



# First Step Early Head Start 2016 – 2017 Annual Report

Executive Director: John Huelskamp

First Step Director: Laurie Hemker



Early  
Head Start

Office Phone Number: 618-526-8830 ~ Find Us Online: [www.commlink.org](http://www.commlink.org)



Community Link initiated the first home-based infant stimulation program in Southern Illinois. This program has grown over the years into First Step Early Learning and Family Support Programs. First Step is dedicated to providing exceptional family centered services to families who have children up to the age of three. Early Head Start is a federally funded, home-based program for low-income pregnant women and families with children three years and younger in Clinton and Washington Counties who are homeless, receiving TANF or SSI, in foster care, or if the family's income is at or below the Federal Poverty level. Priority for enrollment is based on risk factors including children with disabilities. The program is funded to serve 54 children/ pregnant women residing in Clinton and Washington Counties.

The program uses the Parents as Teachers model, which is research based and nationally regarded. We offer families a sense of belonging, other support services, and a chance to be involved in activities to help the whole family. A number of programs are provided to the children and families we serve, including Early Intervention Services, Infant Mental Health Services, Prevention Services, and Children's Waver Program. In addition, First Step Early Head Start provides services for prenatal education, parenting education and support, child development services, play groups, family activities, medical linkages, linkages to community resources, transitions, and limited transportation.

The goal of the Early Head Start Program is to assist families to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, promote healthy family functioning, and provide opportunities for parents to have a voice in shared governance.

#### **Mission Statement**

To challenge, teach, and inspire both participants and community, linking them in ways that enhance their lives.

#### **Core Values**

Respect- Honoring the value, autonomy, and contributions of everyone  
Commitment- Excellence through passion  
Making a Difference- Enhancing the lives of others

#### **Moto**

Disability to Possibility

#### **Vision**

The vision of Community Link is to see people with developmental disabilities and other difficulties, live and participate in a community that values their presence and contributions.



# **Policy Council Members 2016 - 2017**

## **Officers**

**Elizabeth Grigsby** - Chairperson (Parent)  
**Erica Downen** - Vice Chairperson (Community)  
**Tammy Finke** - Secretary/Treasurer (Community)

## **Parent Representatives**

**Stephanie Bowen** (part year)  
**Deborah Coultas-Simmons** (part year)  
**Jenni Knee**  
**Contessa Lenzini**  
**Tasha Marcum**  
**Kristine Shirley** (part year)  
**Crystal Welch**

## **Community Representatives**

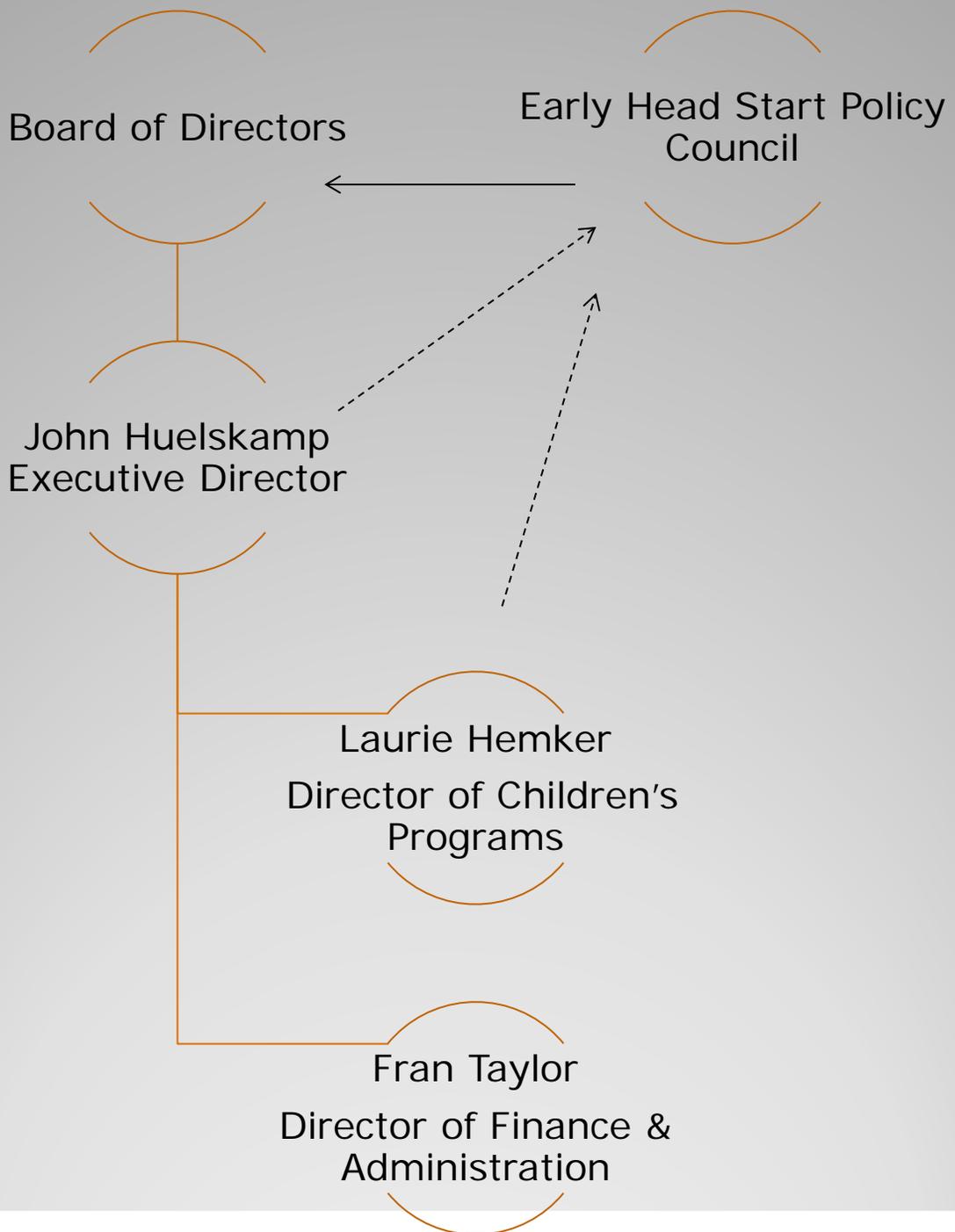
**Linda Summers**  
**Kris Tebbe**  
**Josh Wolford**

## **Community Volunteers**

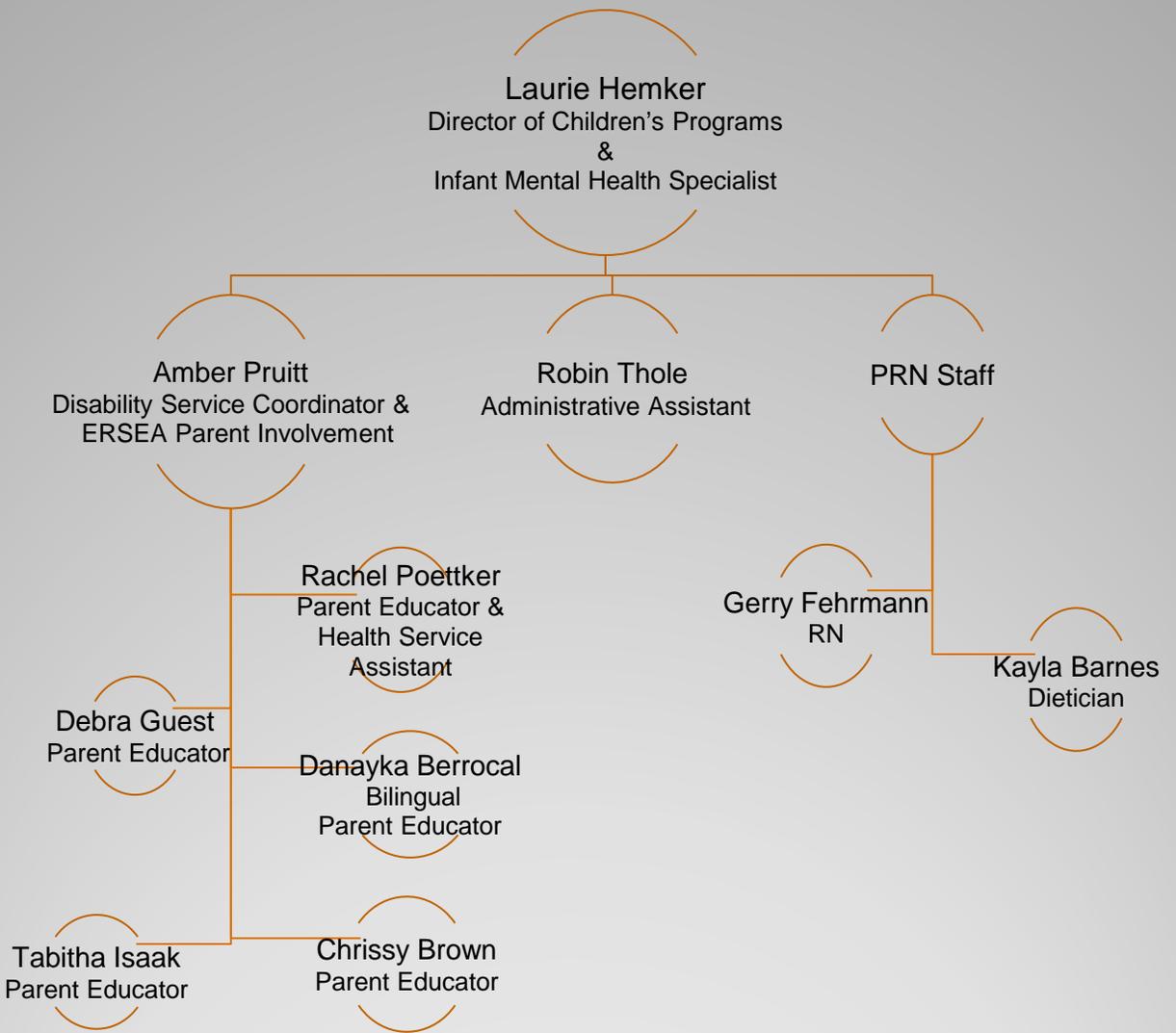
**Ricky Johnson**  
**Richard Kuiken**



# Administration



# First Step Early Head Start Programs



**Early Head Start  
Funding Year 2016/2017**

**Revenues**

<b>Funding Sources</b>	<b>Funding Category</b>	<b>Amount</b>
ACF Regional Office Health & Human Services (HHS)	Cost for Program Operations	\$354,204
ACF Regional Office Health & Human Services (HHS)	Cost for Training & Technical Assistance	\$8,587
Community	Non-Federal Share	\$90,698
<b>Total (includes *Non-Federal Share)</b>		<b>\$453,489</b>

**Expenditures**

Personnel/Salaries	\$221,802
Fringe Benefits	\$64,461
Staff Training	\$ 9,774
Supplies	\$ 13,973
Other**	\$143,479
<b>Total (includes *Non-Federal Share)</b>	<b>\$453,489</b>

\*Non-Federal Share Defined

Non-Federal Share represents the reasonable and necessary costs of a Head Start program that are generated from a non-federal source. Non-Federal share is the community's contribution to the local Head Start program

\*\*Other expenditures includes rent, utilities, insurance, maintenance, mileage, in kind and administrative costs



## Rationalization of Data

- All services to families data listed in this report are based on the 2016-2017 Program Information Report.
- All budget information is for the funding year of May 1, 2016 - April 30, 2017.
- The pictures used in this annual report are from activities and home visits within the 2016-2017 program year.

## External Reviews



- Community Link's independent auditor's report on internal control over financial reporting, compliance, and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards was conducted by Glass & Schuffett, Ltd. for the fiscal year ending on June 30, 2016.
  - There were no findings disclosed that are required to be reported in accordance with Circular A-133, Section .510 (a).
- The Office of Head Start (OHS) last conducted a Fiscal/ ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review of the Early Head Start program in October 2015. Based on the information gathered, there were no areas of noncompliance found during the course of the review. No corrective action is required at this time.
  - The program is awaiting notice of the next review event.

## First Step is going paperless!

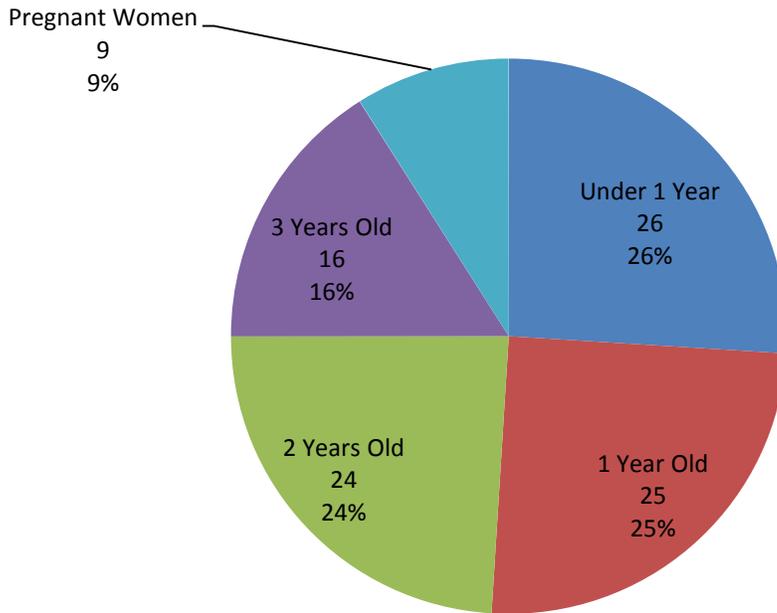


- In an attempt to "go green" the Early Head Start program has eliminated the use of paper for weekly home visits. Parents/guardians and Parent Educators can sign documents directly in the Child Plus database with the use of tablets.
- The program has experienced many benefits from going paperless. Some of those benefits include:
  - cost savings for the program (using less paper, less ink in the printers, less filing supplies, etc)
  - more efficient use of staff's time
  - helping the environment by having less waste

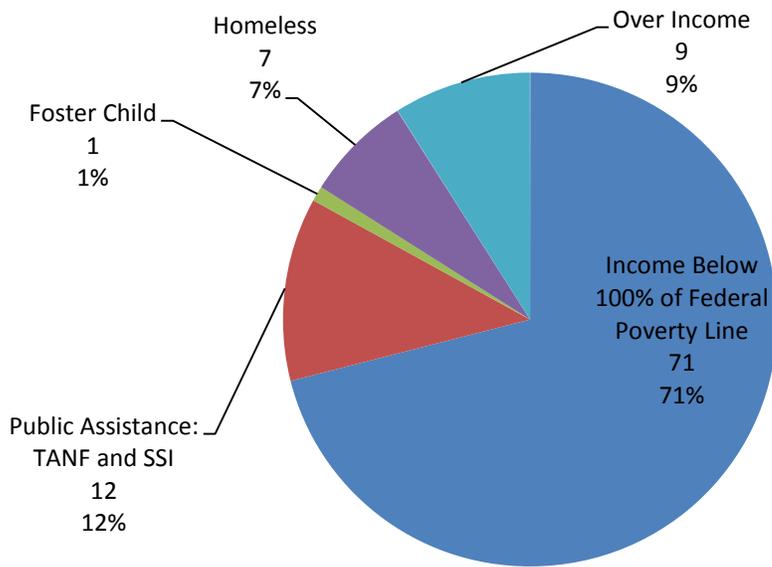
# Services to Families

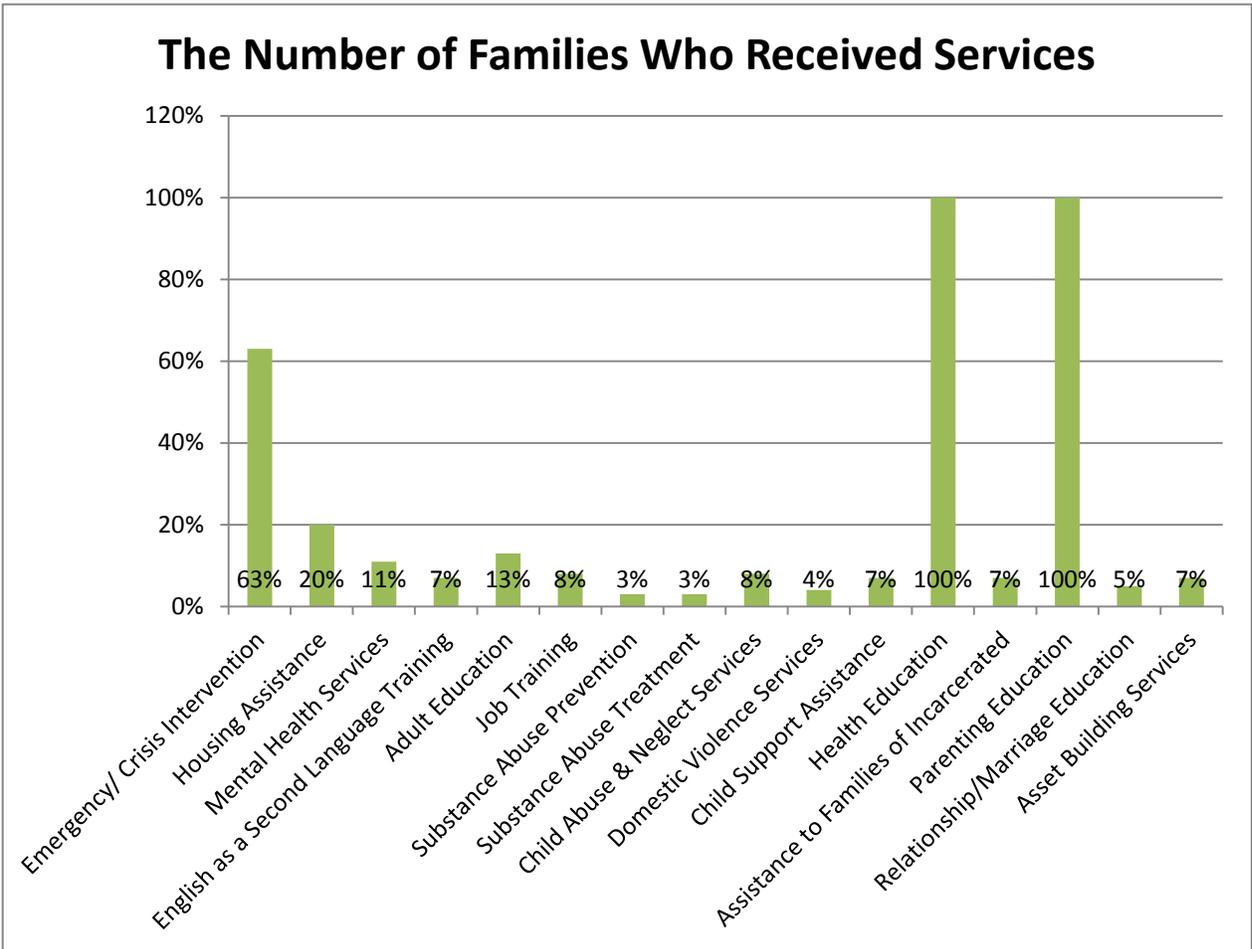
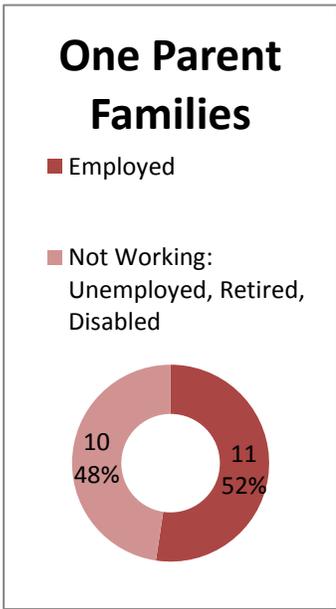
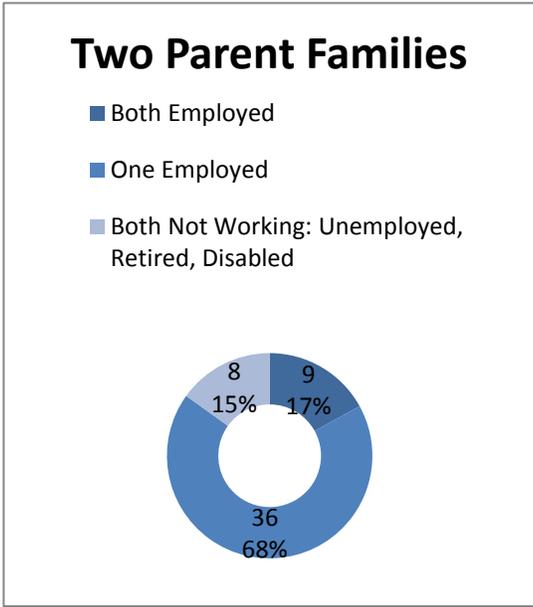
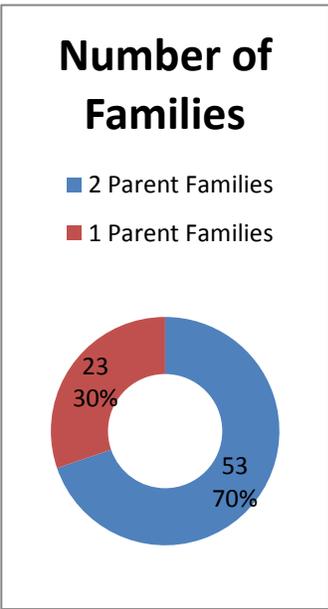
\*Program Year 2016-2017 Enrollment Status from PIR\*

## Cumulative Enrollment by Age



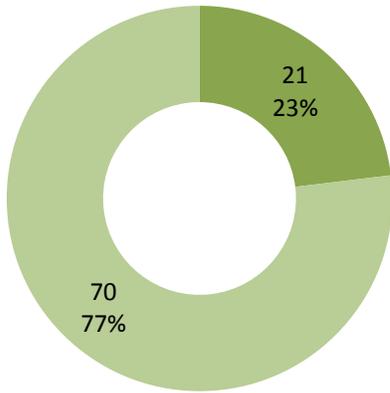
## Cumulative Enrollment by Type of Eligibility





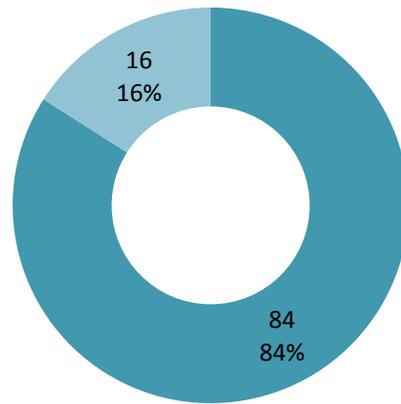
## Disability Services

- Children with IFSP
- Children without IFSP



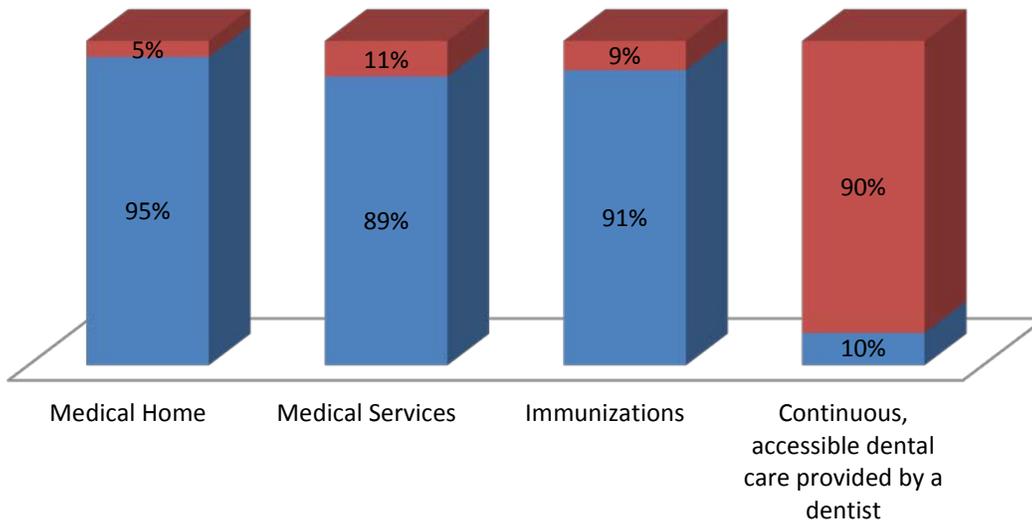
## Mental Health Services

- Pregnant Moms & Children Who Were Served By IMH Specialist
- Pregnant Moms & Children Who Were Not Served By IMH Specialist

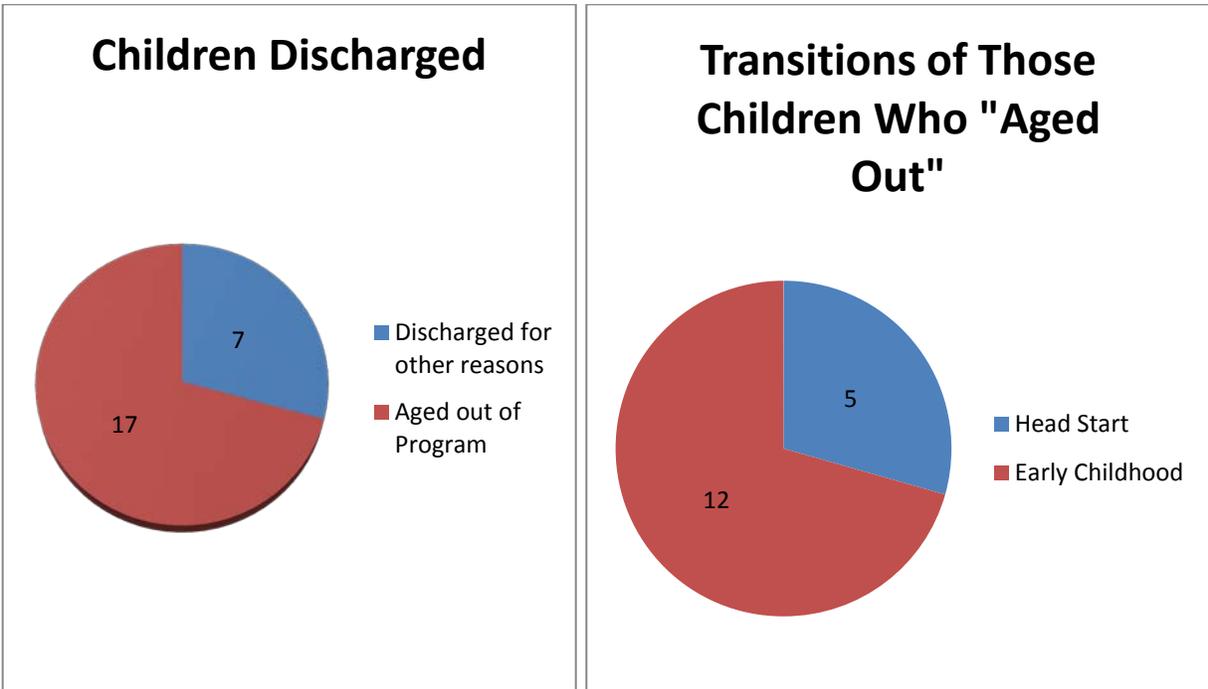


## Health Measures- Children

- Have
- Do Not Have



# Transitions



The Early Head Start Program has a formal transition process with BCMW Head Start in an attempt to assist in the transition of children from Early Head Start to Head Start. Along with this, the program also has formal agreements with thirteen local schools and the local special education district.

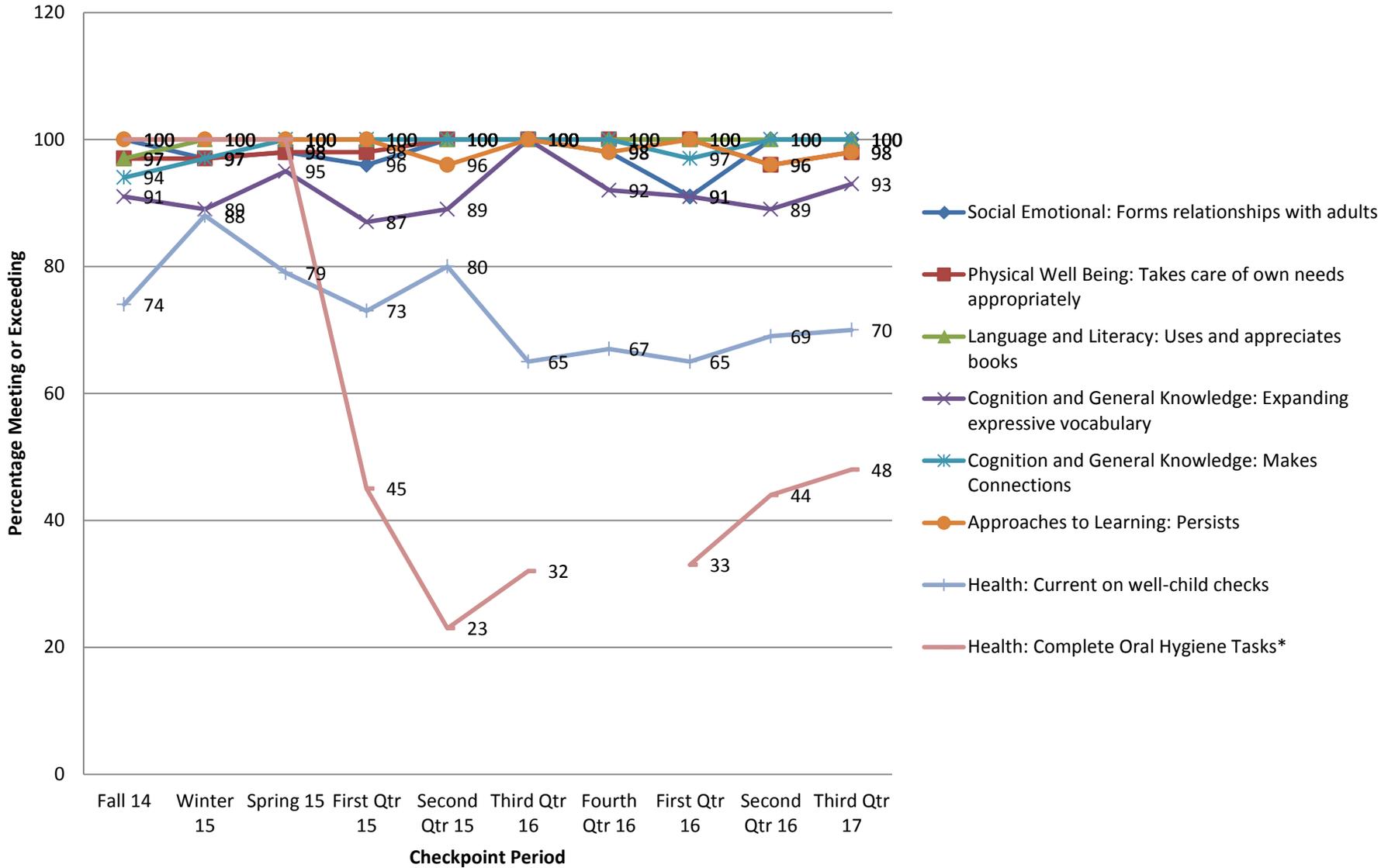
# Child Outcomes & School Readiness

The Office of Head Start defines school readiness as "children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life." The Head Start Approach to School Readiness focuses on creating opportunities for children to develop in all areas to ensure the child is ready for school. The essential areas, or domains, for healthy development include social and emotional, physical, language, cognitive, literacy, mathematics, and health. First Step's set of School Readiness Goals is used to guide the curriculum in all stages, from planning, to implementation, to assessment, to tracking progress. First Step uses Parents as Teachers, which is a researched based curriculum approved for the home visiting model. To track child outcomes and school readiness, Early Head Start uses Teaching Strategies GOLD. The School Readiness Goals were influenced from the Illinois Learning Standards and then aligned with Teaching Strategies GOLD to determine the corresponding objectives and dimensions to ensure accurate data collection. The goals were developed with input from the Early Head Start Parent Educators, Parents, and Policy Council and are reviewed quarterly and revised as needed.

Domain	Goals
Social & Emotional Development	<b><u>Attachment Relationships</u></b> Children form secure attachment relationships with caregivers who are emotionally available, responsive, and consistent in meeting their needs.
Physical Well Being & Motor Development	<b><u>Self-Care</u></b> Children demonstrate the desire and ability to participate in and practice self-care routines.
Language & Literacy	<b><u>Early Literacy</u></b> Children demonstrate interest in and comprehension of printed materials.
Cognitive & General Knowledge	<b><u>Logic &amp; Reasoning</u></b> Children demonstrate the ability to use knowledge, previous experiences, and trial and error to make sense of and impact on their world.
Approaches to Learning	<b><u>Persistence, Effort, &amp; Attentiveness</u></b> Children demonstrate the ability to remain engaged in experiences and develop a sense of purpose and follow-through.
Health	<ul style="list-style-type: none"> <li>▪ Infant will be current on all well child checks within the assessment period.</li> <li>▪ Toddler will be current on all well child checks within the assessment period.</li> <li>▪ Toddler will complete oral hygiene tasks twice a day per parent report.</li> </ul>

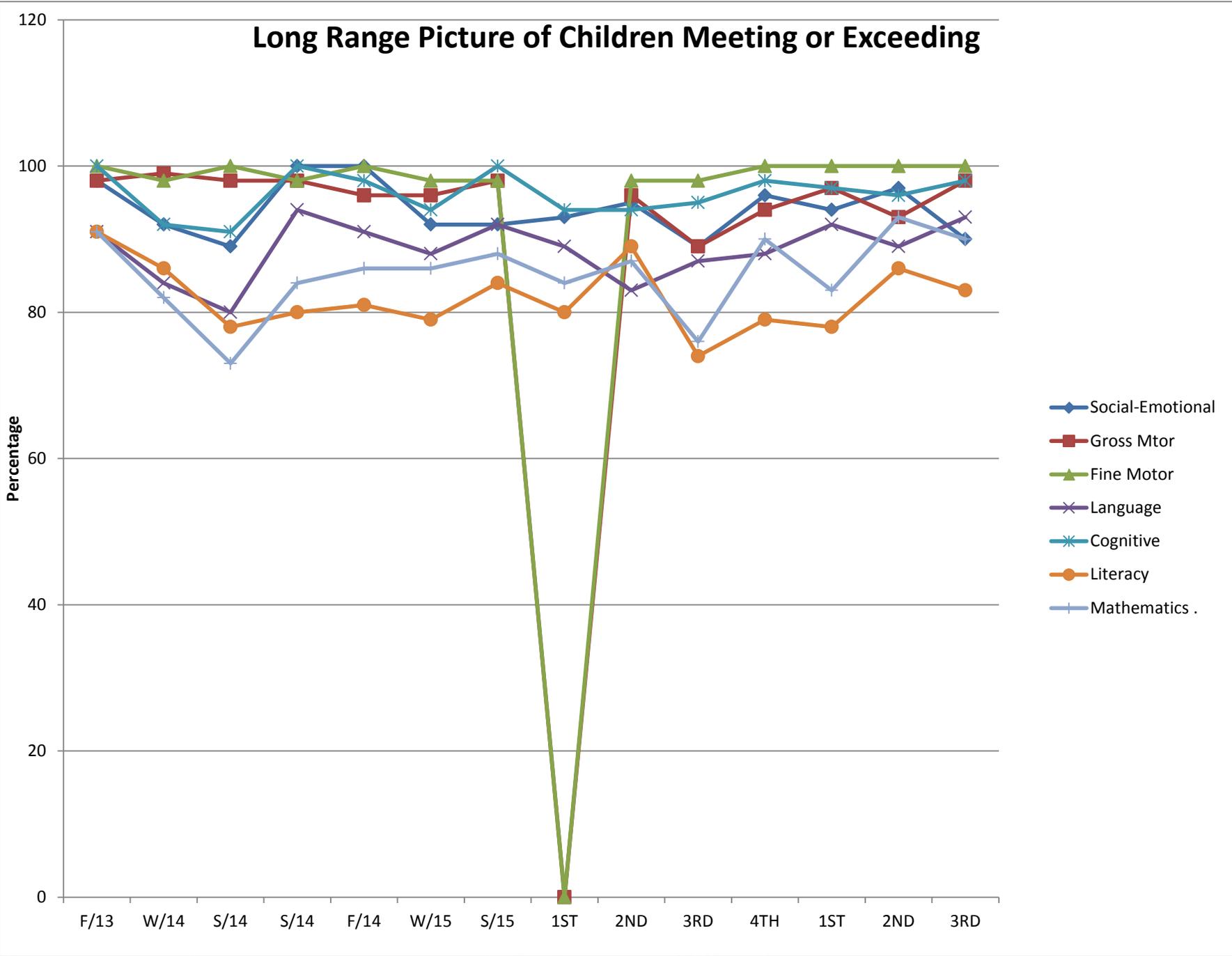
- In the 2017/2018 year, the program will begin using the Hawaii Early Learning Profile (HELP) and KinderCharts instead of Teaching Strategies GOLD. New School Readiness Goals will be created after initial data is collected.

## Long Range Vision of Children Meeting or Exceeding School Readiness Goals



\*Changed the health school readiness goal of “children will demonstrate healthy tooth brushing habits as observed by the Parent Educator or as reported by the parents” to “toddler will complete oral hygiene tasks 2 times per day per parent report.”

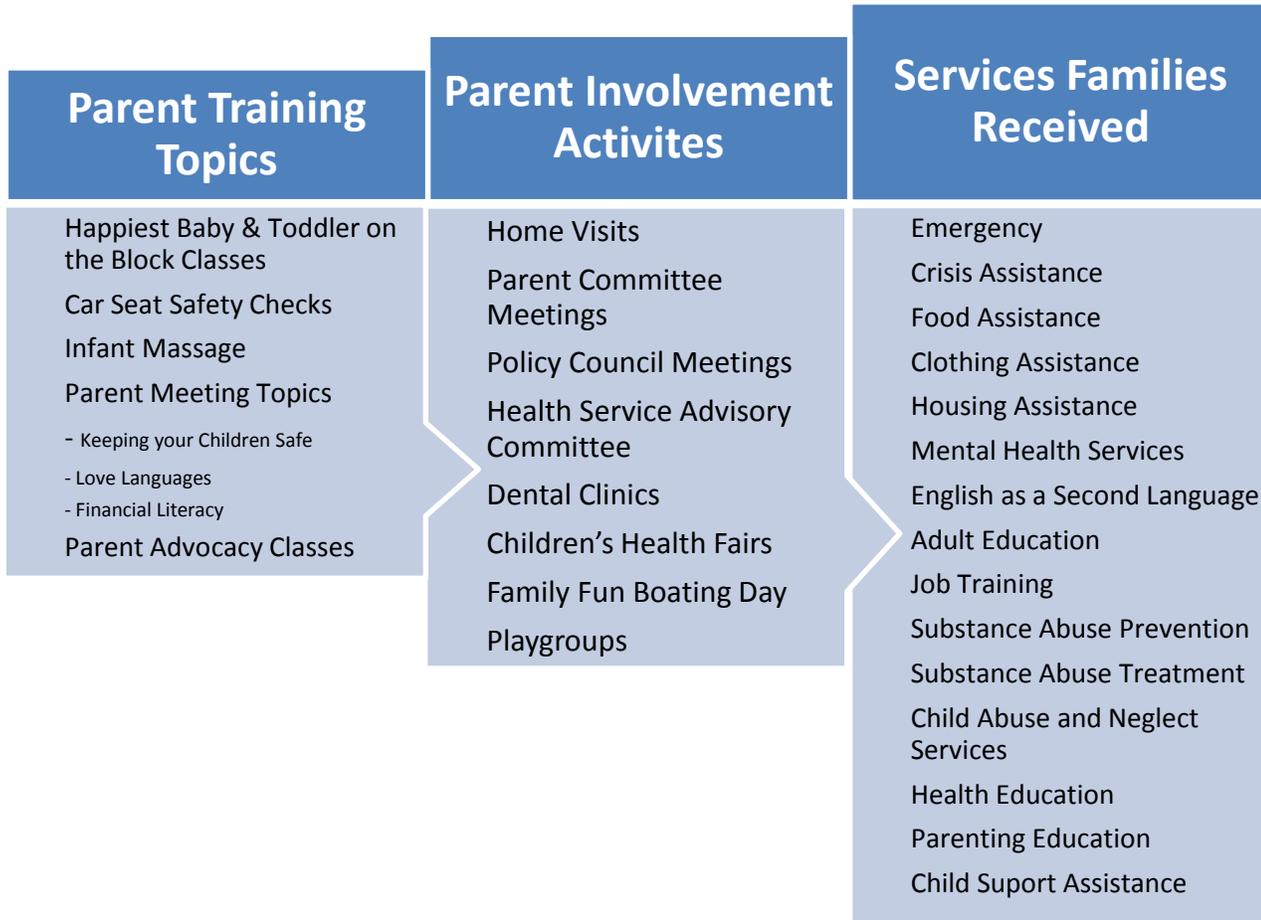
## Long Range Picture of Children Meeting or Exceeding



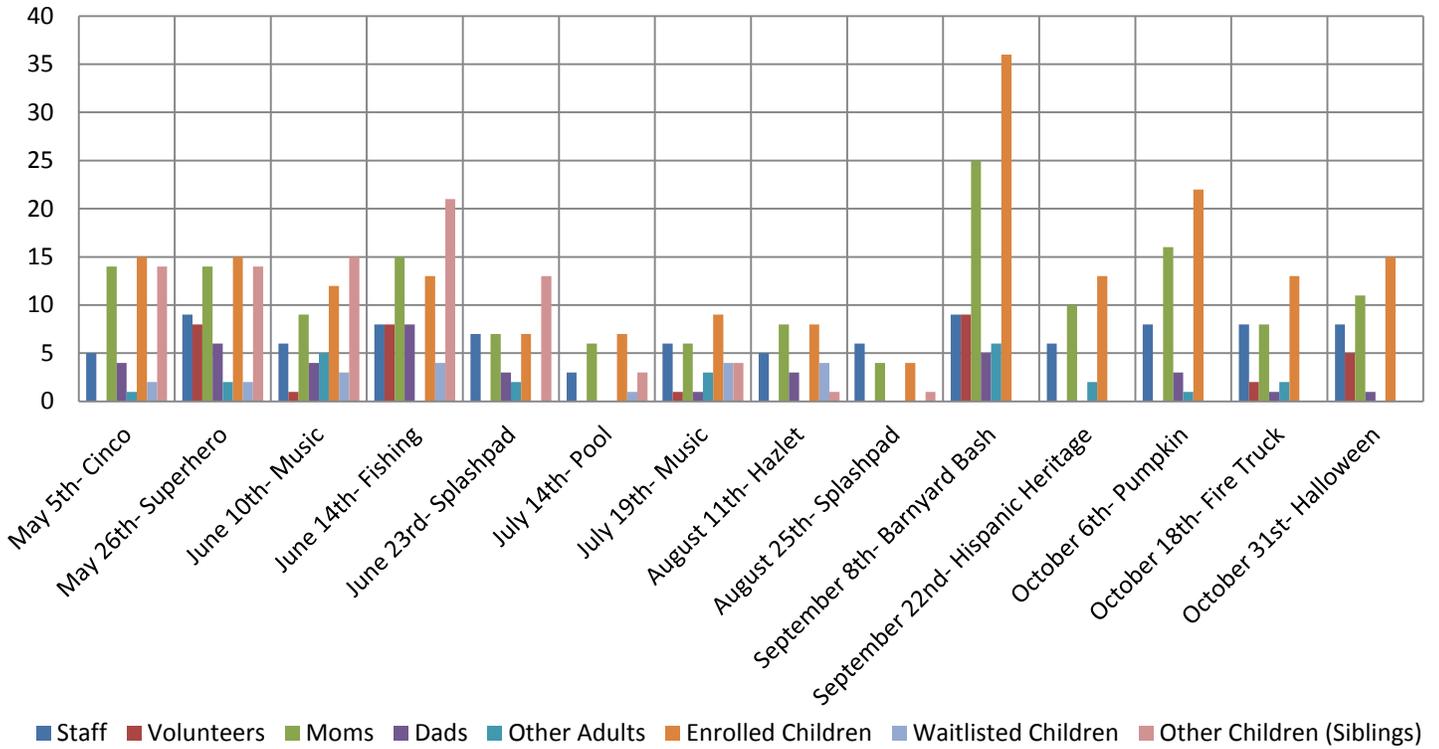
\*Data was not present for gross motor and fine motor for the First Quarter of the 15/16 checkpoint year.

## Parent Involvement and Community Partnerships

First Step Early Head Start is centered on the family as a whole by offering families a sense of belonging, support services, and the chance to be involved in activities to help the whole family. Parent involvement is promoted through family playgroups, Policy Council, Parent Committees, community classes and larger socializations/field trips. Early Head Start parents, children, and staff come together at least two times per month for a two hour playgroup. First Step’s activities, programs, and educational trainings are constantly and consistently being re-evaluated and modified in order to meet the needs and interest of the families.



## Playgroup Attendance



## Playgroup Attendance Continued

