

**GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC.
HEAD START AND EARLY HEAD START
SCHOOL READINESS ACADEMY**



2023-2024 Self-Assessment

Summary of Findings and Recommendations

Program CEO: Mrs. Catriva Webbs

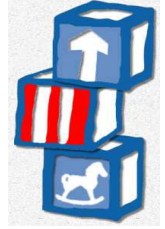


During March 18th-March 28th, 2024, Greater Opportunities of The Permian Basin, Inc. Head Start School Readiness Academy conducted the annual Self-Assessment with teams analyzing data across all service areas to create final recommendations for program improvements. The attached report reflects the results of the assessment, including program strengths, areas for improvements, and program improvement plans.



Greater Opportunities of The Permian Basin Inc.
Head Start & Early Head Start School Readiness Academy

P.O. Box 3922
Odessa, Texas 79760
Office (432) 337-1352
Fax (432) 333-3373



SELF-ASSESSMENT REPORT 2024

PROGRAM DESCRIPTION

Greater Opportunities of The Permian Basin, Inc., Head Start School Readiness Academy has been in operation since 1967 as a non-profit organization providing Head Start services to families and children living in Ward, Reeves, Ector, and Howard counties in the West Texas region. Since 2018, the program has been providing services to expectant families and children ages birth-three through Early Head Start. Funded enrollment for GOPB is now a total of 742 slots; 650 Head Start children and 92 Early Head Start families. All services are provided in center-based, full day classrooms; 37 Head Start classrooms and 12 Early Head Start classrooms.

The underlying philosophy of GOPB, Inc. is a belief that children can benefit most from a comprehensive disciplinary program that fosters development and remedies problems as expressed in a broad range of services. The child's entire family, as well as the community must be involved. The Head Start program is a family-focused program focusing on childhood education, giving children the opportunity to reach their maximum potential.

The program mission is to provide a positive learning experience in a safe and healthy environment that will improve the quality of life for the children and families served, and empower them to become self-sufficient, contributing members of the community.

GOPB conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement goals. The annual self-assessment is an essential element of the GOPB Head Start and Early Head Start program. During this time the management team leads a thorough examination of ongoing monitoring results and multi-year data to review progress towards meeting program goals and objectives, and discover strengths and successes that could potentially be built upon to support continuous quality improvement. The assessment serves as a tool by which we hold ourselves accountable and determine if our program is doing what was proposed in our application for funding. We also use it to determine if resources are being used effectively to achieve our goal of providing high-quality services to children and families. Most importantly, the results of the annual self-

assessment serve as a foundation for future planning and goal setting that will drive innovations to improve outcomes for children and families in the Permian Basin.

We are currently in year four of our five year grant cycle. GOPB has five broad goals for our five-year (2020-2025) project period:

- Goal 1: Bring a deeper community awareness to the services provided by GOPB.
- Goal 2: Ensure a safe, secure and healthy environment for students, staff, and other stakeholders.
- Goal 3: Develop and implement a comprehensive training program for parents and staff.
- Goal 4: Ensure services meet the identified needs of the community.
- Goal 5: Improve quality of services provided by staff to enhance school readiness.

After review of the data collected in the self-assessment and community assessment from 2023, GOPB submitted a Change-In-Scope budget application for the FY 2024 year, requesting a reduction of Head Start enrollment from 750 children to 650. Although Head Start enrollment numbers steadily increased since the impact of COVID, the program remained unsuccessful in meeting the full target of 750 children. In addition, we struggled with staff retention and being able to provide equitable rates in comparison to district public schools. The reduction was approved and base grant funding was utilized in addition to COLA and Quality Improvement funding to increase salaries for teaching staff and family advocates. Additional professional development days for staff were built into the program calendar to incorporate ongoing training activities throughout the year.

CONTEXT FOR SELF-ASSESSMENT AND METHODOLOGY

This year's Self-Assessment began on March 6th, 2024 with lead members of the management team meeting to review materials provided in ECLKC regarding best practices in conducting self-assessment. The leadership team decided upon the design and timeline for what the self-assessment process would look like and who would be invited to participate. The plan was presented to the governing body and Policy Council during meetings in March for approval. The Self-Assessment data review was conducted from March 18th-March 28th with the team leaders meeting with their team members to review data and identify key strengths, insights from the past year, and areas of concern or need for improvement. Team leaders utilized 'CATscan' which is a comprehensive approach to self-assessment and a tool designed to guide the review of all program performance standard requirements. Data was collected to demonstrate how the program is meeting, exceeding, and/or falling short of reaching goals and requirements throughout the year. Self-assessment team monitoring summaries were

prepared by teams after reviewing a variety of evidence including: data and documentation recorded in ChildPlus; monthly on-going monitoring reports presented to Board and Policy Council; progress towards program goals and objectives; Teaching Strategies GOLD child assessment data; CLASS assessment data; school readiness reports; PIR; community and self-assessment reports from previous years; 2023 financial audit reports; and, the final Focus Area Two (FA2) monitoring review report received from the Office of Head Start presenting an overview of information discovered during an official unannounced monitoring review of GOPB conducted from January 22nd-January 26th, 2024.

On April 10th, 2024 the team met to review the summary of team discoveries and the FA2 monitoring report. In addition to the Executive Director and managers, the team was comprised of Policy Council members, governing body representatives, internal staff, and parents of enrolled children. Data summaries were shared by team leaders to encompass integration of services, identify trends, discover strengths, and establish priorities for program improvement. Discussion was focused on expanding recommendations for improvement plans to include in the annual Self-Assessment report including key insights, areas identified for improvements, and improvement plans. Team leaders announced participants from their review teams and gave summaries of self-assessment discoveries for each of the component areas:

PROGRAM GOVERNANCE (45 CFR §1301)

Team Leaders – Mrs. Catriva Webbs, Executive Director
Mrs. LeeAnn Unruh, Fiscal Manager

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE (ERSEA) (45 CFR §1302 – Subpart A)

Team Leader – Ms. LaQuavia Bowie, ERSEA Manager

PROGRAM STRUCTURE (45 CFR §1302 – Subpart B)

Team Leader – Mrs. Catriva Webbs, Executive Director

EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES (45 CFR §1302 – Subpart C)

Team Leaders – Mrs. Amanda Ramirez, Assistant Director of Program Operations
Mrs. Alma Fuentes, Education Manager

HEALTH PROGRAM SERVICES (45 CFR §1302 – Subpart D)

Team Leader - Mrs. Debbie Cernoch, Health & Nutrition Manager

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES (45 CFR §1302 – Subpart E)

Team Leader – Mr. Hijinio Moreno, Consultant for PFCE services

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES (45 CFR §1302 – Subpart F)

Team Leader – Mrs. Melba Dominguez, Disabilities/MH Manager

TRANSITION SERVICES (45 CFR §1302 – Subpart G)

Team Leaders – Mrs. Alma Fuentes, Education Manager
Mrs. Robin Reeves, Early Head Start Coordinator

SERVICES TO ENROLLED PREGNANT WOMEN (45 CFR §1302 – Subpart H)

Team Leader – Mrs. Robin Reeves, Early Head Start Coordinator

HUMAN RESOURCES MANAGEMENT (45 CFR §1302 – Subpart I)

Team Leader – Mrs. Delma Lozano, HR Manager

PROGRAM MANAGEMENT & QUALITY IMPROVEMENT (45 CFR §1302 – Subpart J)

Team Leaders – Mrs. LeeAnn Unruh, Fiscal Manager
Mrs. Catriva Webbs, Executive Director

FINANCIAL AND ADMINISTRATIVE REQUIREMENTS (45 CFR §1303 Subpart A-F)

Team Leader – Mrs. LeeAnn Unruh, Fiscal Manager

KEY INSIGHTS

Report of progress in meeting goals and objectives; Updates from previous self-assessment; Strengths of the program

PROGRAM GOVERNANCE

- ✓ Two additional members have been recruited and seated on the Board.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)

- ✓ Increased recruitment efforts.
- ✓ Recruitment and enrollment activities for the next school year are conducted earlier to coincide with LEA enrollment.

PROGRAM STRUCTURE

- ✓ Extended day services and 8-week extended summer program offered at Chaffin; QRIS-Rising Star certification pending at Chaffin.
- ✓ EHS expansion funds available for FY 24 application.

EDUCATION AND CHILD DEVELOPMENT SERVICES

- ✓ Scores in child assessment data reflect improvements in Social/Emotional, Physical, Language, and Spanish Language development.
- ✓ CLASS observation data reflects scores above the national average in areas of Emotional Support and Classroom Organization.
- ✓ Implementation of Infant/Toddler Environment Rating Scale (ITERS) to assess quality in EHS classrooms.

- ✓ Support provided for staff members' continuous improvement and professional development

HEALTH PROGRAM SERVICES

- ✓ 45-day health requirements for children met on time.
- ✓ Environmental Health & Safety team monitoring
- ✓ Safety Data Sheet (SDS) books for chemicals used in centers have been updated and staff familiarized with the need and use of these books.
- ✓ The work order system in ChildPlus allows for immediate reporting and timely responses to resolve facility issues and track completion.
- ✓ Program provides financial assistance for families' access to mental health services not covered by insurance.
- ✓ All classrooms have designated 'quiet areas' with new social/emotional materials to promote mental wellness.

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

- ✓ Agency has increased participation in multiple community events to raise Head Start awareness.
- ✓ Family Partnership Agreements are established earlier in the program year.
- ✓ Research-based parenting curriculum.

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES

- ✓ Additional materials are provided as needed for children needing more individualized support
- ✓ Individualized plans for children awaiting evaluation from the LEA/mental health consultant are developed by teachers with parents and reviewed every 30 days to provide intervention while referral process is pending.
- ✓ LEAs are utilizing additional resources to respond to referrals for a timelier process.

TRANSITION SERVICES

- ✓ Transition field trips for Head Start children transitioning to LEAs.
- ✓ 41 EHS children have transitioned to Head Start.

SERVICES TO ENROLLED PREGNANT WOMEN

- ✓ Improvements in consistency of home visits with pregnant mothers
- ✓ Enrollment of babies at 6 weeks after birth.

HUMAN RESOURCES MANAGEMENT

- ✓ Background checks for staff are monitored through Texas Health and Human Services (HHS) to ensure background checks are updated annually.
- ✓ CDA training is now available upon hire- used to be a 1 year waiting period.

- ✓ EHS teachers are placed on Professional Development plans upon hire and complete 2-week training prior to being placed in classrooms.

PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

- ✓ Consistent, ongoing communication between the program and Regional office specialists.
- ✓ Data-driven professional development system focused on continuous improvement.
- ✓ Monthly data reports provided to board and PC are aligned to program goals to assess growth.
- ✓ Quality improvement funding was utilized to increase classroom staff and family advocate salaries.

FINANCIAL / ADMINISTRATIVE / FACILITIES REQUIREMENTS

- ✓ Recent 2023 fiscal audit reflected no new findings, and no instance of repeated findings from prior audits.
- ✓ The 1303 application for Booth major renovation project was approved and began November 2023.
- ✓ The FA2 monitoring report included a 'Strong Practice' notation-"the grantee regularly examines and addresses the financial impact of emerging program needs or goals and other changes in program operations affecting the budget"

AREAS FOR IMPROVEMENT; CONCERNS; SYSTEMIC ISSUES

PROGRAM GOVERNANCE

- ✓ Recruitment for additional board members in expectation of retiring members.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)

- ✓ Head Start enrollment is still under the funded amount of 650 and the program is currently on an under-enrollment plan with the Regional office.
- ✓ Monthly average daily attendance falling below 85%.
- ✓ EHS waitlists numbers are very high and EHS enrollment stays full indicating the need for additional enrollment slots.

PROGRAM STRUCTURE

- ✓ Expanding the extended day/summer offering to additional centers (Bauer)
- ✓ Increased demand for birth-3 services.

EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES

- ✓ TS GOLD child developmental assessment reports indicate areas for improvement to be: Cognitive, Literacy, and Mathematics development.

- ✓ CLASS scores for Instructional Support-specifically Concept Development are still lower than we would desire.
- ✓ In EHS classrooms, the environments are not being set up consistent to lesson plans, curriculum studies and developmental needs of children.

HEALTH PROGRAM SERVICES & SAFE ENVIRONMENTS

- ✓ 90-day health requirements are going past deadline.
- ✓ PM snack counts are low due to early departures.
- ✓ Increase in numbers of referrals for children/families needing Mental Health Services.
- ✓ Work order system being used for non-priority issues (lightbulbs, stained tile, ceiling tiles, painting needs)

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

- ✓ Data shows parent attendance for parent meetings, parent engagement events, and parent trainings are low in relation to number of enrolled families.
- ✓ Need more documentation for family partnership agreement follow-up.
- ✓ Need updates to community partnership agreements.

ADDITIONAL SERVICES FOR CHILDREN WITH DISABILITIES

- ✓ The program is not meeting the requirement for 10% of funded enrollment serving children with disabilities identified by an LEA with a current IEP in place.
- ✓ Need more consistency in follow-up for individualized plans on children awaiting evaluation.

TRANSITION SERVICES

- ✓ Need transition activity documentation in ChildPlus to pull data for numbers of children and families actually receiving transition services.
- ✓ Consistency of re-verification process for EHS children transitioning to Head Start.

SERVICES TO ENROLLED PREGNANT WOMEN

- ✓ Health and dental records for enrolled pregnant mothers are not being documented consistently.
- ✓ Post-natal visits (2 weeks after baby is born) are inconsistent.

HUMAN RESOURCES MANAGEMENT & PROFESSIONAL DEVELOPMENT

- ✓ Staff retention and recruitment of new qualified staff.
- ✓ The FA2 monitoring report noted non-compliance for 5 teachers not meeting minimum AA degree requirement.

PROGRAM MANAGEMENT AND QUALITY IMPROVEMENT

- ✓ Annual report needs to be updated (2023)

FINANCIAL / ADMINISTRATIVE / FACILITIES REQUIREMENTS

- ✓ Implementation of electronic bill approval process for Board members to be able to remotely review and approve AP bills assigning electronic signatures while also allowing for in-person review and approval process.
- ✓ Age of buses and useful life / disposal of buses that are no longer used, don't meet transportation regulations.
- ✓ Pursuit of contributions/donations to apply to non-federal share requirements
- ✓ Additional funding opportunities (one-time funding) to purchase new buses.

RECOMMENDATIONS

The following table includes recommendations from the team that encompass GOPB action plans for making progress towards program goals and objectives, resolving systemic issues, and implementing innovative ideas for program improvement.

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Board Membership	Program Governance	<ul style="list-style-type: none"> • Board members will continue recruitment efforts to recruit/refer one potential person for membership. 	Ongoing	Governing Body Members
Head Start enrollment not meeting funded enrollment number (650)	ERSEA Program Structure	<ul style="list-style-type: none"> • Boost recruitment efforts to identify and make contact with eligible families. • Continue participation in partnering agency events that reach the demographic eligible for HS enrollment. • Booth center will re-open in Fall of 2024 (6 classrooms) 	April 1, 2024 and ongoing	ERSEA Manager Site Managers Family Advocates
Monthly average daily attendance falling below 85%	ERSEA	<ul style="list-style-type: none"> • Continue to promote the importance of consistent attendance with parents through training, rewards, acknowledgements. 	Ongoing	ERSEA Manager PFCE Manager Site Managers Family Advocates

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
EHS waitlists-need for increased enrollment slots	Program Structure	<ul style="list-style-type: none"> Apply for EHS expansion funding to increase funded enrollment 	May 14, 2024	Executive Director Fiscal Officer
TS Gold child assessment data- Cognitive, Literacy, Mathematics development	Education and Child Development Services	<ul style="list-style-type: none"> Continue to implement ways to enhance cognitive, literacy, mathematics development in ongoing staff professional development and coaching program 	Aug. 9, 2024 and ongoing throughout the year	Ed. Manager Ed. Specialist Asst. Director of Program Operations Training Consultants Site Managers
CLASS scores-Instructional Support	Education and Child Development Services	<ul style="list-style-type: none"> Continue to provide staff training -ways to increase Concept Development. Site Managers will also provide ongoing center level training for teaching staff. 	Aug. 31, 2024 and ongoing	Ed. Manager Ed. Specialist Asst. Director of Program Operations Training Consultants Site Managers
EHS Classroom setup to support lesson plans, curriculum implementation, and individualized needs of children	Education and Child Development Services	<ul style="list-style-type: none"> Work with EHS teachers and Site Managers to design classroom space aligned to lesson plans Provide EHS staff training 	Aug. 31, 2024 and ongoing	EHS Coordinator Site Managers EHS Teachers
90 day health requirements-late	Health Services	<ul style="list-style-type: none"> Provide ongoing reminders and educate parents of importance of ensuring children stay up to date on EPSDT schedule and required follow-up treatments Implement a rewards incentive for "perfect health requirements" 	Aug. 31, 2024	Health/Nutrition Mgr. Nurses/Health Aides Family Advocates
PM snack meal counts low	Health Services (Child Nutrition)	<ul style="list-style-type: none"> Implement requirements at each site that parents must follow to check children out early through site office. Emphasize during parent orientation-importance of attending full-day. 	Aug. 31, 2024	Health/Nutrition Mgr. Site Managers Family Advocates
Increase in number of Mental Health referrals	Health Services (Mental Health)	<ul style="list-style-type: none"> Budget additional funds for Mental Health services for emerging needs. 	June 1, 2024	Dis./MH Manager Executive Director Fiscal Officer

AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Work order system being used for site requests	Health Services (Safe Environments)	<ul style="list-style-type: none"> Provide training to Site Managers to identify needs/concerns that prioritize work orders 	June 30, 2024	Health/Nutrition Mgr. Facilities Manager Site Managers
Low attendance at parent/family engagement events, parent meetings, and Parent Power trainings	Family and Community Engagement Program Services	<ul style="list-style-type: none"> Survey parents at enrollment to determine days/times that best meet the needs of the majority at each center. Provide additional parent engagement-focused trainings to staff. 	Aug. 31, 2024	PFCE Manager Site Managers Family Advocates
Disability Enrollment-Below 10%	Additional services for Children and Disabilities	<ul style="list-style-type: none"> Continue collaborating with LEAs to advance referral and evaluation process on children with concerns identified from screenings. 	Ongoing	Dis/MH Manager ERSEA Manager
Consistent follow-up on individualized plans for children awaiting referral process	Additional services for Children and Disabilities	<ul style="list-style-type: none"> Provide additional staff training on process of developing and documenting individualized plans 	Aug. 31, 2024	Dis/MH Manager Ed. Manager
Documentation of Transition services	Transition Services (Head Start & EHS)	<ul style="list-style-type: none"> Develop a report in ChildPlus to track transition activities Provide staff training during Pre-Service 	Aug. 31, 2024	Ed. Manager Site Managers Family Advocates Teachers EHS Coordinator
Pregnant mother-Home Visits and documentation of health status	Services to enrolled pregnant women/ Early Head Start	<ul style="list-style-type: none"> Provide training for staff who will be conducting pregnant mother visits (Teachers/Advocates) Provide ChildPlus training to staff for documenting health status 	Aug. 15, 2024	EHS Coordinator EHS Site Managers Family Advocates EHS Teachers
Head Start teachers not meeting qualifications (AA) Recruitment and retention of qualified staff	Human Resources Management	<ul style="list-style-type: none"> Follow-up with Regional office on teacher waivers. Place newly hired EHS teachers on PDP to attain CDA within 6 mos. of hire. Develop additional staff incentives to promote retention (i.e., monthly employee spotlights; staff recognition on social media) 	April. 1, 2024 and ongoing	HR Manager Executive Director Fiscal Manager

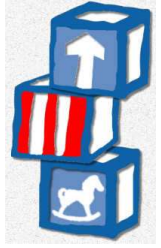
AREA FOR IMPROVEMENT IDENTIFIED	PROGRAM COMPONENT	ACTION PLAN	TARGET DATE	RESPONSIBLE STAFF
Annual Reports posted for the public (2023)	Program Management & Quality Improvement	<ul style="list-style-type: none"> Update the annual report to include all of the elements required by regulations. 	June 30, 2024	Asst. Director of Program Operations
Electronic capabilities for Board approval for accounts payable	Fiscal & Administrative Requirements	<ul style="list-style-type: none"> Implement electronic approval process in accounting software Train the Board approved signers to electronic approval process 	June 30, 2024	Fiscal Manager Board Members
Age of existing buses-useful life and need for new buses	Fiscal & Administrative Requirements (45 CFR §1303 Subpart F- Transportation)	<ul style="list-style-type: none"> Request approval for disposition of existing buses Apply for “one-time funding” to purchase new buses. 	June. 1, 2024	Fiscal Manager Executive Director
Donation/Charitable contribution prospects to meet non-federal share requirements	Fiscal & Administrative Requirements	<ul style="list-style-type: none"> Seek out opportunities to apply for donations/charitable contributions Complete required applications and/or requests 	August 1, 2024	Fiscal Manager Executive Director PFCE Manager

Greater Opportunities of The Permian Basin Inc.



*Head Start & Early Head Start
School Readiness Academy*

P.O. Box 3922
Odessa, Texas 79760
Office (432) 337-1352
Fax (432) 333-3373



APPROVAL OF 2023-2024 HEAD START SELF-ASSESSMENT

**GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC., HEAD START AND
EARLY HEAD START SCHOOL READINESS ACADEMY**

By signing below, we approve the 2023-2024 Self-Assessment summary of findings and improvement plans.

The information in this report will be used in future planning and goal setting for GOPB, Inc. Head Start and Early Head Start School Readiness Academy.

PRESIDENT, BOARD OF DIRECTORS

DATE

PRESIDENT, POLICY COUNCIL

DATE