

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
6/1/14-5/31/15	<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, CASA Volunteers	1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquire 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, Training and Development Manager, Health Services Director	up to 80*	\$ 2,250
6/1/14-5/31/15	<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
6/01/14-5/31/15	<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, CASA Volunteers	(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		
6/01/14-5/31/15	<b>30 hours of training for all new CASA volunteers</b>	All new CASA volunteers will have 30 hours of training as required by the CASA program	CASA Volunteers	Roles & responsibilities of a CASA volunteer, court process, dynamics of families including mental health, substance abuse, domestic violence and povert; relevant state and federal laws, regulations and policies; Adoption and Safae Families Act, Child Abuse Prevention and Treatment Act, Indian Child Welfare Act, and the Multi Ethnic Placement Act; Confidentiality and record keeping practices; Child development; Child abuse and neglect; permanency planning; community agencies and resources available to meet the needs of children and families; communication and information gathering; effective advocacy; cultural competency; and special needs of the children served.	CASA	CASA training manual and court system; Education Services Director, Family Services Director	30 hours	
6/02/14-5/31/15	<b>CLASS reflection &amp; Skill building</b>	Classroom Assessment Scoring System (CLASS). Teachers will become familiar with the CLASS tool: a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.	Head Start Teachers	1304.21 Education and early childhood development. (1) Child Development and education approach for all children. (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; (ii) Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue; (iii) Promoting interaction and language use among children and between children and adults; and (iv) Supporting emerging literacy and numeracy development through materials and activities according to the developmental level of each child.	CDHS, FCP	Education Staff	1 hour	
6/01/14-5/31/15	<b>Parenting Wisely (PW) is a parenting skills education system. The PW programs are designed to facilitate the learning of necessary skills for the healthy well-balanced raising of children from age 3 to 18.</b>	Increased knowledge & use of good parenting skills A decrease in child behavior problems Improved problem solving Reduced spousal violence & violence toward their children  Proven to reduce problem behaviors and increase communication and family unity	Family Advocates, CFAs, parents, CASA Volunteers	National CASA regulations on 12 hours of ongoing training	CDHS, CASA	Family Works, Inc DVDs offered by UMCHS	3 hours	\$1200 for curriculum

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6/9/14	WIC In-service	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 Hrs	
6/23/14	Board Meeting- New Executive Director Orientation	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		
6/24-26/2014	UMCHS Summer Institute: Read Aloud Wow!/Exploring Activities for Young	Staff will learn about the 6 early literacy skills: narrative skills, print motivation, phonological awareness, print awareness, letter	Home visitor, Head Start Teachers and TA's, Early Head Start Teachers	1304.21 Education and early childhood development. (a) Child Development and education approach for all children. (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; (ii)	Education, CDHS	Education Director/Staff, Isabel Baker of Bookvine, Holly Schnindler of	6.5 hours	
6/25/14	UMCHS Summer Institute: Science	Staff will explore activities for young scientists: Helping Young Children Investigate Their World AND Learning Naturally:	Home visitors, Head Start Teachers and TA's, Early Head Start Teachers	1304.21 Education and early childhood development. (a) Child Development and education approach for all children. (6) In home-based settings, grantee and delegate agencies must encourage parents to appreciate the importance of physical development, provide opportunities for children's outdoor and indoor active play, and guide children in the safe use of	Education, CDHS	Education Director/Staff, Laurie Danahy	6.0 hours	
6/26/14	UMCHS Summer Institute: Exploring the Big Five and Strategies for Dual language Learners.	Staff will explore the Big Five and strategies for Dual Language Learners.	Home visitors, Early Head Start Teachers and TA's, Head Start Teachers and TA's.	1304.21 Education and early childhood development. (a) Child development and education approach for all children. (4) Grantee and delegate agencies must provide for the development of each child's cognitive and language skills by: (iv) Supporting emerging literacy and numeracy development through materials and activities according to the developmental level of each child.	Education, CDHS	Education Director/ Lillian Carrillo	6.0 hours	
6/30/14	Early Literacy: Learning Picnic Facilitator Training	Participants will practice implementation of the 6 early literacy skills for parent-child learning. Training will include lesson planning, activities to support literacy skills.	Home visitors, Early Head Start Teachers and TA's, Head Start Teachers and TA's.	1304.21 Education and Early Childhood Development (a) Child development and education approach for all children. (5) In center-based settings, grantee and delegate	CDHS, Education	Trainer: Laurie Danahy, Training Coordinator, Education Director, EHS & HS Director, CCR&R Director	6.5 hours	
7/1/14-5/1/15	Integrated Pest Management	Staff will be educated on sanitation, monitoring and inspection in regards to pest control measures.	All Staff	SB 637. ORS 634.700 - 634.750	PDM, CDHS, FCP, Transport, USDA, WIC,	Healthy & Safety Coordinator, Operations Manager		
7/21-8/2/14	2013 UCLA Johnson & Johnson Head Start Management Fellows Program	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		
7/23-7/24/14	Strategic Planning Retreat	Input from the Board, Parents and Staff will be summarized by Goals and Objectives. Teams will be formed to carry out work outlined.	Staff Parents Board Members 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

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7/30-31/14	<b>16th Annual Early Head Start &amp; Infant Toddler Conference. Portland, OR</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
8/11-12/2014	<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, CASA Volunteers	1304.52(k)(1) Provide Orientation to all new staff. 1304.52(k)(3)(l) 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, HR Director	up to 15 Hours	
8/12/14	<b>New Teacher Training</b>	<u>Foundations of Social-Emotional Development and Integratioin &amp; PBIS.</u> Teaching staff will gain an understanding of the foundations of social-emotional development and how other domains are related to and depend upon social emotional development. Staff will also be introduced to PBIS, it's concepts, and ho UMCHS integrates practices into the learning environment.	New Teachers	1304.21 Education and early childhood development. (a) Child development and education approach for all children. (3) Grantee and delegate agencies must support social and emotional development by: (i) Encouraging development which enhances each child's strengths by: (A) Building trust; (B) Fostering independence; (C) Encouraging self-control by setting clear, consisten limits, and having realistic expectation; (D) Encouraging respect for the feelings and rights of others; and (E) Supporting and respecting the home language, culture, and family composition of each child in ways that support the child's health and well-being; and (ii) Planning for routines and transitions so that they occur in a timely, predictable and unrushed manner according to each child's needs.	CDHS, FCP	HS/EHS Director, CFS Director, CFS Managers, MH Manager, Health Director. Trainer: Adam Lemmon, Child & Family Services Manager	3 hours	
8/12/14	<b>New Teacher Training</b>	<u>Family Services, Integraton of Services Across Components, &amp; P-20 System.</u> Teaching staff will gain an understanding of the family services component to include the family Partnership Process, goal setting, and follow-up and how family services are integrated throughout all components of	New Teachers	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. (d) Parent involvement--general. (1) In addition to involving parents in program policy-making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of a group. Other community agencies should be	CDHS, FCP	HS/EHS Director, CFS Director, CFS Managers, MH Manager, Health Director. Trainer: Adam Lemmon, Child & Family Services Manager. Trainer: Cade Burnettee	3 hours	
8/13/14	<b>New Teacher Training</b>	<u>Child Files &amp; Recordkeeping.</u> Teaching staff will be introduced to recordkeeping requirements.	New Teachers	1304.51. Management systems and procedures. (g) Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.	CDHS, FCP	HS/EHS Director, CFS Director, CFS Managers, MH Manager, Health Director. Trainer, Jessica Davis:	3 hours	

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8/13/14	<b>New Teacher Training</b>	<u>Reporting, Data Entry, and Data-Informed Decision Making.</u> Teaching staff will be introduced to data reporting and data informed decision-making as well as data entry into Childplus.	New Teachers	1304.51. Management systems and procedures. Communications general. Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community. 1304.21 Education and early childhood development (c) Child development and education approach for preschoolers. (2) Staff must use a variety of strategies to promote and support children's learning and developmental progress based on the observations and ongoing assessment of each child.	CDHS, FCP	HS/EHS Director, CFS Director, DFS Manager MH Manger, Health Director. Trainer, Erin Bartsch: Child and Family Services Manager	3 hours	
8/14/14	<b>New Teacher Training</b>	<u>Curriculum Development.</u> Teaching staff will be introduced to curriculum deveopment. Staff will learn adopted curriculums and how each supports the others. Staff will be introduced to Creative Curriculum as a primary curriculum that guides many of our classroom practices and beliefs and how Developmentally Appropriate Practices and Multicultural <u>Principals are also integrated. Staff</u>	New Teachers	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 onfidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, grantee and delegate agncies' approach to child deveopment and education must: (i) Be developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individua interests, temperaments, languages, cultural backgrounds, and learning styles; (ii) Be inclusive of children with disabilities, consistent with their Individualized Family Service Plan (IFSP) o Individualized Education Program (IEP) (see 45 CFR 1308.19); (iii) Provide an environment of acceptance that supports and respects gender, culture, language, ethnicity and family composition; (iv) Provide a balanced daily program of child-initiated and adult-directed activities, including individual and small group activities.	CDHS, FCP	HS/EHS Director, CFS Director, DFS Manager MH Manger, Health Director. Trainer, April Williams: Child and Family Services Manager.	6 hours	
8/15/14	<b>Transportation: Inservice - New Monitor Class</b>	NEW monitor class	New bus monitors	1310.17(f)(2) Before bus monitors...begin their duties, they are trained on child boarding and exiting procedures, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre-andpost-trip vehicle check.	Transportation, teachers, TA's, volunteers	Transportation Manager	3 hours	
8/16/14	<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		
8/18/14	<b>2014-2015 Pre-Service Training</b>		All teachers, Family Advocates, WIC, and Health Resource Specialists	1306.23 Training. (a) Head Start grantees must provide pre-service 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 staf with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.		Executive Director, HS/EHS Director, CFS Director, DFS manager MH Manager, Health Director, Child and Family Services Manager	6 hours	
8/18/14	<b>First Tooth Training</b>	Staff will gain insight on the prevalence and impact of oral disease; oral health risk assessment; fluoride varnish application; and implementation, and access to dental care.	WIC staff, Health Staff, Family Advocates	1306.23 (a) 1306.23 (b) 1304.24 (a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote dental health.	FCP, Health, WIC	Health Service Director; Trainer: Whitnew MC Knowles, RDH Advantage Dental	1.75 hours	

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8/18/14	<b>Umatilla County Health Department Program and Services Training</b>	Chelsea Whitney will share information about the programs and services offered by the Umatilla County Health Department including the Nurse Family partnership program and other home visiting programs, immunization services and clinic operation schedules.	WIC staff/FA's/Health Resource Specialists	45 CFR 1404.20 (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. Oregon WIC Competency Area: Identifies community resources and refers WIC participants for appropriate services.	WIC	WIC Manager, Nutrition Services Director	1.75 hour	
8/18/14	<b>Eat Healthy, Be Active</b>	This workshop is based on the Dietary Guidelines for Americans and Physical Activity Guidelines for Americans. The workshops were developed by the U.S. Department of Health and Human Services to aid people of varying literacy levels in making appropriate health and food selection decisions. This year,	WIC/FA's/ Health Resource Specialists	1304.23 Child Nutrition (d) Family assistance with nutrition. Parent education activities must include opportunities to assist Oregon WIC Competency Area: Provides appropriate targeted Nutrition Education for WIC participants using principles of participant centered education in both individual and group settings.	WIC	USDA Manager	2.0 hours	
8/18/14	<b>Implementing TS GOLD</b>	Staff will learn strategies to effectively implement TS Gold and to utilize features in planning and individualization for children	Head Start teachers, Early Head Start teachers	1304.21 (2) Staff must use a variety of strategies to promote and support children's learning and developmental progress based on the observations and ongoing assessment of each child (see 45 CFR 1304.20(b), 1304.20(d), and 1304.20(e))	CDHS, FCP	Education Staff	6 hours	
8/25/14	<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.	CDHS	Child & Family Services Director		
8/25/14	<b>Preservice - All Staff Meeting</b>							
8/25/14	<b>Blood Borne 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	.25 hour	
8/25/14	<b>Civil Rights Training</b>	In accordance with Federal law and U.S. Department of Agriculture policy, UMCCHS 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 hour	

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8/25/14	<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, CASA Volunteers	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	Jody Frost, Child Protective Services-Umatilla/Morrow Co.	1 hour	
8/25/14	<b>Personal Leadership</b>	Personal Leadership	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 interests, temperaments, languages, cultural backgrounds, and learning styles;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	All content area staff	Steven Fulmer	2.25 hours	
8/26/14	<b>Bus Monitor Refresher class.</b>	Refresher bus monitor class	Bus monitors	1310.17 (f) 2 "Before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency	Transportation , teachers, TA's, volunteers	Transportation Manager	1 hour	
8/26/14	<b>Effective Strategies in Emotional Supports, Instructional Supports, and Classroom Organization</b>	Staff will explore effective classroom strategies in order to improve children's skills across all developmental domains.	Teacher Assistants	1304.21 (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 interests, temperaments, languages, cultural backgrounds, and learning styles.	CDHS	Education Staff	2 hours	
8/26/14	<b>Curriculum Integration</b>	Staff will explore effective classroom strategies in order to increase overall effectiveness of individualization based off of children's skills, interests, and needs. Staff will learn new ways to scaffold the learning process and be able to effectively implement	Teacher Assistants	1304.21 (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 interests, temperaments, languages, cultural backgrounds, and learning styles.	CDHS	Education Staff	2 hours	
8/26/14	<b>Pretrip Training</b>	Pre-trip training	Bus Drivers	1310.17 (d) Drivers must receive refresher training courses including the topic listed in paragraphs (b) and © of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	Transportation	Transportation Manager	2 hours	
8/26/14	<b>Review of Laws &amp; Regulations</b>	Transportation staff will review laws and regulations including best practices and company rules.	Transportation Staff	1310.17(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and © of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	DOE, NSC, Transportation Manager	Transportation Manager	2.15 hours	

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8/26/14	<b>EBT Cards/Shopping Procedure</b>	Review of policy, procedures and expectations. Introduce fiscal staff. Question & Answers	Nutrition 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.	Nutrition	USDA Manager	1 hour	
8/26/14	<b>Best Practices (Food Handling)</b>	Recommendations for Handling Fresh produce – a hands on approach.	Nutrition staff	1304.23 Child nutrition. (e) Food safety and sanitation. (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 handlers.	Nutrition	USDA Manager	2 hours	
8/26/14	<b>Menu Planning</b>	Dissecting the ‘Shopping List’. What’s a market unit? Do you know your can sizes? Can you estimate the amount required?	Nutrition staff	1304.23 (b) 1) Grantee and delegate agencies must design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also, the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child’s food experience. (i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA Food and Consumer Services Child Nutrition Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.	Nutrition	USDA Manager	2.15 hours	
9/19/14	<b>Extended Management Mtg.</b>	Mangement team will be provided with information that can be conveyed to staff. Staff will learn to focus on what they want not on what they don't want.	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	2.0 hours	
9/26/14	<b>WIC In-Service Training</b>	WIC is always changing, always getting better, that's what it's all about. WIC staff will complete the state-required New Foods Module to prepare for changes in the new food packages starting on Oct. 1, 2014. Staff will also	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, Nutrition Services Director	2.5 hours	
10/7/14	<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		
10/10/14	<b>Staff Meeting</b>	Staff will participate in required trainings to assist them in fulfilling their job requirements.	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.	PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC		4 hours	
10/10/14	<b>Office</b>	Office staff will learn strategies to develop cohesive team building skills within an office environment.	Office 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 acire and increase their knowledge a	PDM	Administration team.	2	

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10/10/14	<b>The Happy Secret to Better Work And Everyday Leadership</b>	This training will offer guidance on building leadership skills within the workplace.	Office 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 and skills to fulfill their job responsibilities.	Office Staff	Ted Talks	1.75	
10/10/14	<b>Transportation: Student Management</b>	All bus drivers will receive training on students management.	Transportation Staff	1310.17 (d) Drivers must receive refresher training courses including the topic listed in paragraphs (b) and © of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	Transportation staff	Train	2 hours	
10/10/14	<b>Transportation: Pre-service CORE refresher</b>	Transportation staff refresher training.	Bus Drivers	1310.17(d) Drivers must receive refresher training courses including the topic listed in paragraphs (b) and © of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	Transportation	Transportation Manager	4 hours	
10/10/14	<b>Food Allergies, Medical Protocols and Food Substitutions</b>	Accommodations for children with special needs	Cooks	1304.23 Child Nutrition (a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning: (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20;	USDA	USDA Manager	1	
10/10/14	<b>CACFT Review For Site Trainings</b>	Encourage healthy eating habits. Developmentally appropriate nutrition and physical activities for young children.	Cooks	1304.23 Child Nutrition (a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning: (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20;	USDA	USDA Manager	1	
10/10/14	<b>Nutrition Activities for the Classroom. Encourage healthy eating habits.</b>	Developmentally appropriate nutrition and physical activities for young children.	Cooks	1304.23 Child Nutrition (c) Meal service. Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that: (1) A variety of food is served which broadens each child's food experiences; (7) As developmentally appropriate, opportunity is provided for the involvement of children in food related activities.	USDA	USDA Manager	1.25	
10/10/14	<b>Life is a journey of learning...And being part of WIC is being a part of a learning adventure</b>	Today we will have the opportunity to explore the baby behavior learning module, and also learn what is new with the Breastfeeding Peer counselor program. We will end our day by taking the time to celebrate our successful steps in our	WIC Staff	Oregon WIC Policy 440.0-Local program will ensure staff are appropriately trained to perform their functions according to policy.	WIC	WIC Manager, Nutrition Services Director	3.25 hours	
10/10/14	<b>Plusoptix-Data Training</b>	Staff will gain knowledge of how to import and export data from the Plusoptix Vision Screener utilizing Child Plus and Excell.	Health Resource Specialists	1304.2 (B) (1) Child health and developmental services. (b) Screening for developmental, sensory, and behavioral concerns. (1) In collaboration with each child's parent, and within 45 calendar days of the child's entry into program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmenta, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, emotional skills.	Health Resource Specialists	Health Services Director	1.5	



Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
10/10/14	<b>Behavioral Health &amp; Education Summit</b>		Staff and volunteers	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 acquire and increase their knowledge and skills to fulfill their job responsibilities.	CFA, HS, EHS, TA's, FSC, DHS Home Visitor, HF	GOBHI	6.75	
10/14/14	<b>ICS Meeting</b>	Based on the new Parent, Family, Community Engagement Framework, staff will learn techniques for motivating families to take the lead in developing plans, goals and tracking progress towards goal accomplishment. Staff will learn how to enhance the goal-oriented relationship with families by recognizing recognizing the families strengths and challenges.	CFAs, Family Advocates, Healthy Start 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 and skills to fulfill their job responsibilities. To help staff promote children's mental wellness.	FCP	Child/Family Services Manager	2 hrs.	
10/14/14	<b>Policy Council Meeting - Strategic Plan Leadership for Community Development Two Goals on Living Well and Employee Health, Wellness, and Morale</b>	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) 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	Program Manager-CASA/FSC		
10/17/14	<b>Ready for Kindergarten</b>	Staff will gain insight and knowledge necessary to implement the Ready for Kindergarten curriculum with parents of Preschool age children.	Family advocates, HS teachers, EHS teachers, Home visitors	1304.21 (a)(1)(i) Child development and education approach for all children. 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. 1304.4 (e)(1) 3) Parent involvement in child development and education. Grantee and delegate agencies must provide opportunities to include parents in the development of the program's curriculum and approach to child development and education. Grantees and delegate agencies operating home-based program options must build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children. Grantee and delegate agencies must provide	FCP, CDHS	Sherwood Elementary Principal, Child and Family Services Director	1.25	

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
10/21/14	<b>Board Meeting- Strategic plan goals will be presented in more detail</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		
11/5/14	<b>Management Meeting- Organizational Training</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		
11/5-11/7/14	<b>Oregon Head Start Association Meeting</b>	Parents and staff will gain knowledge that will aid them in their roles in the Agency.	Staff Parents	1304.52(k)(4) To provide orientation and on-going training to Head Start and Early Head Start Policy Council Members. 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 CDHS	OHSA Executive Board		\$1,840
2014-2015	<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- Healty Families	14	
11/14/14	<b>First Tooth Training</b>	Staff will gain insight on the prevalence and impact of oral disease; oral health risk assessment; fluoride varnish application; and implementation, and access to dental care.	Child & Family Advocates, Program Managers, Family Community	1306.23.(a) 1306.23 (b) 1305. 24 (a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote dental health.	FCP, Health, WIC, Education	Health Services Director; Trainer Whitney MC Knowles, RDH Advantage Dental	1.5 hours	
11/20/14	<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	Child/Family Services Manager	4	

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
11/19/14	<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. 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 1. Grantee an 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	PDM	Community Development Manager		
11/18/14	<b>Family Advocate Meeting</b>	Family Advocates will learn how to be active in the development of community partnerships in order to encourage families to become active	FA's, Healthy Start, CASA Volunteers	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. Critical Element #10: 10-4.D. FSWs and supervisors receive training on Infant and Child Development	FCP, Healthy Start	Child/Family Services Manager and ERSE Coordinator		
11/21/14	<b>Transportation Meeting</b>							
11/21/14	<b>CFA Meeting</b>	Family Advocates and Child & Family Advocates with explore resources available to families.	Family Advocates & CFA's	1304.40 Family Partnerships (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.		Child/Family Services Manager, WIC Director, Training Coordinator, VIDA coordinator	2	
12/8/14	<b>WIC In-service (Using Community Partners to enhance our Nutrition Education)</b>	Each clinic will identify at least one community agency that they can partner with to provide client centered nutrition education.	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, Nutrition Services Director	3	
12/8/14	<b>WIC In-service: Program Self-Assessment</b>	Staff will understand their individual and team assignments for completion of the self assessment.	WIC Staff	OWIC policy 215 - Local WIC programs will establish self-evaluation procedures to review their own operations and those of associated clinics and/or contractors at least every other years.	WIC	WIC Manager, WIC Coordinators		
12/16/14	<b>Policy Council Meeting - Self Assessment Process 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. 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	PDM	Program - Manager-CASA/FSC		

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
12/16/14	<b>Family Advocate Meeting</b>	Family Advocates will participate in the self assessment by completing the PFCE self assessment tool.	FA's, Healthy Start	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 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.	Family Services	Child/Family Services Manager		
12/22/14	<b>Board Meeting- Self-Assessment Process</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		
1/20/15	<b>Policy Council Meeting: Grant Application Leadership for Community 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		

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
1/20/15	<b>Family Advocate Meeting</b>	Staff will learn strategies in working with families who have attendance issues by following the PFCE framework to promote school readiness. 2012/2013	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	FCP, Healthy Start	Child/Family Services Manager/Child & Family Services Director		
2/4-2/6/15	<b>Oregon Head Start Association Meeting</b>	Parents and staff will gain knowledge that will aid them in their roles in the Agency.	Staff Parents	1304.52(k)(4) To provide orientation and on-going training to Head Start and Early Head Start Policy Council Members. 1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness	PDM CDHS	OHSA Executive Board		\$1,840
2/13/15	<b>Staff Meeting</b>		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, FSC, Transport, CCR&R, PDM, FCP			
2/13/15	<b>Defensive Driving</b>	Class will learn effective defensive driving skills.	Bus Drivers	1310.17 (d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and(c) of this section and any additional necessary training to meet the requirements applicable I the State where the agency operates.	Transportation	DOE, NSC, Transportation Manager	4 hours	
2/13/15	<b>WIC In-service</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	3 Hrs	
2/13/15	<b>Planning for Transition</b>	Staff will learn strategies to engage families in the Kindergarten transition process and help children	Teachers, TA's, Family Advocates, Healthy Start	1304.21 (2) Staff must use a variety of strategies to promote and support children's learning and developmental progress based on the observations and ongoing assessment of each child (see 45 CFR 1304.20(b), 1304.20(d), and 1304.20(e)).	CDHS, TAs, FCP	Education Staff	2 hours	
2/13/15	<b>Food Safe Kitchen</b>	Nutrition staff will learn how to make their kitchen models of efficiency and safe food service practices	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	2.25	

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
2/13/15	Cyber Security	Information Security is designed to teach the principles and practices that all computer users need to keep themselves safe. Participants will learn both what to do to protect	Office	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	PDM	Associate Director/Information Systems Director	3 hours	
2/13/15	Oregon Immunization Law	Staff will explore upcoming changes to Oregon Immunization Law and how it will affect the clinics we serve. Staff will also review current UMCHS immunization procedures	Health Staff	1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To assist families on keeping children up to date on immunizations.	Health	Health Services Director	1 hour	
2/13/15	Transportation: Type 10 vehicle class	All type 10 drivers	Bus Drivers	1310.17 (2) 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 hours	
2/13/15	Defensive Driving	Class will learn effective defensive driving skills.	Bus Drivers	1310.17 (d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	Transportation	DOE< NSC, Transportation Manager	4 hours	
2/17/15	Policy Council Meeting- Leadership for Community Development	Policy Council members will acquire skills and knowledge in "Building Leadership For Community Development." Learning the Code; Children who have memorized nursery rhymes	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 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 members, on activities that they have helped develop and in	PDM	Program Manager-CASA/FSC		
2/17/15	Family Advocate Meeting-Brain Development	To gain knowledge and an understanding of how trauma impacts brain development in adults and children. Staff will learn how patterns of behaviors are mapped in the brain starting pre natally and into adulthood. Staff will gain knowledge and tools on how to work with families impacted by trauma.	FA's, Healthy Start, CASA Volunteers	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). (ix) Any other organizations or businesses that may provide support and resources to families. 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	Child/Family Services Manager and Mental Health Manager		
2/23/15	Board Meeting-Grant	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		

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
3/4/15	<b>Management Meeting</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		
3/6/15	<b>Staff Meeting</b>	Staff will participate in required trainings to assist them in fulfilling their job requirements.	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.	PDM, CDHS, FCP, Transportation, USDA, WIC, CCR&R, FSC		4 hours	
3/17/15	<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		
3/17/15	<b>Family Advocate Meeting - ERSEA</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 applicant for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.	CDHS, FSC	Child/Family Services Manager, Parent Education Coordinator		
3/20/15	<b>Transportation Training</b>							
3/20/15	<b>Child/Family Advocate Meeting Understanding Family Law</b>	Staff will learn requirements of family law and how they can be a support to the child and family in difficult situations.	CFA's, Family Advocates	1304.40 Family Partnerships. (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	Education, FCP	Education Staff		
4/6/15	<b>WIC In-service: Effective Breastfeeding Support for WIC participants.</b>	WIC staff deveop a plan for improving WIC Breastfeeding Support utilizing their PCE skills as well as their knowledge of best practices for lactation and infant cues/baby behaviors	WIC Staff	Oregon WIC Policy 440.0 - Local programs will ensure staff are appropriately trained to perform their functions according to policy. Oregon WIC Policy - 710 - Local programs shall provide breastfeeding promotion and support. OWIC Policy 820.1 - The first nutrition education contact is made at the time of certification and is an in-person interaction between the participant and the WIC Certifier. - establish a connection between the participant's program eligibility and desired health	WIC	WIC Manager, Nutrition Services Director		

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
4/6/15	<b>WIC In-service: Preparing for the Farmer's Market season.</b>	Each clinic will develop a plan to increase the utilization of the FDNP coupons and the Fruit/Veggie portion of the WIC food instruments at the Farmer's Markets	WIC Staff	Oregon WIC Policy 1110 - Participating local programs shall follow the procedures to ensure program compliance with the Oregon Farm Direct Nutrition Program.	WIC	WIC Manager, Nutrition Services Director		
4/6/15	<b>WIC In-service: Celebrating World Breastfeeding Week.</b>	Each clinic will develop a plan to celebrate World Breastfeeding Week within their service community.	WIC Staff	Oregon WIC Policy - 710 - Local programs shall provide breastfeeding promotion and support.	WIC	WIC Manager, Nutrition Services Director		
4/15/15	<b>Policy Council Meeting--Transitions Leadership for Community</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		
4/15/15	<b>Family Advocate Meeting</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 program (at least 180 days before the birthday). This includes gradually reducing the level of service and assuring the family has other resources in place. Referrals are made and linkages tracked. Efforts to prepare for transition out of the program are documented on the Home Visit Record, the Referral Tracking Form, and in supervisory notes	FSC	Child/Family Services Manager, Mental Health Manger		



Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
4/20/15	Board Meeting-	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		
5/2/15	Wellness Day	All staff and parents will have an opportunity to have a day of wellness activities.	Staff, Parents, Board Members, CASA Volunteers	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		
5/7-5/9/2015	National Head Start Association Meeting-Long Beach, CA	Staff and parents will receive training in their respective roles within Head Start.	Staff	1304.52(k)(4) To provide orientation and on-going training to Head Start and Early Head Start Policy Council Members. 1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness	PDM, CDHS, FACP, Transport, USDA	National Head Start Association	up to 40	\$4,310.00
4/30-5/2/15	Oregon Head Start Association Meeting	Parents and staff will gain knowledge that will aid them in their roles in the Agency.	Staff Parents	1304.52(k)(4) To provide orientation and on-going training to Head Start and Early Head Start Policy Council Members. 1306.23(a) 1306.23(b) 1304.24(a) (3) (ii) To help staff acquire and increase their knowledge and skills to fulfill their job responsibilities. To help staff promote children's mental wellness	PDM CDHS	OHSA Executive Board		\$1,840
5/7/15	Management Meeting	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		

Date	Strategy	Expected Outcome	Participants	T/TA Need Performance Standard	Content Area of Need	Resource	Professional Development Clock Hours	Financial Cost
5/20/15	<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. 1304.52(k)(3)(ii), 1304.41 (1)(iv) To learn successful child and family transition methods.	PDM	Community Development Manager		
6/1/15	<b>WIC In-service: Self-Care/Prevention of Compassion Burnout</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		
6/1/15	<b>WIC In-service: Supporting WIC Family Meals Education with Cooking with WIC</b>	Staff will participate in a cook off using WIC foods, then develop a plan to implement those skills into a 2nd Nutritional Education experience.	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		
6/1/15	<b>WIC In-service: Program Integrity - Staff responsibilities</b>	WIC Staff will understand that responsibilities with regard to confidentiality (including HIPAA requirements), conflict of interest, and employee fraud and abuse.	WIC Staff	Oregon WIC Policy 596 - All WIC program employees shall be informed of their responsibilities regarding program rules and regulations, including confidentiality, conflict of interest, and employee fraud and abuse.	WIC	WIC Manager		