

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

Background

Head Start (HS) Self-Assessment is a required Head Start activity that provides a structured process for reviewing program activities and outcomes. During this time, data is reviewed and discussed to determine the effectiveness of the Contra Costa County Head Start in meeting internal program goals and compliance standards set forth by the Office of Head Start (OHS). The purpose of meeting program goals and requirements is to ensure that families in Contra Costa County can thrive with the support of a well-functioning, informed, collaborative Head Start program.

This year's HS Self-Assessment introduced higher standards and a more structured evaluation process. As this marks the first year of our new grant cycle, a strong emphasis was placed on ensuring our monitoring was comprehensive and systematic throughout. Our goal was to identify the strengths and weaknesses of our program. In anticipation of a Head Start Focus Area One Review in the next program year, our goal is not only to be fully prepared, but to demonstrate a high level of accountability and responsiveness in all aspects of our program.

The HS Self-Assessment this year allowed Contra Costa County Head Start to focus on the significant improvements that were made, in addition to continuing the discussions around continuous improvement. While Contra Costa Head Start is meeting compliance standards, we are committed to continuous improvement, ensuring we continue to seek opportunities for growth to ensure the program continues to support families in Contra Costa County in retaining, and maintaining, interdependence with their community.

Overview of Methods

This year the Self-Assessment focused on the following program areas:

- Classroom Assessment Scoring System (CLASS)
- Head Start Health & Safety Screener
- FY25 Focus Area One Monitoring Protocol: Program Design, Management, and Improvement
- FY25 Focus Area One Monitoring Protocol: Education and Child Development Services
- FY25 Focus Area One Monitoring Protocol: Health Services
- FY25 Focus Area One Monitoring Protocol: Family and Community Engagement Services
- FY25 Focus Area One Monitoring Protocol: Fiscal Infrastructure
- FY25 Focus Area One Monitoring Protocol: Eligibility, Recruitment, Selection, Enrollment, Attendance
- Quality Monitoring Unit Needs & Eligibility

The 2025 Self-Assessment was conducted May 5 - May 9, 2025. The team visited 17 sites and 23 classrooms. The teams were composed of members of Contra Costa Head Start's Centralized Enrollment Unit, various Community Services Managers, Head Start parents, and representatives of the Board of Supervisors seated on the Economic Opportunity Council (EOC). The EOC is recognized for its strong fiscal management and administrative capacity, is essential in addressing poverty by providing comprehensive programs that empower families. With this partnership, EOC members provided valuable oversight and strategic insight to strengthen the program and ensure alignment with federal performance standards.

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

They were tasked to observe the sites with the Focus Area One Monitoring Tool modified to be in the form of questions instead of statements, and the Health & Safety Screener. These tools allow us to showcase program strengths and identify areas for improvement through several lenses. We also incorporated two additional tools: CLASS (Classroom Assessment Scoring System) and the Quality Management Unit's (QMU) Needs & Eligibility Tool. We performed CLASS at six sites. CLASS allows us to assess the classroom dynamics between the students and teachers, especially as we hire new teachers. The QMU Needs & Eligibility tool ensures that the documents required to deem a child eligible to enroll properly recorded and documented. Ten percent of the files were monitored at each of the sites included in the Self-Assessment.

Program Areas, Instruments, and Participants

Program Area	Instruments/Documents Reviewed	Sites/Staff Participating
CLASS	Classroom Assessment Scoring System (CLASS)	2025 Monitoring Roll Up - 6 Classrooms across 5 sites Staff: Janet Rivera Kim Clay LaTonya Saucer Afi Fiaxe Venus McMurrian
FY25 Focus Area One Monitoring Protocol: Program Design, Management, and Improvement	FA1: Program Design, Management, and Improvement Head Start Health and Safety Screener	Policy Council Member - Norma Chayez Staff: - Michelle Mankewich - Sarah Reich
FY25 Focus Area One Monitoring Protocol: Education and Child Development Services	FA1: Education and Child Development Services Head Start Health and Safety Screener	Staff: - Ellen De Senna - Ruben Cardona Sites - Balboa Room 2, 5 - YMCA 8 th Room A, B2 - GMIII Room 8
FY25 Focus Area One Monitoring Protocol: Health Services	FA1: Health Services Head Start Health and Safety Screener	EOC Board of Supervisor's Representative – District 5 - Kanwar Singh Staff: - Monica DeVera - Tina Ham Sites - Bayo Vista Room 2 - Lavonia Allen Room 2 - YMCA Rodeo Room 3

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

FY25 Focus Area One Monitoring Protocol: Family and Community Engagement Services	FA1: Family and Community Engagement Services Head Start Health and Safety Screener	EOC Board of Supervisor's Representative – District 3 - LaTonia Stokes Staff: - Kelly Chun - Iris Xu Sites - Marsh Creek Room 1 - Los Nogales Room 1 - KinderCare Mahogany HS - Los Arboles Room 1, 2B
FY25 Focus Area One Monitoring Protocol: Fiscal Infrastructure	FA1: Fiscal Infrastructure	Staff: - Sarah Reich
FY25 Focus Area One Monitoring Protocol: Eligibility, Recruitment, Selection, Enrollment, Attendance	FA1: ERSEA Head Start Health and Safety Screener	EOC Board of Supervisor's Representative – District 2 - Renee Zeimer Staff: - Jacqueline Lopez - Griselda Tova De Magana Sites - Ambrose Room A, B2 - Crescent Park Room 4A - Verde Room H1 - Walt Disney Room 1
FY25 Focus Area One Monitoring Protocol: Eligibility, Recruitment, Selection, Enrollment, Attendance	FA1: ERSEA Head Start Health and Safety Screener	EOC Board of Supervisor's Representative – District 4 - Ajit Kaushal Staff: - Sheila Walsh - Chantel Atwood Sites - GMC Room 5,7B - Crossroads Room Jungle - Fairgrounds 3B, 6
Quality Monitoring Unit Needs & Eligibility	QMU Needs & Eligibility located on CLOUDS	Analyzed 10% of 216 files covering 4320 questions.

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

Key Findings

Observations

CLASS	Countywide Total Average Domain Score		2024-2025 CSB Threshold	2024 Threshold			Federal Threshold
	Domain	Score	Score	(lowest 10%)	(Medium 50%)	(Highest 10%)	Score
	Emotional Support	6.35	6.00	5.25	6.35	7.00	5.00
	Classroom Organization	6.03	6.00	5.17	6.03	6.67	5.00
	Instructional Support	2.82	3.00	1.83	3.01	3.67	2.30
Program Design Management and Improvement	. The 2024-2026 Community Assessment identified a 3% increase in the population of children aged 0-3. Contra Costa Head Start recognized the trend and made the proper adjustments. - Monthly monitoring data reports are shared with Senior Management, the Board of Supervisors and the Policy Council. - Contra Costa Head Start has taken a proactive approach in filling staffing gaps and ensuring manageable workloads to better serve families. - The Board of Supervisors actively engages in program design, management, and continuous improvement by reviewing monthly data reports and briefings on the health and performance of Head Start centers, ensuring informed decision-making and effective program oversight. - Partners are provided with ongoing monitoring data enabling, collaborative decision-making and shared accountability for program and outcomes.						
	- Use of Research-Based Curriculum - Creative Curriculum and Second Step allow the children to build skills such as language learning, thinking and social-emotional development. - ASQ (Ages & Stages Questionnaires) & DRDP (Desired Results & Developmental Profile) are used to screen every child within 45 days, allowing us to track their developmental process. - IEP (Individualized Education Plans) are used by teachers to adapt lesson plans for children with disabilities. - Early School Closures have given teachers an opportunity to receive more training on the latest trends and tools in teaching.						
Health Services	- Sites have database systems that track medical, dental, and screening medical compliances. - All the sites follow health and sanitation procedures consistently. - Mental health consultants visit the sites consistently.						
Family & Community Engagement Services	Methods in which we contact and connect with families are robust; whether through apps, phone calls, conversations, bilingual support, we make sure that the families feel heard and understood.						

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

	• SMART Goals are established not only to develop a plan for the families but to also for staff to offer continued support. • Training programs such as Make Parenting a Pleasure and Parent Resilience Training offer opportunities for families to continue supporting their child's growth at home.
Classroom Health & Safety	• Classrooms consistently meet compliance in providing safe spaces for children to learn and develop. ○ Indicators on tools consistently show active supervision and secondary safety measures are present and fully utilized. ○ Non-compliances that are identified are resolved quickly to avoid potential health & safety concerns for children.
Eligibility, Recruitment, Selection, Enrollment and Attendance	• Point based system allows us to identify families with the highest needs. • Enrollment is tracked across all centers, and the CEU Manager provides monthly reports ensuring vacancies are quickly filled, keeping enrollment consistently at 97% or higher. • Through partnerships with school districts and the Part C Agency we are able to ensure children receive appropriate services and accommodation as indicated in their IFSPs and IEPs and that the program achieves its 10% disability enrollment requirement.
Fiscal Oversight	• The fiscal team works with systems such as Workday, EcoTime, and Time Study Buddy to track budgets, contracts, and expenses in an effective manner. • An approval chain is implemented to monitor purchase, reimbursements, and budget update. This helps prevent errors, ensures accountability, and aligns spending with program goals. • Fiscal staff are trained regularly in accordance with county, state and federal policies.
QMU Needs & Eligibility	• A compliance rate of 98% was achieved. • A review identified 2% of files with missing signatures or dates on required documents such as admissions agreements and eligibility forms.

Opportunities for Growth

Family & Community Engagement Services	• Of the rooms observed, 35% showed variation in how ERSEA and/or Health Service questions were addressed. Further analysis indicated that most of these variations were within partner locations, presenting an opportunity to strengthen consistency through more frequent discussions with partners. These ongoing conversations will help ensure we remain aligned in our approach. Develop an answer guide to Focus Area protocols to assist staff in better articulating what we do at Contra Costa Head Start. • Recommend Contra Costa Head Start Content Area Expert trains new Site Supervisor in Head Start Family and Community Partnership Performance Standards.
Classroom Health & Safety	• There were a few instances of inconsistent medication labeling, particularly with partners and the partner unit will provide training. • There were a few instances of inconsistent classroom sanitation protocols, particularly with partners and the partner unit will provide training.

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**

Administrative

- Implemented additional administrative review to verify that all admissions agreements eligibility forms are signed and dated prior to upload into CLOUDS.
- Provided staff with a refresher training and updated internal checklists to ensure consistent documentation.

Areas of Concern (Findings)

None

- No areas have been noted as requiring a corrective action plan. While there are areas for improvement, compliance is met and plans already exist to address recommended improvements.

Action Plan

- Based on findings from the 35% of classrooms observed, we prioritized addressing the variations in ERSEA and Health Services practices. Uniform scripts and reference guides will be developed. We will develop consistent strategies for onboarding new Sites Supervisors and will dedicate a week each quarter to validate documentation accuracy with our management information systems. We will ensure that overall compliance is above 95%.

Overall Observation

- The 2025 HS Self-Assessment was highly successful. It identified areas for growth, such as strengthening training systems for new site supervisors and educators, while also affirming the progress achieved in modernizing operational practices. Results confirmed that CLASS scores exceeded the federal threshold by 20% demonstrating effectiveness of instructional practices and staff engagement. The strategic use of electronic databases has significantly enhanced the ability to access and analyze information efficiently, thereby allowing staff to concentrate on core program responsibilities rather than administrative tasks. Additionally, 70% of sites reported increased awareness and engagement with family and community partnerships services, reflecting responsiveness to family needs. These systems further ensure that information is available in real time, enabling timely adjustments in response to unforeseen circumstances.

**EMPLOYMENT & HUMAN SERVICES
COMMUNITY SERVICES BUREAU
2025 SELF-ASSESSMENT
MAY 5 -8, 2025**