

GLCAP HS and EHS 2025-2026
Self-Assessment Improvement/Corrective Action Plan
Created: 3/27/2025

Component Area	Regulation	Improvement/Corrective Action Plan	Lead Person	Due Date	Follow up
PROGRAM GOVERNANCE	No Concerns				
PROGRAM STRUCTURE	1302.22 Home Based Option(1) (i), (ii) Service Duration Early Head Start...46 completed visits at least an hour and a half in duration and 22 group socializations.	<u>Improvement Plan</u> - Home-Based Coaches will ensure that a minimum of 85% of all enrolled families receive weekly home visits.	QTL Specialist	Ongoing	
ERSEA	1302.15(a) A program must maintain its funded enrollment level and fill any vacancy as soon as possible...within 30 days.	<u>Improvement Plan</u> - Continue to work with the PR department to increase recruitment opportunities and community awareness about the GLCAP Child Development Programs.	PFCE Coordinator	Ongoing	
ERSEA	1302.16(b) Managing systemic program attendance issues	<u>Improvement Plan</u> - Ensure implementation of the Attendance Procedure through ongoing monitoring. The Attendance Procedure will be reviewed with Family Advocates and CCC/FCC partners will be trained on the GLCAP Attendance Procedure	PFCE Coordinator	October 1, 2025 and ongoing	

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EDUCATON AND CHILD DEVELOPMENT PROGRAM SERVICES	1302.33 (a) Screenings	<u>Improvement Plan</u> -Update the screening and referral tracking system to ensure timely referrals for children with needs.	Theresa Towner	8/1/2025	
EDUCATON AND CHILD DEVELOPMENT PROGRAM SERVICES	1302.102 (c) (1)(2) Using data for continuous improvement.	<u>Improvement Plan</u> -Conduct an in-depth analysis of data collected on teachers, classrooms, and children to enhance instructional effectiveness, and curriculum implementation. Identify areas for professional growth, trends and gaps, and optimize educational outcomes and program services.	Elizabeth Martinez, Penny Moore	April 30, 2026 and ongoing	
HEALTH PROGRAM SERVICES	1302.42 c (3) A program must facilitate and monitor necessary oral health preventive care, treatment and follow-up recommended by the oral health professional.	<u>Improvement Plan</u> - To increase the percentage of children receiving medical/dental exams and medical/dental treatment, staff will continue to develop and monitor timely documentation of efforts working with parent and dental providers to schedule/keep dental treatment appointments.	Elizabeth Valentine	Ongoing	
NUTRITION SERVICES	No Concerns				

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FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES	1302.52 Family partnership services. (a) Family partnership process.	<u>Improvement Plan</u> -Increase completed Family Partnership Agreements to 85% in Head Start and Early Head Start.	PFCE Coordinator	12/1/2025	
ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES	1302.61 Additional services for children with disabilities	<u>Improvement Plan</u> - Create a request for referral form, and enhance Tier 2 interventions and resources for teaching staff working with children with disabilities/or suspected disabilities.	Theresa Towner	8/1/2025	
TRANSITION SERVICES	No Concerns				
SERVICES TO ENROLLED PREGNANT WOMEN	N/A				
PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT	1302.101 Management system. Coordinated approaches	<u>Improvement Plan</u> -Staff working in each component area will ensure that case notes in Child Plus are complete, accurate, and timely. Provide ongoing training and support to Supervisors as Child Plus continues to migrate to the Online platform.	QA Coordinator	Ongoing	
HUMAN RESOURCE MANAGEMENT	1302.92 (5) Training and professional development	<u>Improvement Plan</u> - Ensure a systematic comprehensive, and individualized approach to professional development with a focus on the key topics listed in the HSPPS.	Education Team	Ongoing	

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HUMAN RESOURCE MANAGEMENT	1302.91 Staff qualifications and competency requirements. (a) Purpose. Program must ensure all staff.....have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions.	<u>Improvement Plan</u> - During the selection process of a classroom staff member, include a site visit and observe the candidate's interactions with children.	Center Specialists	Ongoing	
FINANCIAL REQUIREMENTS	1303.3 45 CFR part 75	<u>Improvement Plan</u> -Work with Accounting Department as the agency continues to transition to the new budgeting software system.	QA Coordinator	Ongoing	
ADMINISTRATIVE REQUIREMENTS	No Concerns				
PROTECTIONS FOR THE PRIVACY OF CHILD RECORDS	No Concerns				

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DELEGATION OF PROGRAM OPERATIONS	N/A				
FACILITIES	No Concerns				
TRANSPORTATION	N/A				

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PROGRAM GOVERNANCE	No Concerns				
ERSEA	1302.14 (b) 1 A program must ensure at least 10 percent of its total actual enrollment is filled by children eligible for services under IDEA unless the responsible HHS official grants a waiver.	<u>Corrective Action Plan</u> -A disability waiver will be filed if 10% of total actual enrollment is not filled.	Theresa Towner	11/30/2025	
ERSEA	1302.15(a) A program must maintain its funded enrollment level and fill any vacancy as soon as possible...within 30 days.	<u>Improvement Plan</u> -Continue to work with our PR department to increase recruitment opportunities and community awareness about the GLCAP Child Development Programs.	PFCE Coordinator	Ongoing	
ERSEA	1302.16 (b) Managing systemic program attendance issues	<u>Improvement Plan</u> - Ensure implementation of the Attendance Procedure through ongoing monitoring. The Attendance Procedure will be reviewed with Family Advocates and CCC/FCC partners will be trained on the GLCAP Attendance Procedure	PFCE Coordinator	October 1, 2025 and ongoing.	
EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES	1302.33 (a) Screenings	<u>Improvement Plan</u> -Update the screening and referral tracking system to ensure timely referrals for disability services.	Theresa Towner	8/1/2025	

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EDUCATON AND CHILD DEVELOPMENT PROGRAM SERVICES	1302.102 (c)(1)(2)	<u>Improvement Plan</u> -Conduct an in-depth analysis of data collected on teachers, classrooms, and children to enhance instructional effectiveness, and curriculum implementation. Identify areas for professional growth, trends and gaps, and optimize educational outcomes and program services.	Elizabeth Martinez, Penny Moore	April 30, 2026 and ongoing	
HEALTH PROGRAM SERVICES	1302.42 c (3) A program must facilitate and monitor necessary oral health preventive care, treatment and follow-up recommended by the oral health professional.	<u>Improvement Plan</u> -To increase the percentage of children receiving medical/dental exams and medical/dental treatment, staff will continue to develop and monitor timely documentation of efforts working with parent and dental providers to schedule/keep dental treatment appointments.	Elizabeth Valentine	Ongoing	
NUTRITION SERVICES	No Concerns				
FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES	1302.52 Family partnership services. (a) Family partnership process.	<u>Improvement Plan</u> -Increase completed Family Partnership Agreements to 85%.	PFCE Coordinator	12/1/2025	
ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES	1302.61 Additional services for children with disabilities	<u>Improvement Plan</u> - Create a request for referral form, and enhance Tier 2 interventions and resources for teaching staff working with children with needs.	Theresa Towner	8/1/2025	
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HUMAN RESOURCE MANAGEMENT	1302.92 (5)	<u>Improvement Plan</u> - Program will provide a systematic, comprehensive, and individualized approach to professional development with a focus on the key topics listed in the HSPPS.	Education Team	Ongoing	
HUMAN RESOURCE MANAGEMENT	1302.91 Staff qualifications and competency requirements (c) (1) Child and family service staff (4) Family childcare provider qualification requirements	<u>Improvement Plan</u> - Continue to support partner sites to ensure that all infant toddler staff and family childcare providers have the appropriate CDA within 18 months of hire or start of a contract.	QTL Coordinator	Ongoing	
FINANCIAL REQUIREMENTS	1303.3 45 CFR part 75	<u>Improvement Plan</u> -Work with the Accounting Department as the agency continues to transition to the new budgeting software system.	QA Coordinator	10/01/25	
FINANCIAL REQUIREMENTS	1303.3 45 CFR part 76	<u>Improvement Plan</u> -Support childcare partners to increase Non-Federal match documentation as measured by reducing the amount needed for a waiver.	QTL Specialists and PFCE Specialists	Ongoing	

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