

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date            | Strategy   | Expected Outcome  | Participants  | T/TA Need<br>Performance Standard   | Content Area<br>of Need      | Resource   | Professional<br>Developm | Financial<br>Cost |
|-----------------|--|---|---|---|------------------------------|--|--------------------------|-------------------|
| 6/1/11-5/31/12  | <b>Social Services Competency Based Training</b>   | Staff will gain insights into Social Service techniques that will enable them to provide high quality services.   | All new home visiting staff                         | 1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquires and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness.   | PDM, FCP, Healthy Start, WIC | Volunteer Program Manager, Ed Manager, Health Services Director, | up to 80*                | \$ 2,250          |
| 6/1/11-5/31/12  | <b>Tuition for Early Childhood course work and CDA credentials</b>   | Staff will earn credits in ECE in order to receive and Associate or Bachelor degree in Early Childhood Education  | Staff   | Head Start Performance Standards requirement that fifty percent of staff who hold the position of teacher in a center base option classroom must hold an Associate Degree (or higher) in Early Childhood Education or a degree in a related field with 6 course   | CDHS                         | Colleges and Universities  |                          | \$18,269          |
| 6/01/11-5/31/12 | <b>First Aid/CPR; Food Handlers Permit; Blood Borne pathogens, Child Abuse and Neglect and other workshops</b> | Staff will meet child care licensing requirements   | Staff   | (1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handled  | CDHS                         | Red Cross Child Care Director Online Services                    |                          |                   |
| 6/20/11         | <b>Board Meeting: Outcomes</b>   | Board members will be presented with child's outcomes from the 2011-2012 school year.   | Board Members                                       | 1304.52(k)(1) Provide orientation and ongoing training to Governing Board members.  | Education                    | Education Director   |                          |                   |
| 6/26/11-7/8/11  | <b>2011 UCLA Johnson &amp; Johnson Head Start Management Fellows Program</b>                                   | Staff will gain knowledge that will aid them in their roles in the Agency.  | Directors and Managers                              | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304.24 (a) (3) (ii) To help staff acquires and increase their knowledge  | PDM                          | Executive Director   |                          |                   |
| 7/11-7/15/11    | <b>WIPFLI Annual Management Conference</b>   | Staff will acquire new knowledge and skills   | Directors and Managers                              | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304.24 (a) (3) (ii) To help staff acquires and increase their knowledge  | PDM                          | Associate Director   |                          | \$ 4,615          |
| 7/20-7/21/11    | <b>Strategic Planning Retreat</b>  | Input from the Board, Parents and Staff will be summarized by Goals and Objectives. Teams will be formed to carry out work outlined.                                      | Staff<br>Parents<br>Board Members<br>Policy Council | 1306.23(b) Provide Staff with information and training about the underlying philosophy and goals of Head Start and program options. 1304.51(a) Program planning with Staff, Policy Council, Governing Board, and community agencies to develop written long range program goals, and short-term program and financial objectives.   | PDM                          | Associate Director   |                          | \$ 800            |
| 7/25-29/11      | <b>Parents As Teachers</b>   | Staff will become familiar with the Parents As Teachers curriculum and how to effectively utilize and implement the materials in their services to children and families. | Teachers, Home Visitors, Family Advocates           | 1304.21 (a)(1)(i)(a) Child development and education approach for all children. (1)In order to help children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, grantee and delegate agencies approach to child development and education must: (i) Be developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, languages, cultural backgrounds, and learning styles | FSC, CDHS                    | PAT Staff  | 34 hours                 |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date       | Strategy   | Expected Outcome   | Participants                    | T/TA Need<br>Performance Standard  | Content Area<br>of Need                                | Resource   | Professional<br>Developm | Financial<br>Cost |
|------------|--|--|---------------------------------|--|--|--|--------------------------|-------------------|
| 8/3-8/4/11 | <b>Abriendo Puertas Training</b>   | Staff will gain knowledge in effectively strengthening parenting behaviors, building critical early childhood knowledge, and developing the leadership and advocacy skills of Latino parents.  | Family and Community Dev. Staff | 1304.40 (e)(3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children and to share concerns about their children with program staff.  | FCP  | Mary Lou Gutierrez, Ana Reynaud                              |                          |                   |
| 8/3-8/5/11 | <b>14th Annual Early Head Start &amp; Infant Toddler Conference. Vancouver Washington</b>                                      | Nurturing Relationships -Strong Foundations. Speaks to the importance of cultivating nurturing relationships, as they help us all to thrive. Program structures and approaches which create and sustain a capacity to provide high quality, responsive services for infants, toddlers, and their families. | Healthy Start                   | 1304.52(f) ...In addition, infants and toddler teachers must have the training and experience necessary to develop consistent, stable, and supportive relationships with very young children. The training must develop knowledge of infant and toddler development, safety issues in infant and toddler care (e.g., reducing the risk of Sudden Infant Death Syndrome), and methods for communicating effectively with infants and toddlers, their parents, and other staff members | PDM, FCP, Healthy Start, WIC                           |  | 14 hours*                | \$ 1,778          |
| 8/9/11     | <b>Management Meeting</b>  | Management team will be able to provide information to staff that will increase their knowledge of the policies and procedures of the agency.  | Directors and Managers          | 1304.51 Ensure that timely and accurate information is provided to staff.  | PDM, CDHS, FCP, Transport, USDA, WIC, CCR&R, FSC       | Executive Director   |                          |                   |
| 8/15-16/11 | <b>Motivational Interviewing</b>   | To understand the concepts of Motivational Interviewing as an approach designed to help clients build commitment and reach a decision to change.   | Family and Community Dev. Staff | Critical Element # 10 10-5 Supervisors and FSW's receive training on a variety of topics necessary for effectively working with families and children within twelve months of hire.  | Education Staff, Family Advocates, Healthy Start Staff | CCR&R Director, Associate Director, FCS, WIC Program Manager | 16 Hours                 |                   |
| 8/17-18/11 | <b>Toddler CLASS Reliability Training</b>  | Participants will learn about the Toddler CLASS observation tool and gain information and strategies to become reliable classroom assessors.   | Education Supervisors           | 1304.21(a)(4)(i)(4) Grantee and delegate agencies must provide for the development of each child's cognitive and language skills by: (i) Supporting each child's learning, using various strategies including experimentation, inquiry, observation, play and exploration  | PDM  | Sara Diamond-Teachstone                                      | 13 hours                 |                   |
| 8/19/11    | <b>New Staff Orientation: Employment Policies, Child Abuse &amp; Neglect, Blood Borne Pathogens, MS/DS, Content Area, etc.</b> | New staff will be provided an orientation to the Agency and position in an effort to provide them with the foundations for success.  | New Staff                       | 1304.52(k)(1) Provide Orientation to all new staff. 1304.52(k)(3)(I) Methods for identifying and reporting child abuse and neglect. 1306.23(a-b) Provide training to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs.   | PDM, CDHS, FCP, Transport, USDA, WIC, CCR&R, FSC       | Admin Team   | 7 hours                  |                   |
| 8/22/11    | <b>Board Meeting: Strategic Plan</b>   | Board members will be presented with the strategic plan for the 2011-2012 school year.   | Board Members                   | 1304.52(k)(1) Provide orientation and ongoing training to Governing Board members.   | Education  | Education Director   |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date         | Strategy   | Expected Outcome  | Participants  | T/TA Need<br>Performance Standard   | Content Area<br>of Need | Resource  | Professional<br>Developm | Financial<br>Cost |
|--------------|--|---|---|---|-------------------------|---|--------------------------|-------------------|
| 8/22/11      | <b>Program Updates</b>                                   | Staff will learn about updates to forms, updated policies and procedures, and new expectations for the coming program year.                                   | Teachers  | 1306.23 Training. (a) Head Start grantees must provide preservice training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies: (b) Head Start grantees must provide staff with information and training about the underlying philosophy and goals of Head Start and the program ptions being implemented.    | Education               | Management Staff                                | 2 hours                  |                   |
| 8/22/11      | <b>Pedestrian Safety Training</b>                        | Staff will learn new strategies for implementing Pedestrian Safety with children and families.  | Teachers  | 1310.21 (a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year. | Transportation          | Shelley Ena-Commission on Children and Families | 1 hour                   |                   |
| 8/24-25/2011 | <b>Teacher In-Service</b>                                |   |   |   |                         |   |                          |                   |
| 8/24/11      | <b>Learning From Assessment</b>                          | Early Head Start Teachers will learn supportive and effective strategies to enhance the instructional content of their lesson plans for infants and toddlers. | EHS Teachers  | 1304.21 (b)(1)(iii) (b) Child Development and education approach for infants and toddlers. (1) Grantee and delegate agencies' program of services for infants and toddlers must encourage (see45 CFR 1304.3(a)(5) for a definition of curriculum):(iii)Opportunities for each child to explore a variety of sensory and motor experiences with support and stimulations from teachers and family members.   | CDHS                    | Trainer:<br>Lilli Carrillo                      | 3 hours                  |                   |
| 8/24/11      | <b>Learning Through the Eyes of Children and Parents</b> | Staff will learn how to utilize child and parent perspectives to enhance the effectiveness of classroom and home visit planning                               | HS Teachers, Family Advocates, Health Start home visitors     | 1304.21 (c)(1)(v) (c) Child development and education approach for preschoolers. (1) Grantee and elegate agencies, in collaboration with the parents, must implement a curriculum (see45CFR 1304.3 (a)(5) that: (v) Enhances each child's understanding of self as an individual and as a member of a group.  | CDHS                    | Cade Burnette                                   | 3 hours                  |                   |
| 8/24/11      | <b>Anti-Bias Curriculum Integration</b>                  | Staff will learn new strategies for incorporating anti-bias practices into the classroom curriculum as well as their work with parents and families           | HS/EHS Teachers/Family Advocates, Healthy Start home visitors | 1304.21 (a)(1)(iii) (a) Child development and education approach for all children. (1) In order to help children gain the social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school life, grantee and delegate agencies' approach to child development and education must: Provide an environment of acceptacne that supports and respects gender, cutlure, language, ethnicity and family composition.   | CDHS                    | Katie Kissinger                                 | 3 hours                  |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy   | Expected Outcome   | Participants  | T/TA Need Performance Standard  | Content Area of Need | Resource                   | Professional Developm | Financial Cost |
|---------|--|--|---|---|----------------------|----------------------------|-----------------------|----------------|
| 8/25/11 | <b>Instructional Learning Format</b>                             | Teachers will learn new strategies to enhance the intentionality and integration of their lesson plans in order to more effectively develop literacy, problem-solving, and math skills in all aspects of the preschool classroom experience. | HS Teachers   | 1304.21(a)(4)(i) (4) Grantee and delegate agencies must provide for the development of each child's cognitive and language skills by: (i) Supporting each child's learning, using various strategies including experimentation, inquiry, observation, play and exploration; 1304.21 (a)(4)(iv) Supporting emerging literacy and numeracy development through materials and activities according to the developmental level of each child.   | CDHS                 | Trainer:<br>Lilli Carrillo | 3 hours               |                |
| 8/25/11 | <b>Developmentally Appropriate Practices in Early Head Start</b> | Teachers will learn a variety of developmentally appropriate strategies to increase the effectiveness of social-emotional and conceptual lesson plan implementation.   | EHS Teachers  | 1304.21(b) Child development and education approach for infants and toddlers. (1) Grantee and delegate agencies' program of services for infants and toddlers must encourage (see45CFR 1304.3(a)(5) for a definition of curriculum): (ii) trust and emotional security so that each child can explore the environment according to his or her developmental level; and (iii) Opportunities for each child to explore a variety of sensory and motor experiences with support and stimulations from teachers and family members.   | CDHS                 | April Williams             | 3 hours               |                |
| 8/25/11 | <b>Attachment Formation for Young Children and Families</b>      | Staff will learn research-based findings and concepts that address the importance of attachment formation in early childhood and how they relate to the classroom environment and home visiting experiences.                                 | HS/EHS Teachers/Family Advocates, Healthy Start home visitors | 1304.21 (a)(1)(i)(a) Child development and education approach for all children. (1) In order to help children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, grantee and delegate agencies approach to child development and education must: (i) Be developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, languages, cultural backgrounds, and learning styles:                                 | CDHS                 | Trainer: Jennifer Cahill   | 3 hours               |                |
| 8/25/11 | <b>Cultural Sensitivity Training</b>                             | Staff will learn what cultural sensitivity means along with defining what a culturally sensitive program is and how to best meet the needs of families based on cultural characteristics.  | Family Advocates Healthy Start Staff                          | 1304.52 (b)(4) Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and defectively communicate, to the extent feasible, with children and families with no or limited English proficiency.  | FCP, Healthy Start   | Family Services Manager    | 1.5 hrs.              |                |
| 8/25/11 | <b>Pedestrian Safety Training</b>                                | Staff will learn new strategies for implementing Pedestrian Safety with children and families.   | Family Adovocates, Healthy Start Staff                        | 1310.21 (a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year. | FCP, Healthy Start   | Family Services Manager    | 1.25 hrs.             |                |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy  | Expected Outcome   | Participants                     | T/TA Need<br>Performance Standard  | Content Area<br>of Need     | Resource                                      | Professional<br>Developm | Financial<br>Cost |
|---------|---|--|----------------------------------|--|-----------------------------|---|--------------------------|-------------------|
| 8/25/11 | <b>Lead Care II</b>   | Staff will be trained on this portable blood lead testing device. Ryan Diagnostic will provide training on the proper use of the equipment which covers all aspects of the procedure | Health Resource Specialists      | 1304.20 (a)(1)(ii) obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate the requirements for a schedule of well child care utilized by the Early and Periodic Screening, Diagnosis, and Treatment program of the Medicaid agency of the State in which they operate, and the latest immunization recommendations issued by the Centers for Disease Control. | Health Resource Specialist. | Ryan Diagnostics                              | 1 hr.                    |                   |
| 8/30/11 | <b>Pre-Service for TA, WIC, Cooks and Bus Drivers</b>                                 | Staff will acquire knowledge and skills for their particular content area.   | TA, Cooks, Bus Drivers           | 1306.23(a) Provide in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies. (b) Head Start grantees must provide staff with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.              | TA's, Transport, USDA       | USDA Manager                                  |                          | \$ 3,337          |
| 8/30/11 | <b>Transportation: Review of Laws &amp; Regulations</b>                               | Review of Laws and Regulations including best practices and company rules.   | Bus Drivers                      | Bus Driver Training<br>1310.17(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its' State   | Transportation              | DOE, NSC, Transportation Manager              | 3 hrs.                   |                   |
| 8/30/11 | <b>School Bus Emergencies</b>   | Review of knowledge regarding emergencies & First Aid procedures on a School Bus   | Bus Drivers                      | 1310.17(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its' State  | Transportation              | DOE, NSC, Transportation Manager              | 2.75 hrs.                |                   |
| 8/30/11 | <b>CACFP Annual Required Training</b>   | Nutrition staff will be trained on Civil Rights requirements. Participants will then train their teams on Civil Rights.  | Cooks                            | 1304.52(k)(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development....to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities   | Cooks                       | USDA Center Manager & Butcher                 | 1 hr.                    |                   |
| 8/30/11 | <b>CACFP: In Depth - Cooks</b>  | Nutrition staff will take an in-depth look at why we do what we do, and how to easily do it well.  | Cooks                            | 1304.52(k)(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development....to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities   | Cooks                       | USDA Center Manager & Butcher                 | 3.25 hrs.                |                   |
| 8/30/11 | <b>Gardening: Let's Go and Grow!</b>  | Nutrition staff will explore the many ways to join in the gardening fun at their center  | Cooks                            | 1304.52(k)(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development....to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities   | Cooks                       | USDA Center Manager                           | 1.5 hrs                  |                   |
| 8/30/11 | <b>Lead Screening -Assuring quality procedure of taking a blood sample (Hemo-cue)</b> | Staff will practice taking blood samples and review best practices of the procedure/ and following the time line according to the WIC policy.  | WIC, Health Resource Specialists | Oregon WIC Policy – 710 – Local programs shall provide breastfeeding promotion and support.  | WIC, Health                 | WIC Manager, Sharon Waldern, UC Public Health | 1.5 hr                   |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy   | Expected Outcome  | Participants                | T/TA Need<br>Performance Standard  | Content Area<br>of Need     | Resource   | Professional<br>Developm | Financial<br>Cost |
|---------|--|---|-----------------------------|--|-----------------------------|--|--------------------------|-------------------|
| 8/30/11 | <b>OHP Web Portal/Feeding Tube Training</b>            | Staff will be trained on Utilizing the DHS Web Portal to access OHP Manged Care information which includes date of last dental appointment and assigned Dental Care Orgainzation.   | Health Resource Specialists | 1304.20 (a)(1)(i)(a) Determining child health status. (i)Make a determination as to whether or not each child has an ongoing source of continuous accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care.   | Health Resource Specialists | DMAP Staff/Jennifer Smith/Walgreens Options Plus | 1.5 hrs.                 |                   |
| 8/30/11 | <b>Reviewing staff on-line learning</b>                | Staff will complete the new on-line modules.  | WIC                         | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                         | WIC Manager                                      | 1.5 hrs.                 |                   |
| 8/30/11 | <b>Infant Feeding - Breastfeeding</b>                  | Staff will understand the basics of interpreting infants feeding cues in order to better support participants with infants who are breastfeeding and/or planning to breastfeed.   | WIC                         | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                         | WIC Manager                                      | 0.75                     |                   |
| 8/30/11 | <b>Nutrition Education Lesson Plans</b>                | Making What we Love Better!   | WIC                         | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                         | WIC Manager                                      | 2.5 hrs                  |                   |
| 8/30/11 | <b>OHP Web Portal</b>                                  | Making your Job Easier  | WIC                         | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                         | WIC Manager, Mary Ann McCune, Katie Wilson       | .75 hrs                  |                   |
| 8/30/11 | <b>Child Perspectives in the Learning Environment.</b> | Staff will learn effective strategies to understand child perspective when working with children  | TA's                        | 1304.21 (c)(1)(v) (c) Child development and education approach for preschoolers. (1) Grantee and elegate agencies, in collaboration with the parents, must implement a curriculum (see45CFR 1304.3 (a)(5) that: (v) Enhances each child's understanding of self as an individual and as a member of a group.   | CDHS                        | Cade Burnette                                    | 1 hour                   |                   |
| 8/30/11 | <b>Restraint Training</b>                              | Staff will learn the appropriate times to utilize restraint in the classroom with children and strategies to help children learn from difficult situations to promote social-emotional development and self-control skills. | TA's                        | 1304.21 (c)(1)(v) (c) Child development and education approach for preschoolers. (1) Grantee and elegate agencies, in collaboration with the parents, must implement a curriculum (see45CFR 1304.3 (a)(5) that: (v) Enhances each child's understanding of self as an individual and as a member of a group.   | CDHS                        | Jean Stahlberg                                   | 2 hours                  |                   |
| 8/30/11 | <b>Integrating the Outcomes</b>                        | Staff will gain insight into how to effectively integrate the outcomes and Portage domains into all aspects of classroom environment and lesson planning in their role as Teacher's assistants                              | TA's                        | 1304.21 Education and Early Childhood Development. (a) Child development and education approach for all children.(1) In order to help children gain the skills and confidence necessary to be prepared in their present environment and later responsibilities in school and life, grantee and delegate agencies' approach to child development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles. | CDHS                        | Cade Burnette                                    | 1.5 hours                |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy   | Expected Outcome  | Participants    | T/TA Need<br>Performance Standard  | Content Area<br>of Need                               | Resource                    | Professional<br>Developm | Financial<br>Cost |
|---------|--|---|-----------------|--|---|-----------------------------|--------------------------|-------------------|
| 8/30/11 | <b>Implementing a Behavior Management Approach using PBS</b> | Staff will gain knowledge to create and implement a classroom management system for infants and toddlers that addresses reinforcement systems, behavior prevention and management, and strategies to work with difficult children and situations. | TA's            | (2) Grantee and delegate agencies must support the social and emotional development of infants and toddlers by promoting an environment that: (i) Encourages the development of self-awareness, autonomy, and self-expression; and (ii) Supports the emerging communication skills of infants and toddlers by providing daily opportunities for each child to interact with others and to express himself or herself freely.   | CDHS  | Education Staff             | 1.5 hours                |                   |
| 8/31/11 | <b>All Staff Pre-Service</b>                                 |   | All Staff       | 1304.21 Education and early childhood development. (a) Child development and education approach for all children. (1) In order to help children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, grantee and delegate agencies approach to child development and education must: (i) Be developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, languages, cultural backgrounds, and learning styles: (ii) Be inclusive of children with disabilities. Education Program (IEP) (see 45CFR 1308.19); (iii) Provide an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition. | CDHS, FSC, Transport, CCR&R, PDM, FCP                 |                             |                          |                   |
| 8/31/11 | <b>Program &amp; Goal Sharing</b>                            | Accessing Employee Morale, Health & Wellness, Volunteer/Parent Involvement, School Readiness & Living Well Goals  | All Staff       | 1304.52(k) Training and development (3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program performance Standards.   | CDHS, FSC, Transport, CCR&R, PDM, FCP                 | Staff Development Committee | 1.5 hrs.                 |                   |
| 8/31/11 | <b>Celebration of 25 years as an Agency</b>                  | A look at past and present UMCHS accomplishments.   | All Staff       | 1304.52(k) Training and development (3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program performance Standards.   | CDHS, FSC, Transport, CCR&R, PDM, FCP                 | Staff Development Committee | .5 hrs                   |                   |
| 8/31/11 | <b>Wellness Presentation</b>                                 | To gain knowledge and understanding about issues such as stress, time management, and exercise. This training will focus on working on individual well-being.   | All Staff       | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304..24 (a) (3) (ii) To help staff acquires and increase their knowledge  | CDHS, FSC, Transport, CCR&R, PDM, FCP                 | Pat Bentz, MPB Consulting   | 1.5 hrs.                 |                   |
| 9/16/11 | <b>Extended Management Mtg.</b>                              | Mangement team will be provided with information that can be conveyed to staff.   | Management Team | 1304.51 Ensure that timely and accurate information is provided to staff.  | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | Admin Team                  |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date     | Strategy   | Expected Outcome   | Participants     | T/TA Need<br>Performance Standard  | Content Area<br>of Need                               | Resource  | Professional<br>Developm | Financial<br>Cost |
|----------|--|--|------------------|--|---|---|--------------------------|-------------------|
| 9/30/11  | <b>Policy Council Orientation</b>                            | New members of the Policy Council will become knowledgeable of their roles and responsibilities in order to make effective decisions.  | Policy Council   | 1304.52(K)(1) Provide orientation and ongoing training to Governing Board members.   | PDM   | Cari Olmsted  |                          |                   |
| 10/14/11 | <b>Staff Meeting -Volunteer Training</b>                     | This training will focus on: Volunteer Motivation, Supervising Volunteers and Orienting and Training Volunteers.   | All Staff        | 1306.22 Volunteers. a) Head Start programs must use volunteers to the fullest extent possible. Head Start grantees must develop and implement a system to actively recruit, train and utilize volunteers in the program.(a) Head Start programs must use volunteers to the fullest extent possible. Head Start grantees must develop and implement a system to actively recruit, train and utilize volunteers in the program.(b) Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization activities. | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | Nancy Gaston and Robert Joy from the Oregon Volunteer Network | 4 hrs.                   |                   |
| 10/14/11 | <b>Child Abuse &amp; Neglect-Mandatory reporter training</b> | All staff will be trained on policies and procedure on making a report of suspected child abuse or neglect to Oregon Department of Human Services or the Police Department.  | All Staff        | 1304.52 Staff and volunteer health (i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.  | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | CCR&R Parent Provider Consultant and Mental Health Manager    | 1 hr.                    |                   |
| 10/14/11 | <b>Civil Rights Training</b>                                 | In accordance with Federal law and U.S. Department of Agriculture policy, UMCHS is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.  | All Staff        | 1304.23 (b)(1)(i) All Early Head Start and Head Start grantee and delegate agencies must use funds from the USDA Child Nutrition programs as the primary source of payment for meal services. The WIC Program is also funded by USDA.  | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | USDA Manager  | 0.25                     |                   |
| 10/14/11 | <b>Bloodborne Pathogens</b>                                  | All Staff will review the three Blood Borne Pathogens putting them at greatest risk, their transmission and ways to protect themselves and others on the job.  | All Staff        | 1306.23(a-b) Provide training to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304.22(e)(4) Spills of bodily fluids must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately.  | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | Health Services Director                                      | 0.25                     |                   |
| 10/18/11 | <b>Family Advocate Meeting</b>                               | Staff will learn how to best address attendance issues with families, review ERSE policy and alignment with the new Parent, Family, Community Engagement Framework and how to implement best practice while working with families. | Family Advocates | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304.24 (a) (3) (ii) To help staff acquires and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness.   | FCP   | Family Services Manager                                       | 2 hrs.                   |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date           | Strategy   | Expected Outcome  | Participants                                  | T/TA Need Performance Standard   | Content Area of Need | Resource                            | Professional Developm | Financial Cost |
|----------------|--|---|---|--|----------------------|-------------------------------------|-----------------------|----------------|
| 10/18/11       | <p><b>Policy Council Meeting - Strategic Plan Literacy Book: Curious George Goes to the Hospital Leadership for Community Development Two Goals on Living Well and Employee Health, Wellness, and Morale</b></p> | Leadership for Community Development  | Policy Council                                | <p>1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52(k)(1) Provide orientation and ongoing training to Governing Board members.1304.40 (g)(1) and (2)g. Parent Involvement in Community Advocacy 1. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to there interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest.</p>   | PDM                  | Program Manager-CASA/FSC            |                       |                |
| 10/24/11       | <p><b>Board Meeting- On Site Review Process/Two strategic goals will be presented in more detail</b></p>   | Members of the board will understand how all of the programs under UMCHS Inc. meet the mission statement. The Board will be briefed on the self assessment process and asked if they are able to participate in it. | Board Members                                 | <p>1304.52 (k)(1) Provide orientation &amp; ongoing training to Governing Board Members. 1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52(k)(1) Provide orientation and ongoing training to Governing Board members.1304.40 (g)(1) and (2)g. Parent Involvement in Community Advocacy 1. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to there interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest.</p> | PDM                  | Admin Team                          |                       |                |
| 10/25-10/26/11 | <p><b>Healthy Start Program Manager Training</b></p>   | Program Manager and Supervisor will understand Healthy Start framework and apply that in daily work   | Healthy Start Program Manager and Supervisors | <p>10.3 All staff receive intensive role-specific training (CORE TRAINING) within six months of hire that is specific to their program role to help them understand its essential components. OCCF staff enter Core Training into the Training Tracker database.</p>   | Healthy Start        | OCCF; Healthy Start-Healty Families | 14                    |                |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date        | Strategy   | Expected Outcome   | Participants                               | T/TA Need Performance Standard   | Content Area of Need                             | Resource   | Professional Developm | Financial Cost |
|-------------|--|--|--|--|--|--|-----------------------|----------------|
| 10/28/11    | <b>CFA Meeting</b><br><i>School Readiness for Children and Families/Aattendance/Record keeping/Files</i> | Staff will learn expectations regarding classroom attendance plans, home visit plans, and effective strategies to utilize when writing them with parents and how classroom attendance relates to overall school readiness our UMCHS school readiness goals. Staff will also learn effective file management skills. In addition, staff will learn strategies to increase and utilize parent involvement. | CFA's                                      | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304..24 (a) (3) (ii) To help staff acquires and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness. 1304.51(g) Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide ac-curate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. | Education, FCP                                   | Family Services Manager, Mental Health Manger, Associate Director-Child & Family Services, PSU | 3.5                   |                |
| 10/31/11    | <b>MOTT Training</b>   | Train Healthy Start staff on appropriate coding for Medicaid claiming  | Healthy Start staff                        | 10-6. Policy: All staff receive ongoing training that takes into account the worker's knowledge and skill base. Programs ensure that trainings are entered into the Training Tracker database.   | Healthy Start                                    | OCCF; Healthy Start-Healthy Families   | 3                     |                |
| 11/1/11     | <b>Management Meeting Presentation from State T/TA on School Readiness</b>                               | Management team will be able to provide information to staff that will increase their knowledge of the policies and procedures of the agency.  | Directors and Managers                     | 1304.51 Ensure that timely and accurate information is provided to staff   | PDM, CDHS, FCP, Transport, USDA, WIC, CCR&R. FSC | Executive Director   |                       |                |
| 11/2-3/2011 | <b>Healthy Start Program Training</b>  | Train home visiting staff and supervisors on new tools for home visiting, the CHEEERS assessment, Family Values activity, new process for Family Goal Plan.  | Healthy Start home visitors and supervisor | 10-6. Policy: All staff receive ongoing training that takes into account the worker's knowledge and skill base. Programs ensure that trainings are entered into the Training Tracker database.   | Healthy Start                                    | OCCF; Healthy Start-Healthy Families   | 14                    |                |
| 11/10/11    | <b>Eligibility Self Assessment</b>   | Family Services (ERSE) staff will review all eligibility and determine strengths and areas for growth.   | Family Advocates                           | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1305.6 Selection process. a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.   | PDM  | Family Services Manager  | 4                     |                |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date     | Strategy  | Expected Outcome  | Participants        | T/TA Need<br>Performance Standard  | Content Area<br>of Need | Resource   | Professional<br>Developm | Financial<br>Cost |
|----------|---|---|---------------------|--|-------------------------|--|--------------------------|-------------------|
| 11/15/11 | <b>Policy Council - How to read Financial Reports Leadership for Community Development</b>  | Policy Council will have a better understanding of the monthly financial report.<br>Leadership for Community Development                        | Policy Council      | 1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and as appropriate, other community member, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52 (k) (1) Provide orientation and ongoing training to Governing Board member. 1304.40 (g) (1) and (2) g. Parent Involvement in Community Advocacy I. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to their interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community member, on activities that they have helped develop and in which they have expressed an interest. | PDM                     | Community Development Manager                          |                          |                   |
| 11/15/11 | <b>Family Advocate Meeting - Literacy Froggy Loggy</b>  | Family Advocates will learn strategies for assisting families with literacy-related goals (including financial literacy and health literacy).   | FA's, Healthy Start | 1304.40(e)(4) -- Grantee and delegate agencies must provide, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by: (i) Increasing family access to materials, services, and activities essential to family literacy development; and (ii) Assisting parents as adult learners to recognize and address their own literacy goals.<br>Critical Element #10: 10-4.D. FSWs and supervisors receive training on Infant and Child Development   | FCP, Healthy Start      | Family Services Manager and ERSE Coordinator           |                          |                   |
| 12/5/11  | <b>WIC In-service</b>   | Compliance with goals and objectives in Nutrition Education Plan; ensure staff are aware of current and correct nutrition information           | WIC Staff           | WIC Policy and Procedure Manual 440 Staff Training Requirements; 8.0 Certifying staff must, at a minimum, participate in quarterly in-services on topics related to certifier competencies. Policy 850: Local programs shall complete an annual Nutrition Education  | WIC                     | WIC Operations Manager and Nutrition Services Director |                          |                   |
| 12/5/11  | <b>Will provide training according to the 2011-12 Nutrition Education Plan Providing by the State WIC Program. Food demonstration to use for 2nd NE</b> | Staff will have appropriate training designed by the State NE plan and will be able to provide a quality 2nd NE experience by doing food demos; | WIC Staff           | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                     | WIC Manager  | 6 Hrs                    |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date     | Strategy  | Expected Outcome  | Participants        | T/TA Need Performance Standard  | Content Area of Need | Resource                         | Professional Developm | Financial Cost |
|----------|---|---|---------------------|---|----------------------|----------------------------------|-----------------------|----------------|
| 12/13/11 | <b>Policy Council Meeting - Self Assessment Process Literacy Book: Knuffle Bunny Leadership for Community Development</b> | Policy Council will have a better understanding of the self assessment process and be recruited to help complete the process.<br>Leadership for Community Development   | Policy Council      | 1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52(K)(1) (g) (1) and (2) g.Parent Involvement in Community Advocacy 1. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to there intersts and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regualr opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest.   | PDM                  | Program - Manager-CASA/FSC       |                       |                |
| 12/13/11 | <b>Family Advocate Meeting - Gang Training</b>  | Family Advocates will learn strategies to better understand the inner working of gang culture.  | FA's, Healthy Start | 1304.40 (2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including: (v) Family preservation and support services;<br>CRITICAL ELEMENT #10: 10-5.B. FSWs and supervisors receive training on Family Violence that includes a majority of the following topics within twelve months of hire.  | FCP, Healthy Start   | Trainers: Hermiston Police Dept. |                       |                |
| 12/19/11 | <b>Board Meeting- Self-Assessment Process Literacy Book: Knuffle Bunny</b>  | Members of the board will understand how all of the programs under UMCHS Inc. meet the mission statement. The Board will be briefed on the self assessment process and asked if they are able to participate in it. | Board Members       | 1304.52 (k)(1) Provide orientation & ongoing training to Governing Board Members. 1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52(k)(1) Provide orientation and ongoing training to Governing Board members.1304.40 (g)(1) and (2)g. Parent Involvement in Community Advocacy 1. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to there interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest. | PDM                  | Admin Team                       |                       |                |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy  | Expected Outcome   | Participants        | T/TA Need<br>Performance Standard  | Content Area<br>of Need | Resource   | Professional<br>Development | Financial<br>Cost |
|---------|---|--|---------------------|--|-------------------------|--|-----------------------------|-------------------|
| 1/17/12 | <b>Policy Council Meeting:<br/>Grant Application<br/>Leadership for Community<br/>Development</b> | Policy Council members will acquire skills and knowledge in "Building Leadership For Community Development." Policy Council will understand the annual grant application process. Leadership for Community Development | Policy Council      | 1305.51 Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations. 1304.52(K)(1) (g) (1) and (2) g. Parent Involvement in Community Advocacy 1. Grantee and delegate agency must: (i) Support and encourage parents to influence the character and goals of community services in order to make them more responsive to there interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest.  | PDM                     | Associate Director                                     |                             |                   |
| 1/17/12 | <b>Family Advocate Meeting -<br/>Advocating</b>   | Staff will learn strategies in working with families who have attendance issues.   | FA's, Healthy Start | 1305.8 Attendance. (a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days. (b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented. (c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy. Critical Element 3-3.A.i. Families may be placed on Creative Outreach when they have missed at least one home visit followed by at least 10 working | FCP, Healthy Start      | Trainers: Family Services Manager / Education Director |                             |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date          | Strategy                   | Expected Outcome   | Participants  | T/TA Need<br>Performance Standard  | Content Area<br>of Need                       | Resource                                 | Professional<br>Developm | Financial<br>Cost |
|---------------|----------------------------|--|---|--|---|--|--------------------------|-------------------|
| 1/30 - 2/1/12 | Live Wrap                  | Staff working with parents will learn strategies to provide wraparound services to families.                             | Family Advocates<br>Healthy Start Staff<br>Child/Family Advocates | Sec. 1304.40 Family partnerships (a) Family goal setting. (1) Grantee and delegate agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process. (b) Accessing community services and resources. (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:<br>Critical Element # 10-5.E. FSWs and supervisors receive training on Family Issues that includes a majority of the following topics within twelve months of hire. | FCP, Healthy Start                            | Portland State University Staff<br>GOBHI | 24 hours                 | \$6,000           |
| 2/17/12       | Staff Meeting              |  | All Staff   | 1304.52(k)(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development....to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities   | CDHS,<br>FSC,Transport,<br>CCR&R, PDM,<br>FCP |  |                          |                   |
| 2/17/12       | Family Law (Child Custody) | Staff will learn strategies to provide better support and referrals to parents when they are establishing child custody. | FA's, Healthy Start   | Sec. 1304.40 Family partnerships (a) Family goal setting. (1) Grantee and delegate agencies must engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. This process must be initiated as early after enrollment as possible and it must take into consideration each family's readiness and willingness to participate in the process. (b) Accessing community services and resources. (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:<br>Critical Element # 10-5.E. FSWs and supervisors receive training on Family Issues that includes a majority of the following topics within twelve months of hire. | FCP, Healthy Start                            | Trainer: Legal Aid                       |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy  | Expected Outcome   | Participants                   | T/TA Need<br>Performance Standard  | Content Area<br>of Need | Resource                     | Professional<br>Developm | Financial<br>Cost |
|---------|---|--|--------------------------------|--|-------------------------|------------------------------|--------------------------|-------------------|
| 2/17/12 | <b>Meal Presentation/ Garnishes</b>   | Nutrition staff will have fun playing with their foods while learning to present the meal in a most pleasing way.  | Cooks                          | 1304.52(k)(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development...to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities  | Cooks                   | USDA Center Manager          |                          |                   |
| 2/17/12 | <b>Collaborative Problem Solving</b>  | Office staff will utilize this training to aid them in problem solving in groups.  | Office Staff                   | 1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquires and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness.  | PDM                     | Associate Director of Admin. |                          |                   |
| 2/17/12 | <b>Will provide training according to the 2011-12 Nutrition Education Plan Providing by the State WIC Program.</b>            | Staff will have appropriate training designed by the State NE plan   | WIC Staff                      | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                     | WIC Manager                  | 1.5 Hrs                  |                   |
| 2/17/12 | <b>Integrating Curriculum</b>   | Staff will learn effective strategies to implement and integrate Anti-Bias, PBIS, and Creative Curriculums to create a meaningful classroom experience for children.   | Teachers, Teacher's Assistants | 1304.21(a)(1)(i) In order to help children gain the social competence, skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school life, grantee and delegate agencies' approach to child development and education must: be developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles   | Education               | ED Staff                     |                          |                   |
| 2/21/12 | <b>Policy Council Meeting- Literacy Book: Alexander, Who Used to Be Rich Last Sunday Leadership for Community Development</b> | Policy Council members will acquire skills and knowledge in "Building Leadership For Community Development." Learning the Code; Children who have memorized nursery rhymes become better readers because they develop an early sensitivity to the sounds of language. Leadership for Community Development | Policy Council members         | 1304.52 (k) (1) Provide orientation and ongoing training to Governing Board members. 1304.40 (g) (1) and (2) g. Parent Involvement in Community Advocacy influence the character and goals of community services in order to make them more responsive to there interests and needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop and in which they have expressed an interest. | PDM                     | Program Manager- CASA/FSC    |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy   | Expected Outcome  | Participants        | T/TA Need<br>Performance Standard   | Content Area<br>of Need                               | Resource   | Professional<br>Developm | Financial<br>Cost |
|---------|--|---|---------------------|---|---|--|--------------------------|-------------------|
| 2/21/12 | <b>Family Advocate Meeting - Substance Abuse and Addiction</b>                             | To gain knowledge on Substance Abuse: etiology of substance abuse, culture of drug use, strategies for working with families with substance abuse issues, smoking cessation, alcohol use/abuse, fetal alcohol syndrome, street drugs, and referral resources for substance abuse. | FA's, Healthy Start | Sec. 1304.41 (a) Partnerships. (1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).<br><br>(ix) Any other organizations or businesses that may provide support and resources to families.<br>Critical Element # 10-5.C. FSWs and supervisors receive training on Substance Abuse that includes a majority of the following topics within twelve months of hire. | FCP, Healthy Start                                    | Trainer: New Horizons  |                          |                   |
| 2/27/12 | <b>Board Meeting-</b>  | Members of the board will understand how all of the programs under UMCHS Inc. meet the mission statement.   | Board Members       | 1304.52 (k)(1) Provide orientation & ongoing training to Governing Board Members.   | PDM   | Admin Team   |                          |                   |
| 3/2/12  | <b>Extended Management Mtg.</b>  | Mangement team will be provided with information that can be conveyed to staff.   | Management Team     | 1304.51 Ensure that timely and accurate information is provided to staff.   | PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC | Admin Team   |                          |                   |
| 3/16/12 | <b>Child/Family Advocate Meeting</b>   | Staff will be able to address termination and how to prepare families for involvement in the elementary school system.  | CFA's               | 1306.23 (a) Provide in -service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills needed to fulfill their jobs. 1304..24 (a) (3) (ii) To help staff acquires and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness.   | Education, FCP  | Family Services Manager, Mental Health Manger, Associate Director-Child & Family Services, |                          |                   |
| 3/20/12 | <b>Policy Council Meeting Leadership for Community Development</b>                         | Policy Council members will acquire skills and knowledge in "Building Leadership For Community Development."  | Policy Council      | 1304.52 (k) (1) Provide orientation and ongoing training to Governing Board members. 1304.40 (g) (1) and (2) g. Parent Involvement in Community Advocacy influence the character and goals of community services in order to make them more responsive to there interests an needs; and (ii) Establish procedures to provide families with comprehensive information about community resources (2) Parents must be provided regular opportunities to work together, and with other community members, on activities that they have helped develop an din which they have expressed an interest.   | PDM   | Program Manager-CASA/FSC   |                          |                   |
| 3/20/12 | <b>Family Advocate Meeting - Eligibility, Recruitment, Selection and Enrollment Policy</b> | Staff will discuss recommendations from selection (ERSE) committee as well as review non discrimination practices.  | FA's, Healthy Start | 1305.6 Selection process. a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.  | CDHS, FSC   | Family Services Manager, Parent Education Coordinator                                      |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date   | Strategy  | Expected Outcome  | Participants | T/TA Need<br>Performance Standard  | Content Area<br>of Need | Resource   | Professional<br>Developm | Financial<br>Cost |
|--------|---|---|--------------|--|-------------------------|--|--------------------------|-------------------|
| 4/2/12 | <b>WIC In-service</b>   | Compliance with goals and objectives in Nutrition Education Plan; ensure staff are aware of current and correct nutrition information | WIC Staff    | Wic Policy and Procedure Manual 440 Staff Training Requirements; 8.0 Certifying staff must, at a minimum, participate n quarterly in-services on topics related to certifier competencies. Policy 850: Local programs shall complete an annual Nutrition Education Plan consistent with the state's goal and objectives. | WIC                     | WIC Operations Manager and Nutrition Services Director |                          |                   |
| 4/2/12 | <b>Will provide training according to the 2011-12 Nutrition Education Plan Providing by the State WIC Program.</b>  | Staff will have appropriate training designed by the State NE plan  | WIC Staff    | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy  | WIC                     | WIC Manager  | 6 Hrs                    |                   |
| 4/2/12 | <b>Preparing for the Farmer's Market season, increasing redemption rate of coupons, providing quality education, working with the local farm markets.</b> | Staff will develop a plan with in their community to increase the use of the FDNP coupons and also the Fruit/Veggie FI.               | WIC Staff    | Oregon WIC Policy 1100 – Participating local programs shall follow the procedures to ensure program compliance with the Oregon Farm Direct Nutrition Program.  | WIC                     | WIC Manager  |                          |                   |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date       | Strategy   | Expected Outcome   | Participants        | T/TA Need Performance Standard   | Content Area of Need | Resource  | Professional Developm | Financial Cost |
|------------|--|--|---------------------|--|----------------------|---|-----------------------|----------------|
| 4/2/12     | <b>Preparing for National Breastfeeding awareness.</b>   | Staff will develop a plan with in their communities to bring awareness of the National Breastfeeding Awareness Week.                               | WIC Staff           | Oregon WIC Policy – 710 – Local programs shall provide breastfeeding promotion and support.  | WIC                  | WIC Manager   |                       |                |
| 4/16-21/12 | <b>Natinoal Head Start Association Meeting</b>   |  |                     |  |                      | Executive Director                                      | up to 40              | \$4,310.00     |
| 4/17/12    | <b>Policy Council Meeting-- Transitions Literacy Book: The Kissing Hand Leadership for Community Development</b> | Policy Council members will acquire skills and knowledge concerning the recruitment and selection process and Leadership for Community Development | Policy Council      | 1304.40 (e)(3), 1304.24(a) (3) (ii) To enhance parents skills and knowledge of child development. 1304.52(k)(3)(ii), 1304.41 (1)(iv) To learn successful child and family transition methods.  | PDM                  | Parent Involvement Manager                              |                       |                |
| 4/17/12    | <b>Family Advocate Meeting - Transitioning</b>   | Staff will be able to address termination and how to prepare families for involvement in the elementary school system.                             | FA's, Healthy Start | (h) Parent involvement in transition activities. (1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or a child care setting. (2) Staff must work to prepare parents to become their children's advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in Early Head Start or Head Start. (3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must: (i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting; and (ii) Assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their children's education. (4) See 45 CFR 1304.41(c) for additional standards related to children's transition to and from Early Head Start or Head Start. Critical Element 4-3.C. Transition planning begins well in advance of the target child reaching the age limit for the | FSC                  | Trainers: Family Services Manager, Mental Health Manger |                       |                |
| 4/23/12    | <b>Board Meeting-</b>  | Members of the board will understand how all of the programs under UMCHS Inc. meet the mission statement. .  | Board Members       | 1304.52 (k)(1) Provide orientation & ongoing training to Governing Board Members.  | PDM                  | Admin Team  |                       |                |

Umatilla-Morrow Head Start, Inc. 2011-2012 Training Plan

| Date    | Strategy   | Expected Outcome   | Participants                 | T/TA Need<br>Performance Standard   | Content Area<br>of Need                          | Resource   | Professional<br>Developm | Financial<br>Cost |
|---------|--|--|------------------------------|---|--|--|--------------------------|-------------------|
| 4/27/12 | <b>Wellness Day</b>  | All staff and parents will have an opportunity to have a day of wellness activities.   | Staff Parents, Board Members | 1304.52 (j)(3) Ensure that wellness and mental health information is made to all staff, volunteers and parents  | PDM, CDHS, FCP, Transport, USDA, WIC, CCR&R, FSC | Nutrition Services Director                            |                          |                   |
| 5/8/12  | <b>Policy Council Leadership for Community Development</b>   | Policy Council members will acquire skills and knowledge concerning the recruitment and selection process and Leadership for Community Development | Policy Council               | 1304.40 (e)(3), 1304.24(a) (3) (ii) To enhance parents skills and knowledge of child development.<br>1304.52(k)(3)(ii), 1304.41 (1)(iv) To learn successful child and family transition methods.  | PDM  | Community Development Manager                          |                          |                   |
| 5/15/12 | <b>Management Meeting</b>  | Management team will be able to provide information to staff that will increase their knowledge of the policies and procedures of the agency.      | Directors and Managers       | 1304.51 Ensure that timely and accurate information is provided to staff.   | PDM,CDHS,FC P,Transport, USDA, WIC, CCR&R, FSC   | Executive Director                                     |                          |                   |
| 6/11/12 | <b>WIC In-service</b>  | Compliance with goals and objectives in Nutrition Education Plan; ensure staff are aware of current and correct nutrition information              | WIC Staff                    | Wic Policy and Procedure Manual 440 Staff Training Requirements; 8.0 Certifying staff must, at a minimum, participate n quarterly in-services on topics related to certifier competencies. Policy 850: Local programs shall complete an annual Nutrition Education Plan consistent with the state's goals and objectives. | WIC  | WIC Operations Manager and Nutrition Services Director |                          |                   |
| 6/18/12 | <b>Will provide training according to the 2011-12 Nutrition Education Plan Providing by the State WIC Program.</b> | Staff will have appropriate training designed by the State NE plan   | WIC Staff                    | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy   | WIC  | WIC Manager  | 6 Hrs                    |                   |
| 6/18/12 | <b>Self Care/prevention of compassion burn out</b>   | Staff will develop an understanding of the importance of self care, and develop a personal plan for success.                                       | WIC Staff                    | Oregon WIC Policy 440.0 – Local programs will ensure staff are appropriately trained to perform their functions according to policy   | WIC  | WIC Manager  |                          |                   |
| 6/18/12 | <b>Board Meeting-</b>  | Members of the board will understand how all of the programs under UMCHS Inc. meet the mission statement.  | Board Members                | 1304.52 (k)(1) Provide orientation & ongoing training to Governing Board Members.   | PDM  | Admin Team   |                          |                   |