



Lincoln Hills Development Corporation Head Start Birth-5

2023-2024 Self-Assessment Summary and Action Plan

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LHDC Head Start Birth-5

Introduction

Lincoln Hills Development Corporation (LHDC) Head Start Birth-5 (HSB5) prides itself on being at the forefront of early childhood education in the four-county service area by: providing both center and home-based services to meet the needs of our target population, utilizing research-based curriculum, hiring trained and qualified staff, providing birth to 5 developmental assessments, offering family support, and maintaining program accountability both programmatically and fiscally.

In order to continue providing high quality services, HSB5 conducted an annual Self-Assessment in accordance with the Head Start Program Performance Standards:

1302.102(b)(2)(i) Conduct a Self-Assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness.

(ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual Self-Assessment; and,

(iii) Submit findings of the Self-Assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

Process

The LHDC 2023-2024 HSB5 annual Self-Assessment process was conducted in January 2025. Participants objectively reviewed program data to determine strengths, identify areas for improvement, and develop an action plan for 2025-2026.

Participants

Martha Thomas – HSB5 Director

Jerri Lynn Hagedorn – HSB5 Assistant Director

Vanessa Sprinkle – ERSEA/Data Systems Manager

Eileen Farmer – HSB5 Education and Disability Manager

Greg Blackford – HSB5 Facilities, Safety, and Equipment Manager

Cindy Lewis – HSB5 Administrative Assistant

Kayleigh Chain – Head Start Birth-5 Program Nurse

Mallory Masterson – HSB5 PFCE Manager

Diana Litkenhus – LHDC Board of Directors

Bob Compton – LHDC Board of Directors

Brianna Nelson – Head Start Birth-5 Policy Council

Allison Pirtle – Head Start Birth-5 Site Director

Tiffany Nugent – Head Start Birth-5 Site Director

Beth Burgess – HSB5 Family Advocate
Yvonna Holmes – Head Start Teacher
Helena Cardon – Head Start Teacher
Kara Batie – Head Start Teacher
Michelle Gibson – Head Start Teacher
Jenny Brown – Head Start Teacher
Gabby Polster – Early Head Start Teacher
Sandy Parr – Early Head Start Home Visitor
Jaime Rhoton – Head Start Assistant Teacher
Jordan Barger – Head Start Assistant Teacher
Sonja West – Head Start Assistant Teacher
Bryn Eira – Head Start Assistant Teacher
Jennifer Seiler – Building Blocks
Chris Abbot – Building Blocks
Dr. Krystal Hahus - Pediatrician
Tara Lucas – Perry County Health Department
Jennifer Mitchell – Perry Central Elementary School Principal

Timeline

Data Review and Planning – December 12, 2024

Self-Assessment Meeting – January 16, 2025

Final Report to LHDC Executive Director, LHDC Board and Policy Council – March 2025

Focus Areas for the Self-Assessment Process:

- ERSEA
- Education and Disabilities
- Mental Health
- Parent, Family, and Community Engagement
- Facilities and Transportation
- Health and Nutrition
- Program Management and Fiscal Oversight
- Program Goals

As a result of our Self-Assessment process, the team identified strengths, areas to review, and developed measurable objectives for the 2025-2026 program year.

Program Goals

Lincoln Hills Development Corporation Head Start Birth-5 will:

- Continue to merge Head Start and Early Head Start to provide unified, seamless, and comprehensive services to families and children, birth to 5.
- Recruit, employ and retain competent, knowledgeable, and dedicated staff by providing all staff with ongoing support and opportunities to ensure high quality comprehensive early childhood and family development services.

- Strive to assure safe, secure, and welcoming environments for all families, children, staff, and community members to support a culture of safety.
- Support the needs of all families and children, birth to 5, in identifying and ascertaining school readiness goals so that all children are prepared to be successful upon entering kindergarten.

2024-2025 Action Plan

ERSEA	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress
Implement Incomplete Application Report	ERSEA/Data Systems Manager	Completed forms	April 2024	Completed February 2024
Implement Application Cover-Page and Checklist	ERSEA/Data Systems Manager	Completed forms	April 2024	Completed February 2024
Update Application Directive to include timeline	ERSEA/Data Systems Manager	Updated directive	June 2024	Ongoing
Update Center-Based Service Duration Report and Directive	ERSEA/Data Systems Manager	Updated form and directive	June 2024	Completed March 2024
Improve HSB5-hosted Recruitment Events	ERSEA/Data Systems Manager, PFCE Manager, Program Nurse, Family Advocates, and Site Directors	Recruitment Event Reports	November 2024	Ongoing
Update Selection Criteria to ensure transition from pregnant mother to newborn and prioritize enrollment of HSB5 employees	ERSEA/Data Systems Manager HSB5 Director	Updated Selection Criteria	April 2024	Completed April 2024
Update Attendance Directive and process to improve chronic absenteeism	ERSEA/Data Systems Manager	Updated directive	June 2024	Completed April 2024
Implement HSB5 Marketing Plan	ERSEA Administrative Assistant and ERSEA/Data Systems Manager	Social Media presence	April 2024	Completed January 2024
Education and Disabilities	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress

Provide training on supporting children with disabilities	Education and Disability Manager, Disability and Behavioral Health Specialists	Staff Training Sign-in sheet	July 2024	Completed July 2024
Provide training on supporting children with challenging behaviors (Conscious Discipline or other related training)	Education and Disability Manager, Disability and Behavioral Health Specialists	Staff Training Sign-in sheet	July 2024	Completed July 2024
Provide training on individualizing lesson plans and understanding IFSP/IEPs	Education and Disability Manager, Instructional Coach	Staff Training Sign-in sheet	July 2024	Completed July 2024
Hold staffing meetings with teaching staff to understand IFSP/IEPs for individual students	Education and Disability Manager, Disability and Behavioral Health Specialists, Instructional Coach	Staff Training Sign-in sheet	August 2024	Ongoing
Provide tiered coaching for teaching staff with Instructional Support CLASS Scores below 3.	Instructional Coach	Increased Instructional Support CLASS Scores	April 2025	Ongoing
Implement CDA Plan	Education and Disability Manager and Instructional Coach	Completed CDAs	January 2025	Completed January 2025
Provide training on Active Supervision	Education and Disability Manager	Staff Training Sign-in Sheet	July 2024	Completed July 2024
Health and Mental Health	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress
Revise procedures for obtaining medical information for enrolled participants	Program Nurse and Health and Mental Health Manager	Updated Forms and Procedures	June 2024	Ongoing

Revise menu to a 3-week rolling menu with one week of substitutions to use surplus	Health and Mental Health Manager	Updated Menus	July 2024	Completed July/August 2024
Document CACFP data in ChildPlus	Health and Mental Health Manager	Updated Procedures	June 2024	Ongoing
Provide training on updated forms and procedures	Program Nurse and Health and Mental Health Manager	Staff Training Sign-in Sheets	July 2024	Completed July/August 2024
Complete and implement Staff Wellness Plan	Social Worker, Health and Mental Health Manager, Education and Disability Manager	Staff Wellness Plan	June 2024	Completed June 2024
Create system to track Mental Health data	Health and Mental Health Manager	Updated Forms and Procedures ChildPlus data	December 2024	Ongoing
Parent, Family and Community Engagement	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress
Provide hands-on training on quality Parent Meetings (mock parent meeting)	PFCE Manager	Staff Training Sign-in Sheets	August 2024	Completed August 2024
Provide training on Policy Council	PFCE Manager and Administrative Assistant	Staff Training Sign-in Sheets	August 2024	Completed August 2024
Share information from Community Group meetings during Management Reports	PFCE Manager	Management Report	May 2024	Completed May 2024
Implement Fall and Spring Father Engagement classroom events	PFCE Manager, Family Advocates, Teachers/Assistant Teachers, Social Worker, and Site Directors	Increased Father Engagement	August 2024	Completed August 2024
Dual Language Learner Specialist attend Recruitment Events, Parent Meetings, Home Visits, and Parent/Teacher	Dual Language Learner Specialist	Dual Language Learner Specialist Report	April 2024	Completed March 2024

Conferences involving dual language learner families				
Locate Community Partners to volunteer at HSB5	PFCE Manager, Family Advocates, and Site Directors	In-Kind	December 2024	Ongoing
Provide training on In-Kind	PFCE Manager and Administrative Assistant	Staff Training Sign-in Sheets	August 2024	Completed August 2024
Partner with local businesses to conduct diaper drives in each county in the fall and spring.	PFCE Manager	In-Kind	December 2024	Completed November 2024
Facilities, Safety, and Equipment	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress
Update Emergency Preparedness Plan	Instructional Coach, Program Nurse, Disabilities and Behavioral Health Specialist, Site Director, and Facility, Safety & Equipment Manager	Updated Emergency Preparedness Plan	July 2024	Completed August 2024
Update Emergency Evacuation maps	Facility, Safety & Equipment Manager	New maps posted	July 2024	Ongoing
Purchase new active shooter door locks	Facility, Safety & Equipment Manager	Door locking devices	July 2024	Ongoing
Provide training on updated Emergency Preparedness Plan and door locks	Instructional Coach, Program Nurse, Disabilities and Behavioral Health Specialist, Site Director, and Facility, Safety & Equipment Manager	Staff Training Sign-in Sheets	July 2024	Ongoing
Add or relocate security cameras to reduce blind spots	Facility, Safety & Equipment Manager	Additional/Relocated cameras	September 2024	Completed December 2024
Locate lead test provider and schedule testing	Facility, Safety & Equipment Manager	Completed tests	December 2024	Ongoing

Renovate 5 playgrounds to accommodate infants and toddlers	HSB5 Director and Facility, Safety & Equipment Manager	Completed playgrounds	September 2024	Ongoing
Program and Fiscal Management	Person(s) Responsible	Evidence of Completion	Targeted Completion	Progress
Submit application to Early Years Initiative	Head Start Birth-5 Director	Copy of submitted application	May 15, 2024	Completed May 2024
Market and attend job fairs	Head Start Birth-5 Assistant Director and Site Directors	Social Media Posts/Increased Application	July 31, 2024	Ongoing
Review Wage Study	Head Start Birth-5 Director and Assistant Director	Salary Increases	July 31, 2024	Completed July 2024
Develop and Complete New Onboarding Process	Head Start Birth – 5 Management Team and Site Directors, Human Resources	New Onboarding Process	December 2024	Ongoing
Apprenticeships through the State of Indiana	Head Start Birth – 5 Director and Human Resources	Completed Apprenticeships	May 2025	Ongoing
High School CDA Program Implementation	Head Start Birth – 5 Director, Assistant Director, Site Directors, and Human Resources	Participants	May 2025	N/A
Purchase Adobe Pro and implement electronic signature process for enrollment and program operations	Head Start Management Team and IT	Reduced Paper Cost	June 1,2024	Completed December 2024

2023-2024 Program Assessment

ERSEA

Strengths:

- The program was able to serve more homeless families by updating the eligibility process to include families that are temporarily living with friends or family due to economic or housing issues.
- The eligibility process was simplified by the addition of SNAP benefits to public assistance in an Information Memorandum (ACF-IM-HS-22-03).
- Average Daily Attendance has improved over the last 3 program terms.
- The program was able to meet the Head Start Enrollment target after discussions with regional office.
- Goals from previous Self Assessment were completed.

Areas to Review:

- Follow-up with New and Waitlisted families has been difficult to complete.
- Focus on services and supplies provided at no cost to families in social media posts.
- Strengthen partnerships and increase recruitment materials in the community.
- Virtual services and attendance procedures need improvement.
- Recruitment needs improvement.
- Attendance needs improvement.

Education and Disabilities

Strengths:

- Disability enrollment requirements were exceeded.
- Conscious Discipline training was provided throughout the year.
- CLASS scores were good.
- Training provided on IEPs and IFSPs.
- Coaching improved CLASS scores.
- Success in identifying and supporting children/families with additional needs.

Areas to Review:

- Conscious Discipline training opportunities for aides.
- Specific training or licenses for special needs.
- Educate families about the services provided.
- Improve parent education on developmental milestones.
- Provide more training for lesson plan individualization.
- Work with PFCE Manager to improve parent participation and training opportunities.

Mental Health

Strengths:

- None identified due to no data provided

Areas to Review:

- No data was provided on Mental Health

Parent, Family, and Community Engagement

Strengths:

- Dual Language Learner Specialist and Social Work Coordinator positions added.
- PFCE Manager involvement in local committees.
- Training provided on forms and procedures.
- Father engagement improved.
- Increase in Family Partnership Goals.

Areas to Review:

- Work with Education and Disability Manager to improve parent participation and training opportunities.
- Father engagement in Parent Teacher Conferences.
- Provide father engagement events.
- Ideas to generate In Kind through community involvement (diaper drives, parent volunteers, etc.)
- Individualized language training and support.

Facilities/Transportation

Strengths:

- Security cameras, playground alarms, door alarms installed.
- Lead testing was compliant.

Areas to Review:

- New lockdown devices for classrooms.
- Active shooter training.
- Playground updates for infant/toddlers.
- Hands on training for agency vehicle.
- Classroom restroom safety concerns.

Health, Safety, and Nutrition

Strengths:

- Program Nurse position was added.
- CACFP budget was met.
- Nutrition Consultant provides services at each site.
- Most children with diagnosed chronic conditions received treatment.
- I Am Moving, I Am Learning training was provided.

Areas to Review:

- Dental exams and treatment services completed.
- Provide more training on special dietary needs.
- Lack of providers available for some services.
- Immunization statuses.
- Children up to date on EPSDT.

Program Management, Personnel, and Fiscal

Strengths:

- Parent involvement in Policy Council.
- Wage study completed and increases provided.
- The Board of Directors meets requirements for diversity.

Areas to Review:

- Community involvement in Policy Council.
- Competitive wages.
- Staff turnover, qualifications, and empowerment.
- Training, monitoring, and accountability for program procedures.

2025-2026 Action Plan

ERSEA	Person(s) Responsible	Evidence of Completion	Targeted Completion
Provide training for Family Advocates on the Waitlist Follow-up Directive.	ERSEA/Data Systems Manager	Staff Training Sign-in Sheet	August 2025
Monitor monthly ERSEA Reports for Waitlist Follow-up data accuracy and compliance.	ERSEA/Data Systems Manager	Monthly Management Report	August 2025
Update Marketing and Recruitment Plan to include monthly posts highlighting services and supplies provided at no cost to enrolled families.	Administrative Assistant	Updated Marketing and Recruitment Plan, Social Media feeds	May 2025
Update Marketing and Recruitment Plan to include more guidance on community partnerships and distribution of recruitment materials in the community.	ERSEA/Data Systems Manager	Updated Marketing and Recruitment Plan	May 2025
Work with T/TA to improve recruitment services, monitoring, and provide recruitment training for all staff.	ERSEA/Data Systems Manager	Staff Training Sign-in Sheet, Updated Marketing and Recruitment Plan	August 2025
Update Center-Based and Home-Based Attendance Directives to include more details about entering data for virtual days.	ERSEA/Data Systems Manager	Updated Directives	May 2025
Education	Person(s) Responsible	Evidence of Completion	Targeted Completion
Provide more Conscious Discipline training to all staff.	Education and Disability Manager, Instructional Coach,	Staff training sign in sheets	August 2025
Ensure staff are completing provided disability trainings monthly.	Education and Disability Manager and DBHS	Completed surveys	August 2025
Create talking points about the services and screenings that we use and why to share with families.	Education and Disability Manager	Completed documents	May 2025

Host a parent meeting/training to discuss developmental milestones.	Education and Disability Manager, PFCE Manager, Instructional Coach, Program Nurse, Family Advocate	Sign in sheets	September 2025
Discuss developmental milestones at parent/teacher conferences and home visits.	Teacher/Assistant Teachers	Completed checklists	November 2025
Provide more training for lesson plan individualization.	Education and Disability Manager, Instructional Coach, DBHS	Staff training sign in sheets	August 2025
Create a plan for monthly classroom/center family volunteer opportunities.	Education and Disability Manager, PFCE Manager	Completed plan	May 2025
Mental Health	Person(s) Responsible	Evidence of Completion	Targeted Completion
Monthly mental health consultations	PFCE Manager and Social Work Coordinator	Mental Health Consultation schedule	May 2025
Sustain Social Work Coordinator position currently funded by Early Years Initiative Grant	Head Start Birth-5 Director	HSB5 Organizational Chart	August 2025
Design and implement staff break rooms in all centers utilizing input from staff surveys	PFCE Manager and Social Work Coordinator	Completed and functional break rooms	August 2025
Provide support to staff involved in reporting suspected Child Abuse and Neglect	Social Work Coordinator	Child Abuse and Neglect follow up reports	August 2025
Monthly opportunities for staff wellness activities.	Social Work Coordinator	Sunshine Committee Attendance, Wellness Calendars and Flyers	August 2025
Parent, Family and Community Engagement	Person(s) Responsible	Evidence of Completion	Targeted Completion
Strategies to encourage male engagement participation in Parent Teacher Conferences.	PFCE Manager	Improved male engagement	September 2025

Review and modify directive if needed and provide training on male engagement events.	PFCE Manager, Social Work Coordinator	Improved male engagement	June 2025
Work with community partners to conduct diaper drives and promote on social media.	PFCE Manager, Social Work Coordinator, Dual Language Learner Specialist	In-Kind	December 2025
Provide individualized training and support for classrooms with Dual Language Learners.	Dual Language Learner Specialist	Staff Sign in Sheet	August 2025
Secure one community partner to serve on HSB5 Policy Council with 80% attendance.	PFCE Manager	Policy Council roster	October 2025
Facilities and Transportation	Person(s) Responsible	Evidence of Completion	Targeted Completion
Purchase and install new lock down devices on all classroom doors. Provide training.	Facility, Safety & Equipment Manager, Service Tech	Lock device on doors, Staff training sheet	July 2025
Provide active shooter training at all HSB5 locations. Partner with local police agency.	Facility, Safety & Equipment Manager, Ser	Staff training sheet	July 2025
Install new playground equipment and provide training once installed.	Facility, Safety & Equipment Manager, Service Tech	Playground equipment	July 2025
Provide hands on training on the HSB5 vehicles with pre-trip inspections, refueling, and other safety checks.	Facility, Safety & Equipment Manager, Service Tech	Staff training sheet	August 2025
Install door alarms on restroom doors.	Facility, Safety & Equipment Manager, Service Tech	Door alarms installed on doors.	February 2026
Health, Safety, and Nutrition	Person(s) Responsible	Evidence of Completion	Targeted Completion
Provide education to parents on dental exam requirements and the importance of treatment at parent meetings.	Program Nurse and Family Advocates	Parent Meeting Agendas, Sign in Sheets and Increase in completion percentage	May 2025

Provide additional training for staff in special dietary needs and requirements per CACFP.	Program Nurse and Administrative Assistant	Staff training sheet	March 2025
Revise list of area providers for families.	Program Nurse and Family Advocates	Revised Provider lists	April 2025
Educate families on the importance of wellness visits and immunizations at Parent Meeting.	Program Nurse and Family Advocates	Parent Meeting Agendas, Sign in Sheets and Increase in completion percentage	May 2025
Program Management, Personnel, and Fiscal	Person(s) Responsible	Evidence of Completion	Targeted Completion
Sustain Program Nurse position currently funded by Early Years Initiative.	Head Start Birth-5 Director	Organizational Chart Notice of Award	August 2025
Review wage study	Head Start Birth-5 Director	Updated Wage Study Document Updated Wage Scale	August 2025
Leadership and Supervision training for Site Directors, Specialists, and Managers	Assistant Director	Training sign in sheets, Certificates of completion	December 2025
Review supervision and follow-up expectations. Revise as necessary and provide training and support.	Assistant Director	Training sign in sheets and monitoring reports	December 2025
Scheduled time for cross training staff to support in other positions.	Assistant Director	Fewer classrooms canceled due to staffing	December 2025
Frontline staff involvement in HSB5 Forms and Procedure updates	HSB5 Content Managers	Increased staff knowledge and accountability	June 2025
Imbed professional development throughout the program year	Head Start Birth-5 Director with Content Area Managers, Site Directors and Specialists	Program year calendar	April 2025
Provide scheduled time for staff collaboration and mentoring	Head Start Birth-5 Director, Assistant Director, and Site Directors	Program year calendar	Aprile 2025

Include Site Directors in monthly management report meetings	HSB5 Management Team and Site Directors	Report meeting sign in sheets	April 2025
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