before the	(4) BIHS Director will collaborate with BITC HR		2,000	n/a	Objectives 4-5	June-August

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<p>first day of the 2022-2023 school year.</p> <p><b>5. New Program Improvement Goal:</b> All BIHS staff will receive their Performance Evaluation no later than 10 days past the due date.</p>	<p>department to contract with Federal experts trained to conduct background and live scans utilizing BITC equipment for all BIHS employees and contractors.</p> <p>(5) Director will schedule all evaluations with employees during preservice using online calendar reminders. Director will use subs to cover classrooms and complete evals on at least 2 Fridays a month.</p>	<p><b>(4) Measurement/ Documentation:</b> Signed contracts outlining objectives and timelines and employee clearance letters</p> <p><b>(5) Measurement/ Documentation:</b> Signed Evaluations with dates and a checklist of employee evals marked off for completion.</p>	<p>n/a</p>	<p>n/a</p>	<p>Director, BITC HR and Admin</p>	<p>2022</p> <p>May 2022-July 2023</p>
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Continue: Part 1302-Program Operations Subpart I Human Resource Management; 1302.90 Personnel Policies; 1302.91 Staff Qualifications and competency requirements; 1302.92 Training and professional development; 1302.93 staff health and wellness; 1302.94 Volunteers

<p><b>Broad Goal:</b> BIHS will ensure Human Resource system provides ongoing professional development to well-qualified staff that supports quality services for children and families within an effective organizational structure. Part 1302-Program Operations Subpart I Human Resource Management; 1302.90 Personnel Policies; 1302.91 Staff Qualifications and competency requirements; 1302.92 Training and professional development; 1302.93 staff health and wellness; 1302.94 Volunteers</p>				<p>Data Source: Self-Assessment Report and Staff Needs Survey CACFP Triennial review; Employee Evaluations</p>		
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal \$	Other \$		
<p>6. BIHS Director will consistently implement researched based coaching strategies for All Staff.</p> <p>7. The BIHS Director will ensure the implementation of a coordinated researched based-coaching strategy to assess all education staff and support staff to identify strengths, areas of support, and which staff would benefit from intensive coaching.</p>	<p>(6a) Director will meet with each employee monthly and or review and respond to monthly service reports to track progress and provide resources to meet their educational goals.</p> <p>(6b) BIHS will recruit a qualified Teacher to partner with Director or contract /hire a Child Development Specialist with a BA in Child development to implement researched based coaching strategies.</p> <p>(7a) BIHS Director will plan out observation days and follow-up coaching time with staff (Friday-half days).</p> <p>(7b) BIHS Director will observe Teaching Team at least 3x a</p>	<p><b>4A. Measurement/ Documentation:</b> Each month implementation of coordinated researched based coaching strategies will be documented in Early Child Development Knowledge Center Site and or in Child Plus. 100% of staff will be indicate in the 2023 Staff Needs Assessment their training needs were met.</p>	<p>See T/TA budget</p>	<p>N/A</p>	<p>Program Director, HR Director, and BIHS Management and ICF Trainers</p>	<p>Goal 4: August 2022-May 2023</p>



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	<p>year and focus on strength base areas to observe.                  (7c)The Director will observe specific areas in CLASS such as Instructional Support (Concept Develop., Quality of Feedback, language Modeling and Literacy Focus.                  (7d)The Director will plan of T/TA support for the BIHS staff for the above concepts.                  (7e)BIHS will also encourage teachers to video lessons for self-assessment of CLASS strategies.                  (7f)Support staff will be monitored for compliance of Policies and Procedures and Director will plan out additional training needs or review of operational procedures not being observed.</p>	<p><b>4B:Measurement/ Documentation:</b>                  Documentation of coaching will be uploaded into child plus.                  Instructional Support (Concept Development, Quality of Feedback, language Modeling and Literacy Focus will improve from a 3 to a 4.</p>				
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<p><b>Broad Goal:</b> BIHS will ensure that these important infrastructures support program operations: Facilities, Materials, and Equipment, Transportation, and technology systems services.</p>			<p>Data Source: <b>Self-Assessment Plan, EPA regulations, community and parent and staff surveys, 45-day inspection reports, ECERS observations, Indian Health Services</b></p>			
<p><b>(Financial and Administrative Requirements) Part 1303-subpart E-Facilities; subpart F Transportation</b></p>						
Objectives/Areas of Improvement	Action Steps	Result/ Evidence By	Budget		Team Members Responsible	Time Frame/Status
			HS Federal \$	Other Sources \$		
<p>1.BIHS will purchase a new commercial stove to replace 20-year existing stove.                   2. BIHS will purchase a commercial playground shade cover for blacktop area in the extended yard.                   3. BIHS will continue to seek funding to purchase shade structures of school buses with Solar panels to provide electricity to garden and extended yard and protect school buses from weather damage.</p>	<p>1. Director to obtain 3 quotes from commercial kitchen vendors.                   2. Director to obtain 3 quotes from commercial playground vendors.                   3. Director to obtain 3 quotes from commercial shade /solar panel vendors to use in a grant opportunity.</p>	<p>1-4:Policy Council approval minutes on all three objectives, quotes, Purchase Orders, pictures of installed equipment being utilized in program operations</p>	<p>\$5000                   \$10,000                   TBA</p>	<p>N/A</p>	<p>Director, Policy Council, Administration Fiscal Team</p>	<p>1,2 and 4: projects to be completed July 2022                   3. project complete by July 2023</p>

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<p>4. BIHS will use approved Carryover funds to deep clean all carpets and hard floors. Carpets, floors and borders may be replaced in classrooms. BIHS community room and hallways will be professionally painted.</p>	<p>4. Director will research vendors with TERO to obtain quotes for objective and submit for approval.</p>					
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**End of Program Self-Assessment & Program Improvement Plan 4.18.22 SCV**