EHS Director’s Message

Our Early Head Start program is designed to enhance children’s physical, social, emotional and intellectual development by supporting parents in their critical roles. The program aims to help children develop a life long love of learning. Kids The Move Early Head Start Program services children in the Utah County area that need these essential services.

This past year has been a year of stabilization for Early Head Start. All of our classrooms were combined on our Orem campus and this has brought about a great deal of collaboration and learning. We have a strong waiting list, with demand for services increasing each month. We also have a strong and diverse staff that is over half bi-lingual or multi-lingual, with 50% in both Spanish and English. Our average enrollment is 165.5 which is 101%. We also have a great community that supports Kids On The Move, in 2012-13 we had over $520,469 of goods and services donated.

Our Early Head Start program is in good standing with the Office of Head Start and an on-site Federal Review took place this past year, see attached information from the Office of Head Start. Our most recent financial audit conducted by SQUIRE in Orem, Utah shows Kids On The Move in good financial standing with no findings for the 2012-2013 Fiscal Year. You may view this report on our website: www.kotm.org.

We welcome your comments, suggestions and questions! Please share them through our website – we look forward to seeing or hearing from you soon!

Sincerely,
Christy Toala, EHS Program Director

Program Governance

Kids On The Move is a 501(c)3 nonprofit governed by a volunteer Board of Directors, which meets at least five times per year to provide oversight and guidance. In addition, Board Subcommittees meet more frequently, and there is an Early Head Start Policy Council which shares governance of the Early Head Start program per current federal regulation.
This past year has been a very exciting year for us in aggregating and analyzing the School Readiness data. We have created a wonderful tool that has opened up several avenues for us to review and compare data. In January 2013 we began utilizing TS Gold. This program has allowed us to have two successful quarters of data to analyze. We are able to show where our children are enhancing in growth and where trainings need to happen. This tool has helped to provide staff with a better understanding of implementation, optimizing children’s learning opportunities.

We are so excited to see what the future holds for our children as we help them begin their academic journey.
Parent Engagement

In 2013 we have focused the Family Community Framework and created goals to help us focus even more on our EHS families success stories. The results have been very positive as our families have become more engaged in activities in ways we never imagined.

By implementing these changes, Parent Committee attendance numbers have grown larger than had been anticipated. On average 67 families attend, which is a 50% increase from 2012. More outside speakers who are experts in the field, has allowed for more conversation from the parents and helped them be better advocates for their own families.

The FACT (Fathers and Children Together) program enjoyed another year of success. A total of 47 fathers participated in FACT activities with their children, which helped create a stronger father-child bond and build supportive networks for the fathers. We also have a program that encourage fathers to spend time reading with their child, the participation in the program has increased this year.

Some of the entertaining activities shared with families throughout the year included swimming classes at the Orem Recreation Center, building gingerbread houses and reading fort, Kindermusic, and a water/BBQ day.

Family and Community Engagement Activities
Services Received by EHS Families

<table>
<thead>
<tr>
<th>Service</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education/Job Training</td>
<td>4%</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>15%</td>
</tr>
<tr>
<td>Emergency/Crisis Interventions</td>
<td>13%</td>
</tr>
<tr>
<td>Housing Assistance</td>
<td>2%</td>
</tr>
<tr>
<td>Parenting Education</td>
<td>.09%</td>
</tr>
<tr>
<td>Health Education</td>
<td>3%</td>
</tr>
</tbody>
</table>
Kids On The Move Early Head Start is subject to ongoing monitoring and reporting to ensure that we meet state and federal regulations and policies. For more information on Early Head Start reviews, contact Program Director, Christy Toala. In addition, Kids On The Move has a well-developed system for staff performance management, data reporting, and self-assessment to support our quest for continuous improvement. Our self-assessment processes always include extensive feedback from clients. All financial reports are available upon request, or at KOTM.org.

2012 Financial Auditor’s Statement

“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Kids on the Move, Inc as of June 30, 2013, and the changes in net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.”
Program Statistics

Children and Families Served by EHS

<table>
<thead>
<tr>
<th>Total Number of Children Served</th>
<th>191</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Prenatal Mothers Served</td>
<td>26</td>
</tr>
<tr>
<td>Total Number of Families Served</td>
<td>217</td>
</tr>
</tbody>
</table>

Number of Children Served by Age

<table>
<thead>
<tr>
<th>Age</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 1 Year</td>
<td>86</td>
</tr>
<tr>
<td>1 Year Old</td>
<td>101</td>
</tr>
<tr>
<td>2 Years Old</td>
<td>78</td>
</tr>
<tr>
<td>3 Years Old</td>
<td>12</td>
</tr>
</tbody>
</table>

Number of Children/Pregnant Women Served by Eligibility Type

<table>
<thead>
<tr>
<th>Eligibility Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Below 100% Poverty Line</td>
<td>175</td>
</tr>
<tr>
<td>Recipient of Public Assistance (TANF or SSI)</td>
<td>18</td>
</tr>
<tr>
<td>Status as a Foster Child - # Children Only</td>
<td>1</td>
</tr>
<tr>
<td>Status as Homeless</td>
<td>62</td>
</tr>
<tr>
<td>Over Income</td>
<td>22</td>
</tr>
<tr>
<td>Income Between 100% - 130% of the Federal Poverty Line</td>
<td>25</td>
</tr>
</tbody>
</table>

Health Statistics

<table>
<thead>
<tr>
<th>Health Statistics</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of children with a medical home</td>
<td>52%</td>
</tr>
<tr>
<td>Percentage of children up to date on well child visits</td>
<td>60%</td>
</tr>
<tr>
<td>Percentage of children up to date on immunizations</td>
<td>60%</td>
</tr>
<tr>
<td>Percentage of children with a dental home</td>
<td>43%</td>
</tr>
<tr>
<td>Percentage of children who have received dental exams</td>
<td>12%</td>
</tr>
<tr>
<td>Percentage of children with disabilities served</td>
<td>16%</td>
</tr>
</tbody>
</table>
Legacy Level Donors $25,000+
- Keith & Melisa Nellesen Family Foundation
- The Ray & Tye Noorda Foundation

Platinum Level Donors $5,000+
- Adobe
- United Way of Utah County donors
- Orem City Community Development Block Grant
- Robert & Amy Barker Family Foundation
- Frances W. Burton Foundation
- SpinGo

Gold Level Donors $1,000+
- Anonymous
- Digital Ruby, LLC
- “Valpak Saves” Campaign
- Kiwanis Club of Provo
- Action Target
- Target Foundation
- Intermountain Healthcare, Urban South Region
- Eldred Sunset Manor Foundation
- Sign City
- Corporate Alliance of Utah County
- Rocky Mountain Power Foundation
- Mr. & Mrs. Charles Smith
- Sam’s Club Provo
- BidSync
- Jason & Tara Smith

Silver Level Donors $500+
- Broadview University, Orem Campus
- Destination Nexus
- Key Bank Provo
- Sebo Marketing
- Cabela’s
- Xlear
- “Love Utah Give Utah” online donors
- Les Olson Company
- Shannon Anderson
- Richard & Nancy Evensen
- Richard Thomsen
- Shimizu Projects Fund
- Utah Valley Chamber Foundation

Bronze Level Donors $200+
- Stevens Henager College
- Stevenson & Keli Smith
- Charles & Oranee Abbott
- James, Brenda & Becca Winegar
- Richard & Eileen Chamberland
- Thomas & Diane McNeill
- Provo Abstract & Title
- Timp Rental
- Dean & Joan Lindsay
- Lindsay & Chris Jones
- Kenneth & Roberta Bell
- Kenneth & Linda Smith
- Roger Smock
- Marilyn Snow
- Scott & Brittany Snow
- Craig & Jill Adams
- Laurie Bowen
- Jerald Jones
- Goldman Sachs
- Costco Employees
- Adobe Employees
- Wells Fargo Employees
- Boeing Employees

In Kind Donors $500+
- Dexter & Dexter
- Costco of Orem
- Cabela’s
- Hammond Ellis Dental Team
- Same Day Translations
- Sebo Marketing
- McCoy’s Cabinets & Flooring
- Orem Owlz
- Utah Valley University Athletics
- Carrabba’s Italian Grill
- Fox Hollow Golf Course
- Carpets America
- Blendtec
- United Way of Utah County
- Provo Beach Resort
- The Ink Spot
- Integratechs
- Alpine North LDS Stake
- Amy Hatten
- Kristy Kelsey

Great things happen at Kids On The Move because of the generous support of the community
empowering families, one kid at a time

**Lifetime Legacy Recognition**
Ray and Tye Noorda Foundation  
City of Orem  
Intermountain Healthcare  
Nellesen Family Foundation

**Lifetime Platinum Recognition**
Ashton Family Foundation  
Carter Construction  
George S. & Dolores Doré Eccles Foundation  
Humana of Utah  
Mountainland Association of Governments  
Sorenson Legacy Foundation  
United Way of Utah County Donors  
Utah Valley Home Builders Association  
Vivint

**Lifetime Gold Recognition**
One Foundation, Inc.  
Jerry & Phylis Mortensen  
Johnny McCoy—McCoy’s Flooring and Cabinets  
Keven Stratton—Cascade Golf Center  
NuSkin

**Lifetime Silver Recognition**
Andrew Ford  
The Robert & Amy Barker Family Foundation  
Eldred Sunset Manor Foundation  
Duff Thompson—EsNet Group  
Kiwanis of Provo  
LDS Foundation  
Mark & Sonya Willis  
Northgate Partners  
Reverse Logistics Association  
Zion’s Bank
To: Board Chairperson  
Mr. Jason Smith  
Board Chairperson  
Kids On The Move, Inc.  
475 West 260 N  
Orem, UT 84057

From: Responsible HHS Official  
Ms. Yvette Sanchez Fuentes  
Director, Office of Head Start

Overview of Findings

From 4/21/2013 to 4/26/2013, the Administration for Children and Families (ACF) conducted a monitoring review of the Kids On The Move, Inc. Early Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Mr. Jason Smith, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, your Early Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

If you are a grantee serving preschool age children in the center-based option, a sample of your preschool classrooms will be observed using the Classroom Assessment Scoring System (CLASS). This classroom observation instrument looks at the teacher/child interactions, as well as interactions between children. The Office of Head Start encourages grantees to consider the CLASS results in planning ongoing efforts to improve classroom quality.

During your review, the team used a sampling methodology that included a random selection of child files, staff files, and class, center, and group observations. If your report includes findings related to evidence that involved sampling, the finding narratives in your report include specific percentages from each sample that were determined by dividing the number of issues found by the total sample size. This methodology, which uses statistically driven random samples, allows the OHS to use information collected through the representative samples to make generalizations
regarding your program as a whole.

For example, if, during your review, the team examines a sample of 45 child files, the finding narrative will indicate the percentage of files that were identified with an issue. The percentage will be determined by dividing the number of child files with issues by 45. Likewise, when summarizing information from classroom observations, the total number of classrooms with issues will be divided by the total number observed to determine the percentage of the sample with problems.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

**Distribution of the Head Start Review Report**

Copies of this report will be distributed to the following recipients:

- Ms. Debbie Hedin, Regional Program Manager
- Mrs. Kristy Kelsey, Policy Council Chairperson
- Mrs. Eileen Chamberland, CEO/Executive Director
- Ms. Christy Toala, Head Start Director

**Overview Information**

- Review Type: Triennial
- Organization: Kids On The Move, Inc.
- Program Type: Early Head Start
- Team Leader: Ms. Julie Quaid
- Funded Enrollment HS: Not Applicable
- Funded Enrollment EHS: 164

**Area of Strength**

The grantee provided activities for parents of infants and toddlers to introduce child development, promote parent involvement, enhance father-child relationships, and emphasize the partnership between the mother and father in raising a child. The Fathers And Children Together (FACT) program provided staff with fatherhood training focused on adult learning principles to ensure male parents' accomplishments were promoted, supported, and recognized. Current research was shared with parents and staff on the impact of male involvement on child development and the benefits of male participation. Staff were trained to recognize males as valuable participants in meeting the needs of infants and toddlers. In addition, a mother-focused discussion was provided regarding maternal gate-keeping and the need to include males in child-rearing.

A FACT Father Representative worked with staff to plan activities chosen by fathers and father-figures, including provision of web-accessible packets at age-appropriate intervals. The packets were a teaching tool presenting father-child activities geared toward male interests and focused on child development. Father-child activities were scheduled quarterly and included swimming, day camp, park outings, baby Olympics, music day, and building gingerbread houses. Each
activity included a fatherhood discussion and created teachable moments.

For example, safe rough-and-tumble play was used to encourage and teach safe and appropriate boundaries, leading to a discussion on shaken baby syndrome. Fathers maintained monthly reading charts and recorded each time a book was read to their infants/toddlers. For each month in which reading occurred nine times, the family received a book to keep. Activity participation was tracked from January 2012 through March 2013, and a significant increase in male involvement was reported. Notable benefits included camaraderie among fathers, who demonstrated personal growth and positive relationships with children and mothers.

Parents earned Baby Bucks by attending parent activities, submitting In-Kind sheets, completing FACT activity packets, attending Parent Committee meetings, and keeping their children up to date with well-child examinations, immunizations, dental examinations, and lead testing. Baby Bucks were tracked for each parent, and amounts earned were used to make purchases at a grantee store or live auction. Parents in the center-based option purchased donated items with Baby Bucks at a store set up once per year, and an auction was held each May and November for parents in the home-based option.

The store and auction were supplied with community and retail-store donations and included child-size furniture, diapers, hygiene kits, baby clothes, shoes, coats, blankets, electronics, books, gift cards, toys, high chairs, make-up, infant jumpers, computer monitors, tricycles, toy chests, vacuum cleaners, fishing poles, school supplies, and "man" kits. The auctions were held in conjunction with the twice-yearly Policy Council nominations and elections for staggered terms. The auctions provided families with an opportunity to purchase gifts they might not otherwise be able to afford, and the highly anticipated events resulted in attendance ranging from 25 to 55 parents at each event.

**New Area of Noncompliance Determinations**

At least one area of noncompliance was documented at Kids On The Move, Inc. Early Head Start program.

**Child Health & Safety**

<table>
<thead>
<tr>
<th>Applicable Standards</th>
<th>Program Type</th>
<th>Status</th>
<th>Finding Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304.53(a)(10)(vii)</td>
<td>EHS</td>
<td>Noncompliance</td>
<td>Safe Physical Environments</td>
</tr>
</tbody>
</table>

**PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies**

1304.53 Facilities, Materials, and Equipment.

(a) Head Start Physical Environment and Facilities

(10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum,
agencies must ensure that:
(vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures);
The grantee did not ensure all evacuation routes were clearly marked so the path to safety outside was unmistakable. Twenty-five percent of classrooms observed did not have clearly marked evacuation routes.

Based on a sample of four classroom observations, it was determined the grantee did not clearly mark evacuation routes for all classrooms. The posted evacuation diagram in the Provo classroom did not clearly identify which classroom on the map was the Early Head Start (EHS) classroom. The map showed 10 rooms at the center. In an interview, the two EHS teachers stated they were unable to determine which room on the diagram was theirs and said parents and volunteers would not know how to evacuate the building and where to go after exiting. The Health Coordinator confirmed the diagram did not clearly indicate the evacuation route and did not clearly identify where the EHS classroom was located among the 10 shown.

The grantee did not ensure all evacuation routes were clearly marked so the path to safety outside was unmistakable; therefore, it was not in compliance with the regulation.

**Child Development and Education.**

<table>
<thead>
<tr>
<th>Applicable Standards</th>
<th>Program Type</th>
<th>Status</th>
<th>Finding Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304.24(a)(3)(i)</td>
<td>EHS</td>
<td>Noncompliance</td>
<td>Individualizing</td>
</tr>
</tbody>
</table>

PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies
1304.24 Child Mental Health.
(a) Mental health services.
(3) Mental health program services must include a regular schedule of onsite mental health consultation involving the mental health professional, program staff, and parents on how to:
(i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children;
The grantee did not ensure its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices. There was no regular schedule of on-site mental health consultation, and no on-site Mental Health services were planned or provided for the home-based program option.

A review of the March 12, 2013 Collaborative Agreement between the grantee and Preferred Family Clinic found it did not include a regular schedule of on-site Mental Health services; rather, it called for the provision of a maximum of 15 hours of Mental Health services per quarter, as needed. In interviews, the Quality Assurance/Systems Specialist--Mental Health Coordinator--stated the grantee recently executed a contract with a mental health professional. The Associate Marriage Family Therapy Intern--the mental health professional--stated the
contract began in March 2013 and said services were planned according to what worked best for her schedule; however, no Mental Health services were provided during the current program year. In an interview, five parents stated they were unaware services from a mental health professional were available to them and their children.

The grantee was unable to provide evidence Mental Health services or consultations were provided by a professional in the previous 12 months. In an interview, the Early Head Start Director stated no services from a mental health professional were secured prior to the March 2013 contract and confirmed there was no evidence services were provided in the previous 12 months. She also confirmed the March 2013 contract established the number of hours for Mental Health services but did not address a regular on-site schedule.

Further review of the agreement between the grantee and Preferred Family Clinic found it did not specify how Mental Health services would be provided for children and families enrolled in the home-based program option. In an interview, the Quality Assurance/Systems Specialist stated when program staff suspected home-based children or families had needs or displayed mental health concerns, they were individually referred to outside community agencies; however, no mental health professional was involved in identifying or responding to home-based families' issues. Instead, the mental health professional Collaborative Agreement was focused on conducting child-specific observations in center-based classrooms and developing behavior plans for those children only. In an interview, the mental health professional stated she was not aware of her role in designing program practices for home-based children and families.

The grantee did not ensure its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices; therefore, it was not in compliance with the regulation.

**Timeframe for Corrective Action**

The area(s) of noncompliance cited in this report must be corrected within 120 days of the receipt of this report. Correction requires achieving full compliance with the violated requirement(s). Pursuant to Section 637(2)(C) of the Head Start Act, a grantee that fails to correct an area of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected within the time period required by the responsible HHS official.

If you anticipate that you will not be able to correct all noncompliances within the correction time specified in this report, you must submit a letter to your ACF Regional Office requesting an extension, with an explanation as to why an extension is necessary. The letter requesting an extension must be submitted prior to the expiration of the original corrective action time period.

— END OF REPORT —
Overview of Findings

On 10/8/2013, the Administration for Children and Families (ACF) conducted a monitoring review of the Kids On The Move, Inc. Early Head Start program to determine whether the previously identified findings had been corrected.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

This Head Start Review Report has been issued to Mr. Jason Smith, Board Chairperson, as legal notice to your agency of the results of the program review.

Distribution of the Head Start Review Report
Copies of this report will be distributed to the following recipients:
Ms. Debbie Hedin, Regional Program Manager
Mrs. Noa Wetzel, Policy Council Chairperson
Mr. Scott Bean, CEO/Executive Director
Ms. Christy Toala, Head Start Director

Overview Information
Review Type: Desk Review
Organization: Kids On The Move, Inc.
Program Type: Early Head Start
Team Leader: Mr. Bob Calderon
Funded Enrollment HS: Not Applicable
Funded Enrollment EHS: 156
Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Measure (CM)</td>
<td>The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.</td>
</tr>
<tr>
<td>Strength</td>
<td>A new and/or unique way of reaching the community.</td>
</tr>
<tr>
<td>Compliant</td>
<td>No findings. Meets requirements of Compliance Measure.</td>
</tr>
<tr>
<td>Concern</td>
<td>An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.</td>
</tr>
<tr>
<td>Noncompliance</td>
<td>A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliance require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.</td>
</tr>
<tr>
<td>Deficiency</td>
<td>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</td>
</tr>
<tr>
<td></td>
<td>(A) A threat to the health, safety, or civil rights of children or staff;</td>
</tr>
<tr>
<td></td>
<td>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</td>
</tr>
<tr>
<td></td>
<td>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</td>
</tr>
<tr>
<td></td>
<td>(D) The misuse of Head Start grant funds.</td>
</tr>
<tr>
<td></td>
<td>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</td>
</tr>
<tr>
<td></td>
<td>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</td>
</tr>
<tr>
<td>Immediate Deficiency</td>
<td>Deficiencies identified during a review that pose imminent harm or danger to children and staff which requires that the grantee take immediate corrective action. The Office of Head Start interprets &quot;immediate corrective action,&quot; as specified in the Act, as those situations that must be resolved at the point of discovery or up to 30 days from when the notice of deficiency is given.</td>
</tr>
</tbody>
</table>
Summary of Findings

<table>
<thead>
<tr>
<th>Finding Type</th>
<th>Applicable Standards</th>
<th>Program Type</th>
<th>Grant</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individualizing</td>
<td>1304.24(a)(3)(i)</td>
<td>EHS</td>
<td>08CH0141</td>
<td>N/A</td>
<td>Corrected</td>
</tr>
<tr>
<td>Safe Physical Environments</td>
<td>1304.53(a)(10)(vii)</td>
<td>EHS</td>
<td>08CH0141</td>
<td>N/A</td>
<td>Corrected</td>
</tr>
</tbody>
</table>

Status of Previously Identified Areas of Noncompliance

<table>
<thead>
<tr>
<th>Finding</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies</strong></td>
<td></td>
</tr>
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<td>1304.24 Child Mental Health.</td>
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<td>(3) Mental health program services must include a regular schedule of onsite mental health consultation involving the mental health professional, program staff, and parents on how to:</td>
<td></td>
</tr>
<tr>
<td>(i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children;</td>
<td></td>
</tr>
</tbody>
</table>

Triennial - 4/21/2013 - Noncompliance
The grantee did not ensure its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices. There was no regular schedule of on-site mental health consultation, and no on-site Mental Health services were planned or provided for the home-based program option.

A review of the March 12, 2013 Collaborative Agreement between the grantee and Preferred Family Clinic found it did not include a regular schedule of on-site Mental Health services; rather, it called for the provision of a maximum of 15 hours of Mental Health services per quarter, as needed. In interviews, the Quality Assurance/Systems Specialist—Mental Health Coordinator—stated the grantee recently executed a contract with a mental health professional. The Associate Marriage Family Therapy Intern—the mental health professional—stated the contract began in March 2013 and said services were planned according to what worked best for her schedule; however, no Mental Health services were provided during the current program year. In an interview, five parents stated they were unaware services from a mental health professional were available to them and their children.

The grantee was unable to provide evidence Mental Health services or consultations were provided by a professional in the previous 12 months. In an interview, the Early Head Start Director stated no services from a mental health professional were secured prior to the March 2013 contract and confirmed there was no evidence services were provided in the previous 12 months. She also confirmed the March 2013 contract established the number of hours for Mental Health services but did not address a regular on-site schedule.

Further review of the agreement between the grantee and Preferred Family Clinic found it did not specify how Mental Health services would be provided for children and families enrolled in the home-based program option. In an interview, the Quality Assurance/Systems Specialist stated when program staff suspected home-based children or families had needs or displayed mental health concerns, they were individually referred to outside community agencies; however, no mental health professional was involved in identifying or responding to home-based families' issues. Instead, the mental health professional Collaborative Agreement was focused on conducting child-specific observations in center-based classrooms and developing behavior plans for those children only. In an interview, the mental health professional stated she was not aware of her role in designing program practices for home-based children and families.

The grantee did not ensure its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices; therefore, it was not in compliance with the regulation.
Desk Review (10/8/2013) - Corrected

The grantee ensured its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices.

A review of 2013-14 Mental Health Contact Logs found six children and families were referred to and seen by a mental health professional. In an interview, the Early Head Start Director stated the Mental Health contract stipulated a schedule of on-site mental health consultation by mental health professionals, and program staff and parents were consulted regarding mental health issues.

The grantee ensured its Mental Health services included a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents regarding how to design and implement program practices. This area of noncompliance is corrected.

PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies
1304.53 Facilities, Materials, and Equipment.
(a) Head Start Physical Environment and Facilities
(10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:
(vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures);

Triennial - 4/21/2013 - Noncompliance
The grantee did not ensure all evacuation routes were clearly marked so the path to safety outside was unmistakable. Twenty-five percent of classrooms observed did not have clearly marked evacuation routes.

Based on a sample of four classroom observations, it was determined the grantee did not clearly mark evacuation routes for all classrooms. The posted evacuation diagram in the Provo classroom did not clearly identify which classroom on the map was the Early Head Start (EHS) classroom. The map showed 10 rooms at the center. In an interview, the two EHS teachers stated they were unable to determine which room on the diagram was theirs and said parents and volunteers would not know how to evacuate the building and where to go after exiting. The Health Coordinator confirmed the diagram did not clearly indicate the evacuation route and did not clearly identify where the EHS classroom was located among the 10 shown.

The grantee did not ensure all evacuation routes were clearly marked so the path to safety outside was unmistakable; therefore, it was not in compliance with the regulation.

Desk Review (10/8/2013) - Corrected

The grantee ensured all evacuation routes were clearly marked so the path to safety outside was unmistakable. In an interview, the Head Start Director stated the Provo classroom was closed due to sequestration, and all classes were now located in the grantee's main building. Observations of the Classroom Evacuation signs posted in all classrooms found each route was clearly marked. In an interview, the Head Start Director confirmed all classrooms had clearly marked evacuation signs posted.

The grantee ensured all evacuation routes were clearly marked so the path to safety outside was unmistakable. This area of noncompliance is corrected.

— END OF REPORT —