

National American Indian/Alaska Native Head Start Collaboration Office



Annual Work Plan for Fiscal Year 2010

National AIAN Head Start Collaboration Office (NAIANHSCO)
Work Plan FY 2010

Goal 1: Establish a National AIAN Head Start Collaboration Office

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Communicate with key stakeholders concerning the existence and function of the NAIANHSCO.	Attend monthly meetings with OHS-AIAN Regional Manager, Nina McFadden and staff.	<ul style="list-style-type: none"> • 10/6/2009 (Tuesdays, 10am) 	OHS Federal staff	Increased coordination between OHS/AIAN Region and NAIANHSCO. Knowledge of current AIAN issues. Calendar of AIAN HS-related events.
	Contact NIHSDA to begin coordinated work effort.	<ul style="list-style-type: none"> • 12/2008 ✓ • 2/2-6/09 ✓ 	HSSCO Directors' Mtg. and scheduled work day prior to meeting.	Plans for NCAC membership; needs assessment; etc.
	Conduct informational meeting with NCAI.	<ul style="list-style-type: none"> • 2/13/09 ✓ 	Contacts within NCAI	Understanding of respective program's direction and purpose.
	Conduct informational meeting with NIEA.	5/2009 (email exchange) ✓	Contact within NIEA	Understanding of respective program's direction and purpose.
	Conduct informational meeting with BIE.	9/2009 ✓	Contact within BIE.	Understanding of respective program's direction and purpose.
	Conduct informational meeting with NICWA.	5/2009 ✓	Contact within NICWA	Understanding of respective program's direction and purpose.
	Conduct informational meeting with AIHEC.	3/2009 ✓	Contact within AIHEC	Understanding of respective program's direction and purpose.
	Conduct informational meeting with NICCA.	3/2009 ✓	Contact within NICCA	Understanding of respective program's direction and purpose.

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Establish and maintain ongoing communication and coordination with key stakeholders.	Concur on schedule for exchange of information and regular meetings with OHS Collaboration office.	1/7/2009 ✓ Semi-annual rpt (4/30) Annual report (9/29/09)	OHS Collaboration Office. NAIANHSCO database to generate reports	Regularly scheduled means of communication.
	Initiate communication with ICF TA staff.	<ul style="list-style-type: none"> • Telephone exchange ✓ • Quarterly meetings (1st on 10/14/2009) 	E-mail traffic. Scheduled meetings.	Coordinated effort to serve AIAN grantees.
	Maintain communication with HSSCO Directors in states with AIAN HS programs.	<ul style="list-style-type: none"> • E-mail exchange, on as needed basis. • Scheduled webinars • Semi-annual meetings (2/3-6/2009) ✓ 	One-on-one relationships built with HSSCOs. Scheduled HSSCO events.	Understanding of activities within States relevant to AIAN HS grantees.
	Maintain communication with NIHSDA.	<ul style="list-style-type: none"> • Bi-monthly contact with NIHSDA President. 	E-mail contact and phone communications.	Concurrence on NCAC membership; needs assessment progress, etc.
	Create NAIANHSCO website.	4/2009 ✓	Project Associate and AED I.T. Department.	Functioning electronic access to collaboration resources.
Provide ready access to NAIANHSCO information for AIAN HS grantees, HSSCOs, etc.	Create NAIANHSCO listserve.	10/2009	Project Associate and AED I.T. Department.	Means of rapid exchange of ideas and information.
	Create quarterly e-mail newsletter.	Distributed 1 st week following last month of each quarter: April 2009 ✓ July 2009 ✓ Sept 2009 Jan 2010	Project Associate	Documentation of plans and progress of office.

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Goal 2: Establish a AIAN National Collaboration Advisory Council (NCAC).

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Assure that expectations for NCAC members are clear.	Distribute position description for NCAC members.	2/11/2009 ✓	Feedback from OHS and NIHSDA.	NCAC members have clear understanding of roles / responsibilities.
Recruit NCAC members.	Work with OHS and NIHSDA to invite potential members.	3/2009 ✓	Relevant contacts.	Committed group of individuals dedicated to AIAN HS issues.
Create system for ongoing communication with NCAC.	Establish e-mail group contact list. Create timelines for communiqués.	4/2009 ✓ 10/2009	Internet and teleconferences.	Agreed upon timeline of regular communication.
Convene first meeting of NCAC.	Discuss progress made by NAIANHSCO, needs assessment and other relevant agenda items.	6/16/2009 ✓	Work plan, needs assessment, etc.	Relevant feedback and direction from NCAC.
Convene second meeting of NCAC.	Discuss progress made by NAIANHSCO, needs assessment and other relevant agenda items.	9/3/2009 ✓	Work plan, needs assessment results, etc.	Relevant feedback and direction from NCAC.
Convene regular meetings of NCAC.	Discuss progress made by NAIANHSCO, needs assessment and other relevant agenda items.	12/2009 3/2010 6/2010 9/2010	Work plan, etc. Two face-to-face mtgs., two teleconferences.	Relevant feedback and direction from NCAC.

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Goal 3: Conduct an AIAN HS Collaboration Needs Assessment, based on nine priority areas.

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Minimize undue burden for AIAN respondents.	Coordinate with HSSCOs conducting assessment within their States. Encourage AIAN participation.	Ongoing, depending on each State's date of implementation.	HSSCOs	Coordinated effort to minimize AIAN respondents' burden.
	Upload AIAN program responses sent to HSSCOs.	Ongoing, as each state completes task.	HSSCOs	Completed surveys from each State with AIAN HS grantees.
Finalize assessment instrument for website delivery.	Utilize SurveyMonkey to create and post survey.	3/2009 ✓	Sharing of surveys with HSSCO/California. NIHSDA, NCAC.	User-friendly survey, easy to access and complete.
Recruit respondents. Conduct 2nd and 3rd sweep, as necessary.	Work with NIHSDA, regional and state AIAN associations to encourage participants' response.	4/2009 ✓ 5/2009 ✓ 6/2009 ✓	NIHSDA, regional and state AIAN associations. AIAN Grantees willing to complete survey.	Greater than 50% response rate of AIAN grantees completing needs assessment.
Analyze data.	Analysis of needs assessment data.	7/2009 ✓	Survey Monkey quantitative analysis; TA staff.	Critical analysis of quantitative and qualitative data.
	Share findings with NCAC for feedback, and create recommendations to address collaboration concerns.	8/2009 ✓	NCAC feedback	Constructive feedback to narrow scope and set priorities for collaborative action.
Write assessment report	<ul style="list-style-type: none"> • Create draft of report to share with NCAC. • Make available to OHS, NIHSDA, and general public. 	9/22/2009 ✓ 9/30/2009 ✓	NCAC critique. Interested parties.	Relevant findings and recommendations useful for setting direction of NAIANHSCO.

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Goal 4: Develop a 5-Year Strategic Plan, addressing all collaboration priority areas.

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Create Strategic Plan, based on findings and recommendations from AIAN Head Start grantees' needs assessment.	Develop specific goals, objectives, timelines, resources, and desired outcomes to address each finding and recommendation.	9/22/09 ✓	HS AIAN Collaboration Needs Assessment NCAC critique.	First-draft strategic plan reflecting how to address AIAN HS grantees' needs.
	From critique by NCAC, OHS and NIHSDA, make appropriate final revisions to first-draft strategic plan.	9/29/2009 ✓	First-draft strategic plan.	Five-year strategic plan, relevant to the specific needs of AIAN HS grantees.

Goal 5: Create and implement NAIANHSCO Annual Work Plan that includes promoting partnerships between Head Start and other agencies.

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Establish plan of action for Year 1 operation and functioning of NAIANHSCO.	Conduct planning meetings between OHS/Collaboration, AED/ECE and NIHSDA.	<ul style="list-style-type: none"> • 12/12/08 (OHS) ✓ • 1/7/09 (OHS) ✓ • 2/2/09 (NIHSDA) ✓ 	OHS Federal staff, AED/ECE staff, and NIHSDA representatives.	Dynamic plan of action, reflecting priorities of OHS, NIHSDA, and AED.
Revise plan, as necessary, based on updated needs.	Obtain input/feedback from key stakeholders.	Ongoing. <ul style="list-style-type: none"> • First revision (2/18/09 ✓) • Second 9/30/09 ✓ 	Concurrence with OHS and NIHSDA.	Relevant and appropriate POA.

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<p>Assist AIAN programs to coordinate activities with tribal CCDF and States' resources.</p>	<p>Plan and coordinate pilot joint AZ CCDF/HS administrators' roundtable to serve as model. Evaluate and share information.</p>	<ul style="list-style-type: none"> • Roundtable held 1/13-15/09 ✓ • Ongoing • 	<p>Grantees (Tribal Govts.) Tri-TAC ACF/CCDF-AIAN State HS Assoc. HSSCOs</p>	<p>Promote full-working-day and full calendar year services for HS-eligible AIAN families.</p>
<p>Implementation of activities in each of the eight collaboration priority areas.</p>	<p>Focused attention to concerns of health, mental health, family services, child supportive services, etc.</p>	<p>Ongoing.</p> <p>Specifics TBD after meeting with OHS and NIHSDA.</p> <p>[See beginning next page for detailed actions of each of the collaboration priority areas.]</p>	<p>Input from AIAN HS grantees, federal staff, AIAN-TAN staff, and NIHSDA.</p>	<p>Responsive action to the expressed needs of AIAN HS grantees and initiatives of OHS' AIAN Region and Collaboration Office</p>

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Goal 5/ Priority: Child Care

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote collaborative partnerships between AIAN Head Start and Tribal Child Care at the national, regional/state and local levels.	Finalize revision of “At a Glance” comparison table.	10/2009	CCB OHS TriTAC	Completed comparison table.
	Disseminate to AIAN Head Start and Child Care Directors, and encourage sharing with Tribal Education Directors.	11/2009		Email sent to HS and CC Directors.
	Create visual matrix to illustrate the braiding of funds.	2/2010	TriTAC, Head Start Region 11 T/TA	Completed matrix
	Post matrix on website for easy accessibility.			Website posting
	Review and collect best practices of Head Start and Child Care collaboration.	3/2010	TriTAC	Compilation of best practices
	Consult HSKIMS regarding video recording of best practices.	2/2010	HSKIMS	Feasibility of video documentation
	Disseminate best practices on website/manual.	4/2010		Website posting
	Hold joint presentations at conferences (e.g., NIHSDA, NICCA).	6/2010	NIHSDA CCDF	Joint presentations scheduled and delivered.

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Goal 5/ Priority: Community Services

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To support the creation of best practice, collaborative partnerships between community service agencies and AIAN Head Start programs.	Develop “best practices” tipsheets/models for collaborative services with community services agencies.	11/2009	AIAN Grantees	Post on website. Present at NIHSDA and other conferences.
	Compile a list of potential funding sources (e.g., Community Service Block Grant; Low-Income Home Energy Assistance Program) that programs can use for collaboration of services	1/2010	HUD ACF	Distribute through listserve.

Goal 5/ Priority: Education: Head Start Pre-K Partnership Development

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote constructive, collaborative partnerships between Head Start programs and the local entities responsible for administering Pre-K programs in Head Start service areas.	Gather developed resources and accomplishments of Head Start programs regarding their successful collaboration with Pre-K programs.	6/2010 (NIHSDA /NCAC Meeting)	Head Start grantees Pre-K Now	Resource list of successful Head Start/Pre-K collaborations.
	Share resource with AIAN grantees	7/2010		Resource emailed and posted to website.
	Acquire and share updates of decisions made by federal agencies (Dept of Education, HHS, HUD, Justice, USDA,) which will directly and indirectly impact Head Start and Pre-K programs.	Ongoing, 7/2010	Pre-K Now, DOE, HHS, HUD, OIE, DOJ, USDA.	

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Goal 5/ Priority: Education: Head Start Transition and Alignment with K-12

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote alignment of systems between Head Start and LEAs to ensure a smooth transition for Head Start children.	Interview AIAN Head Start programs with “best practices” regarding transition and alignment with K-12 programs.	3/2010	OIE Head Start grantees AIAN TA System	Completed outline.
	Develop a “best practices” document/webpage/model that will provide HS programs with tools necessary to work collaboratively with the LEAs and other receiving institutions (i.e., BIE) to create processes to transition children and families from the Head Start program into the receiving institutions.	5/2011		Completed “best practices” compendium

Goal 5/ Priority: Family/Child Assistance

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote access to family/child assistance resources for AIAN Head Start families	Develop a matrix to show how TANF and other tribal programs that provide services to children, and Head Start can work together; this should be a visual representation, showing how the tribal services recipients and Head Start are enhancing children’s education.	1/2010	NICWA, WIC, TANF	Integrated systems matrix
	Provide templates to Head Start programs to develop MOUs between tribal offices, such as Child Welfare, TANF, WIC, ICW that provide services	4/2010	NICWA, WIC, TANF	MOU template

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	to children. The MOU should provide a mechanism to show accountability for all parties to the terms of the MOU.			
	Provide information to all tribal Head Start programs regarding SAMSA's Circles of Care program, and how it can be implemented. The focus could integrate, through a template or website, development of resources for HS programs.	7/2010	SAMHSA	Email to HS grantees with link to information
	Develop a list of model tribal Head Start programs that have been successful in collaborating with various tribal programs that provide services to children, and transition children into the next level of education. This will provide a source for tribal Head Start programs to acquire information on how to develop these resources to meet their own specific needs.	10/2010	Head Start grantees with best practices in family/ child assistance	Description of best practices distributed to grantees

Goal 5/ Priority: Family Literacy

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To increase an awareness of family literacy and family literacy resources among AIAN Head Start grantee programs.	NAIANHSCO will work with OHS to provide a weblink to NHSFLC and similar organizations (Adult Basic Education, ChildCare, GED, Head Start, Pre-K)	12/09	OHS	Weblink in place

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	NAIANHSCO to use listserv to email brochure from NHSFLC to all programs, along with the announcement of the weblink and a brief summation of the four components of family literacy.	3/2010		Email sent to grantees detailing weblink access and NHSFLC information
	Request State Collaboration Directors to provide one presentation of family literacy at a State Head Start Directors meeting.	6/2010	HSSCOs	Email sent to HSSCOs

Goal 5/ Priority: Health Care Services

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote access and utilization of health care services (general, oral, mental health) for AIAN children and families	To maximize the utilization of services, develop a model for communication between programs and parents, focusing on information, need and process to set and keep appointments, utilizing wide array of communication tools.	11/2009	HSSCOs, AIAN Programs, TA System, Family Service Workers	Model developed
	Disseminate model	12/2009		Distribution of model
	Follow-up with programs	5/2010		# of programs implementing the processes (leading to increase in well child visits and successful follow-ups)
	To maximize access, collect/create capacity building models for professional services (trainings, coursework, continuity), based on local, regional, state	1/2010	IHS, USED, Professional associations (medical, dental,	# of models gathered

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	and national efforts to overcome barriers across health issues (medical, dental, and mental health). Gather information and data, compile across service areas, and disseminate materials, leading to improved access to services. [What creative approaches are being used? e.g., Alaska Dental Aide Therapists]	7/2010	etc.), State programs TA systems	# of models disseminated
	Invite mental health system providers to participate in NCAC (leading to further models specific to mental health that link with the two activities above). Develop mental health models for access and utilization.	11/2009 1/2010	SAMHSA, Center for Social Emotional Foundations for Early Learning (CSEFEL), TA System	Participation of mental health system provider(s) on NCAC. # of mental health models

Goal 5/ Priority: Professional Development

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To collaborate with institutions of higher education to promote ECE coursework accessibility from accredited colleges/	Collect and distribute examples of MOUs/MOAs with institutions of higher education regarding best practices for professional development.	1/2010	American Indian Higher Education Consortium (AIHEC), AIAN HS Grantees with best practices	Distribution of best practices

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universities and insure coursework credit transferability for AIAN Head Start grantee staff pursuing professional development opportunities.	Develop briefing paper on Head Start issues related to accessibility and course credit transferability .	3/2010	AIHEC, National Indian Education Association (NIEA), American Association of Community Colleges (AACC), Office of Indian Education (OIE), Universities	Briefing paper
	Meet with institutions of higher education to discuss issues.	5/2010		# of meetings held with institutions of higher education
	Request feedback and develop joint plan of action (POA) to address issues.	7/2010		# of institutions participating in developing POA
	Research and publish sources of funding of higher education for AIAN Head Start grantee staff.	2/2010	AIHEC NIEA OIE	List of funding sources for pursuit of higher education degrees
	Work with tribal governments to develop briefing paper on importance of compensation for attained education; distribute to tribal officials. Investigate avenues of funding in recognition of professional development of staff. Staff retention after attainment of degrees.	8/2010	NCAI NIEA DOE Foundations	Briefing paper
Research internet accessibility for AIAN grantees desiring online connectivity.	10/2009	FCC	List of grantees needing improved internet accessibility.	
Research funding sources for improving access to online coursework.	10/2009	Foundations	List of funding sources for internet accessibility	

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Goal 5/ Priority: Services for Children Experiencing Homelessness

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To promote access to services for families who self-identify as experiencing homelessness.	Meet with TANF, HUD, SSI, CPS (other federal programs) to determine how homelessness designation is handled by those agencies.	12/2009	TANF, HUD, SSI, and CPS	Written notes from each meeting.
	Develop a standard definition, based on the McKinney-Vento Act, to use as a foundation and cultural basis for tribes to identify individuals impacted by homelessness and the possible services available.	3/2010	AIAN HS Grantees	Draft and final version of culturally appropriate definition.
	Based on the above definition, provide a tool for Head Start grantees to work with Policy Council, Tribal Council and parents, to develop a method to determine homelessness within their own communities.	6/2010	Head Start grantees, AIAN TA system.	Completed resource tool
	Provide information on supportive services for children and families experiencing homelessness.	6/2010	TANF, HUD, SSI, and CPS	List of supportive services

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Goal 5/ Priority: Services to Children with Disabilities

Objectives	Activities	Timeline	Collaborating with /Resources	Desired Outcomes/ Evaluation Measure
To provide AIAN Head Start programs with relevant legal and collaborative process information related to disability services for Head Start children and families.	Collect relevant information to clarify requirements for the following entities that address services for children with disabilities (legal responsibilities): - Part B –State level B.I.E. - Part C - IDEA - Head Start - LEAs (State)	3/2010	State Collaboration Offices	Compilation of legal responsibilities for these entities
	Distribute compilation of legal responsibilities to AIAN grantees, parents and parent organizations.	6/2010	AED ECKLC IHS Dept of Education NICHCY	Distribution lists
	Collect & compile different models of collaboration processes and MOU's that AIAN Head Start grantees could use to begin the collaborative process, and to assist them in building and maintaining strong partnerships.	2/2011		Toolkit or model published
	Development of FAQs to address legal and collaborative procedure and addressing disabilities.	2013 (Year 5)	NCAI	List of FAQs

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Goal 6: Conduct a Self-Assessment of NAIANHSCO work, based on established Annual Work Plans and NCAC-suggested modifications.

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Assess achievement of planned goals and objectives for NAIANHSCO.	Track and monitor progress made on NAIANHSCO goals, objectives and activities for Year 1 work plan.	Ongoing ✓	Database with components corresponding to collaboration priorities.	Documented progress and challenges reported for Year 1.
	Track and monitor progress made on goals, objectives and activities for Years 2-5.	Yearly, on contract date 2010 – 2013.	Revised database with components corresponding to collaboration priorities.	Documented progress and challenges reported for Years 2-5.
Submit self-assessment findings in Year-5 Annual Report	Listing of documented achievements and challenges.	9/27/2013	Database reports.	Record of progress made by NAIANHSCO.

Goal 7: Participate in American Indian/Alaska Native Head Start Study (Sec. 649 (k)).

Objectives	Activities	Timelines Projected Actual ✓	Resources	Desired Outcomes
Work in collaboration with AIAN programs, NIHSDA and AIANRC to undertake a set of research studies.	Participate in HSAIANRC scheduled meetings.	3/2009 ✓	HSAIANRC at U of Colorado-Denver. Set of AIAN grantees committed to research.	Knowledge of ongoing activities of AIAN research studies, applicable to other AIAN HS grantees.
Work in collaboration with OPRE, NIHSDA, and NORC to determine number of AIAN children nationwide eligible to participate in Head Start.	Review public comments from Federal Register solicitation and draft report to Congress.	1/9/09 ✓	Documents sent from Frank Fuentes.	Reviewed documents with comments relating to public comments, cultural appropriateness, etc.
	Participate in OPRE and AIAN meetings.	TBD	OPRE federal staff.	Keep abreast of progress of NORC study.