



CORPORATE BOARD MEETING

March 22, 2022

5:30 PM

Board of Directors

Client Stewart
Chair

Lori Thrower
Vice Chairman

Sharon Pyeatt
Secretary

Phyllis Weaver
Treasurer

Gerald Murray
Past Chair

Rhonda Weber

Dana Moore

Becky Tannery

Golda Slawinski, JD

Joseph Blanchard

LeAnne Pence

Leroy Giles

Sharon Pyeatt (PC Liaison)

Wendy Swatek, JD, MPA
Executive Director

AGENDA

Updates from the Field – Seminole Office Building

I. Call to Order

II. Approval of the Minutes of the February 15, 2022 Board Meeting.

III. Acceptance of Financial Reports

- A. December, 2021
- B. January, 2022

IV. Standing Business

- A. Discussion and/or Action re: Approval of Proposed Facility Projects Including Equipment Purchases Over \$5000.
- B. Discussion and/or Action re: Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member.

V. Consent Agenda

- A. Discussion and/or Action re: Acceptance of the Head Start Director's Report for February, 2022
 - 1. Facilities
 - 2. Enrollment
 - 3. Accidents
 - 4. Volunteer In-Kind
 - 5. Average Daily Attendance
 - 6. Meals Served (CACFP)
- B. Discussion and/or Action re: Acceptance of the Youth Services Program Statistical and Counseling Statistics for February, 2022.
- C. Discussion and/or Action re: OHS Program Instruction ACF PI-HS22-02, dated 2-24-22 Concerning Documenting Services to Enrolled Pregnant Women.
- D. Discussion and/or Action re: ACF- HSES Announcement for CLASS Review FY2022 Cancellation.

1333 W. Main Norman, Oklahoma 73069 (405) 292-6440 Fax: (405) 292-6442

All roads lead to home

VI. Old Business

- A. Discussion and/or Action re: Nomination of Andrea Marler to the Crossroads Board of Directors.

VII. New Business

- A. Discussion and/or Action re: Approval of the Minutes of 2nd Quarter Program Evaluation Committee Meeting for FY 2021-22.
- B. Discussion and/or Action re: Approval of the 2021 Annual Management Report. (Click link sent in email)
- C. Discussion and/or Action re: Approval of the 2021 Agency Budget Revision.
- D. Discussion and/or Action re: CARF Update.
 1. Policies and Procedures
- E. Discussion and/or Action re: Seminole Building Update.
- F. Discussion and/or Action re: CSBI New Location Update and City of Norman's New Warming Station.
- G. Discussion and/or Action re: Appointment of Jennifer Foster as Privacy Officer and Director of Counseling Services.
- H. Other Business Not Known at Time of Agenda Preparation.

VIII. Announcement

1. Board Recruiting
2. Open Positions

IX. Adjournment

Crossroads Youth & Family Services, Inc.

BOARD MEETING MINUTES

February 15, 2022

BOARD MEMBERS PRESENT: Lori Thrower (Vice Chair) , Gerald Murray (Past Chairman), Sharon Pyeatt (Secretary), Becky Tannery, Rhonda Weber, Joseph Blanchard, Leroy Giles and LeAnne Pence.

OTHERS PRESENT: Wendy Swatek, Kate Butler, John Griffith, Terrie Vicknair, Denise McClure, Karlee Marshall, Jennifer Prince, Tydree Lewis and Patricia Wiggs.

I. Call to Order

Vice-Chair Lori Thrower determined that a quorum was present, and the meeting was called to order at 5:40 pm.

II. Presentation of the Independent Audit – A motion to accept the Independent Audit was made by Past Chair Gerald Murray; followed by a second, the motion carried.

III. Presentation of the Child Observation Record C.O.R. X1, TSR and CLASS for Program Year 2021-2022. Education Coordinator, Leanne Condray and Assistant Education Coordinator Debbie Cornelius presented the Child Observation Record, C.O.R. X1, TSR and CLASS for Program year 2021-2022. A motion to accept the COR X1, TSR and CLASS was made by Past Chair Gerald Murray; followed by a second, motion carried.

IV. Approval of the Minutes of the January 18, 2022 Board Meeting.

A motion to approve the Minutes of the January 18, 2022 Board Meeting was made by Secretary Sharon Pyeatt; followed by a second, the motion carried.

V. Acceptance of Financial Reports

A. December, 2021

A motion to table the December, 2021 Financial Reports was made by Past Chair Gerald Murray; followed by a second, the motion carried.

VI. Standing Business

A. Discussion and/or Action re: Approval of Proposed Facility Projects Including Equipment Purchases over \$5,000: None.

- B. Discussion and/or Action re:** Approval of Report on Policy Council Meeting from Board Liaison/Policy Council Member. Policy Council Meeting not held for the month of February, 2022.

VII. Consent Agenda

- A. Discussion and/or Action re:** Acceptance of the Head Start Director's Report for January, 2022.
1. Enrollment
 2. Facilities
 3. Accidents
 4. Volunteer In-Kind
 5. Average Daily Attendance
 6. Meals Served (CACFP)
- B. Discussion and/or Action re:** Acceptance of the Youth Services Program Statistical and Counseling Statistics for January, 2022.
- C. Discussion and/or Action re:** Update on Continuing Grant Award #06H01083004-00.
- D. Discussion and/or Action re:** Program Instruction ACF PI-HS-22-01, final Rule on Flexibility for the HS Designation Renewals in Certain Emergencies.

A motion to approve the Consent Agenda was made by Secretary Sharon Pyeatt; followed by a second, the motion carried.

VIII. Old Business

- A. Discussion and/or Action re:** Update on HS Grant No. 06CH012045 for Lincoln and Seminole Counties. The Grant was completed and sent on February 2, 2022. A motion to accept the Update on HS Grant No. 06CH012045 for Lincoln and Seminole Counties was made by Past Chair Gerald Murray; followed by a second, the motion carried.
- B. Discussion and/or Action re:** Update on the Continuing Grant Award #06CH01083004-00. A motion to accept the Update on the Continuing Grant Award #06CH01083004-00 was made by Secretary Sharon Pyeatt; followed by a second, the motion carried.
- C. Discussion and/or Action re:** Program Instruction ACF PI-HS-22-01, Final Rule on Flexibility for the HS Designation Renewals in Certain Emergencies. A motion to accept the ACF PI-HS22-01, Final Rule on Flexibility for the HS Designation Renewals in Certain Emergencies was made by Past Chair Gerald Murray, followed by a second, the motion carried.

D. Discussion and/or Action re: Final Head Start Spend Down Review. A motion to accept the Final Head Start Spend Down Review was made by Leroy Giles; followed by a second, motion carried.

IX. New Business

A. Discussion and/or Action re: Annual Review and Approval of All Organizational Plans. (Crossroad Website Link)

1. Organizational Quality Policies
2. Human Resource Policies
 - a. Youth Services
 - b. HS/EHS Personnel Policies
3. Health and Safety Policies
4. Financial Policies
5. Behavioral Health Outpatient Program Policies
6. Emergency Youth Shelter Policies and Procedures
7. Governance
8. Job Descriptions

Motion to approve the Annual Review and Approval of All Organizational Plans was made by Past Chair Gerald Murray; followed by a second, motion carried.

B. Discussion and/or Action re: Approval of the Corporate Compliance Report: Synopsis of Litigation, Allegations of Wrongdoing, Malpractice, and Violation of the Code of Ethics for the Period of February 10, 2021 through February 09, 2022. A Motion to approve the Corporate Compliance Report: Synopsis of Litigation, Allegations of Wrongdoing, Malpractice, and Violation of Code of Ethics was made by Secretary Sharon Pyeatt; followed by a second, motion carried.

C. Discussion and/or Action re: Approval of the 425 Federal Cash Report. A motion to approve the 425 Federal Cash Report was made by Rhonda Weber; followed by a second, motion carried.

D. Discussion and/or Action re: Update of the CARF Review. Wendy Swatek stated that the CARF Review will be virtual this year and not date has been set at this time. A motion to accept the CARF Review was made by Past Chair Gerald Murray; followed by a second, motion carried.

E. Discussion and/or Action re: Motion to approve the Date Change of the March Board Meeting from March 15th to the 22nd. A motion to approve the Board of Directors March Board Meeting date to the 22nd was made by Past Chair Gerald Murray; followed by a second, motion carried.

F. Discussion and/or Action re: Appointment of Karlee Marshall as Grievance Coordinator. A motion to approve Appointment of Karlee Marshall as

Grievance Coordinator was made by Past Chair Gerald Murray; followed by a second, the motion carried.

- G. **Discussion and/or Action re:** Nomination of Andrea Marler to the Crossroads Board of Directors. Motion to table the Nomination of Andrea Marler to the Crossroads Board of Directors was made by Secretary Sharon Pyeatt; followed by a second, motion carried.
- E. **Discussion and/or Action re:** Other Business Not Known at Time of Agenda Preparation.
None

IX. **Announcements**

1. **Board Recruiting**
2. **Open Positions**

X. **Adjournment**

There being no further business, a motion to adjourn was made by Secretary Sharon Pyeatt; followed by a second, the motion carried, and the meeting was adjourned at 6:45 pm.

Sharon Pyeatt

Sharon Pyeatt (Mar 14, 2022 15:02 CDT)

Sharon Pyeatt, Board Secretary




Enrollment Summary

Funded Enrollment: 935
HS 595 EHS 340
Funded Enrollment 214
Lincoln /Seminole
Head Start

(See enrollment spreadsheet for detailed breakdown)

Facilities Summary

See facility update for details



CSBI Head Start/Early Head Start

No major facility issues at this time.

Baby Steps Teen Parent Program

This center has temporarily been relocated to Main St. location due to staffing issues

Main Street Head Start/Early Head Start

No major facility issues at this time

St. Stephens Head Start (Norman)

No major facility issues at this time.

Noble Head Start


No major facility issues at this time.

Little Axe Head Start

No major facility issues at this time.

Moore Head Start/Early Head Start

No major facility issues at this time.



Union Street Head Start (Shawnee)

Bethel Head Start

No major facility issues at this time.

Neighborhood Head Start

No major facility issues at this time.

Tecumseh Head Start

No major facility issues at this time.

Maud Head Street

No major facility issues at this time.

Learning Tree Head Start/Early Head Start

The new offices are completed

Treasured Moments Early Head Start

No major facility issues at this time

Seminole Child Development Center Early Head Start

No major facility issues at this time.

Seminole Head Start

This center opened on February 28,2022

Butner

No major facility issues

Sasakwa

No major facility issue, but has not been open due to lack of staff.

Beginnings

No major facility issues at this time

Children's Chateau Early Head Start

No major facility issues at this time

Education Engine

No major facility issues at this time

First Start Early Head Start

No major facility issues at this time.

Summit Ridge Head Start

No major facility issues at this time.

Agra

No major facility issues

Carney

No major facilities but it is not been opened due to lack of staff

Chandler

No major facility issues

Stroud

No major facility issues. The office space has been completed and the move will begin soon.

Prague

No major facility issues

Volunteer in-kind documentation

(See attached volunteer/in-kind spreadsheet for detailed breakdown)

Accident Report Summary

(See attached accident spreadsheet for detailed breakdown)

None for the month of August due to no classes open

Terrie Vicknair, HS/EHS Program Director

Date

**Crossroads Head Start
Enrollment Report
Master**

February 28, 2022

Head Start Recap by County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%- 100%)		Waiting List (101%- 130%)		Waiting List (130% ↑)		Pend ing
								EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL	
Cleveland	4/12closed 204	84	16	10	110	3	91	6	20	1	5	1	42	0
Comanche	3/12 closed 204	110	21	3	134	2	68	0	4	0	1	2	32	7
Pottawatomie	1/11closed 187	116	8	7	131	5	51	7	2	0	0	0	6	2
Lincoln	1/6closed 100	51	13	6	68	0	32	0	3	0	0	0	13	0
Seminole HS	4/5closed 85	30	0	1	31	1	53	0	1	0	0	0	3	1
Overall Totals	13 closed 780	391	58	27	474	11	295	13	30	1	6	3	96	10
Cleveland County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%- 100%)	Waiting List (101%- 130%)	Waiting List (130% ↑)	Waiting List (130% ↑)	Waiting List (130% ↑)	Pend ing	
CSBI	34	24	0	0	24	1	9	4	2	0	2	1	5	0
Little Axe	17	10	0	4	14	0	3	0	0	0	0	0	4	0
Main Street	34	20	8	2	30	1	3	1	9	1	2	0	6	0
Moore	2 CR closed 68	22	8	3	33	1	34	0	9	0	0	0	14	0
Noble	17	8	0	1	9	0	8	1	0	0	1	0	11	0
St. Stephens	2 CR closed 34	0	0	0	0	0	34	0	0	0	0	0	0	0
Totals	0 204	84	16	10	110	3	91	6	20	1	5	1	42	0

Master

February 28, 2022

Comanche County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (100%)		Waiting List (101%-130%)		Waiting List (130% ↑)		Pending	
								Transitions	WL	Transitions	WL	Transitions	WL		Transitions
Beginnings	68	38	5	1	44	2	22	0	0	0	0	0	0	7	0
Education Engine	102	52	13	1	66	0	36	0	0	0	0	1	14	4	4
Summit Ridge	34	20	3	1	24	0	10	0	4	0	1	1	11	3	3
Totals	204	110	21	3	134	2	68	0	4	0	1	2	32	7	7
Pottawatomie County															
Bethel	17	6	0	2	8	1	8	0	0	0	0	0	0	0	0
Learning Tree	17	17	0	0	17	0	0	0	0	0	0	0	0	0	0
Maud	17	11	1	0	12	0	5	0	0	0	0	0	1	0	0
Neighborhood	17	10	0	0	10	0	7	0	0	0	0	0	0	0	0
Tecumseh	34	25	4	2	31	2	1	0	1	0	0	0	3	0	0
Union Street	85	47	3	3	53	2	30	7	1	0	0	0	2	2	2
Totals	0	187	116	8	131	5	51	7	2	0	0	0	6	2	2

Total:

OI Currently 20

OI Remainir 27

Crossroads Head Start

Enrollment Report

Master

February 28, 2022

Lincoln County	Funded Enrollment		Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%-100%)		Waiting List (101%-130%)		Waiting List (130% ↑)		Pending	
									EHS Transitions	WL	EHS Transitions	WL	EHS Transitions	WL		
Agra		17	10	4	2	14	0	3	0	0	0	0	0	0	2	0
Carney	Not open	17	0	0	0	0	0	17	0	0	0	0	0	0	0	0
Chandler		15	8	5	0	13	0	2	0	0	0	0	0	0	11	0
Davenport		17	15	0	2	17	0	0	0	1	0	0	0	0	0	0
Prague		17	8	3	0	11	0	6	0	2	0	0	0	0	0	0
Stroud		17	10	1	2	13	0	4	0	0	0	0	0	0	0	0
Totals	0	100	51	13	6	68	0	32	0	3	0	0	0	13	0	0
Seminole HS County																
Butner		17	13	0	1	14	1	2	0	0	0	0	0	0	0	1
Sasakwa	Not open	17	0	0	0	0	0	17	0	0	0	0	0	0	0	0
Seminole HS	Not open	51	17	0	0	17	0	34	0	1	0	0	0	0	3	0
Totals	0	85	30	0	1	31	1	53	0	1	0	0	0	3	1	1

Total:

Currently: 7

Remaining: 2

Crossroads Early Head Start

Enrollment Report

Master

February 28, 2022

Early Head Start Recap by County	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%-100%)	Waiting List (101%-130%)	Waiting List (130% ↑)	Pending
Cleveland	96	51	4	2	57	22	17	35	12	26	2
Comanche	136	100	15	2	117	5	14	0	1	40	5
Pottawatomie	76	69	3	0	72	2	2	19	2	16	7
Seminole	32	29	0	0	29	3	0	11	1	13	0
Overall Totals	340	253	22	4	279	27	34	82	14	94	7
Cleveland County EHS Sites	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%-100%)	Waiting List (101%-130%)	Waiting List (130% ↑)	Pending
Baby Steps	16	0	0	0	0	6	10	0	0	0	0
CSBI EHS	24	13	2	2	17	6	1	11	3	3	2
Main St. EHS	32	24	2	0	26	4	2	11	5	12	0
Moore EHS	16	8	0	0	8	4	4	11	4	6	0
Noble EHS	8	6	0	0	6	2	0	2	0	5	0
Totals	96	51	4	2	57	22	17	35	12	26	2

Crossroads Head Start/Early Head Start

Enrollment Report

Master

February 28, 2022

Comanche County EHS Sites	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%-100%)	Waiting List (101%-130%)	Waiting List (130% ↑)	Pending
Children's Chateau	32	24	4	0	28	2	2	0	0	4	0
First Start	32	23	4	1	28	0	4	0	0	9	0
Summit Ridge	16	13	1	1	15	1	0	0	1	11	3
Education Engine	32	20	0	0	22	2	8	0	0	8	0
Beginnings	24	20	4	0	24	0	0	0	0	8	2
Totals	136	100	15	2	117	5	14	0	1	40	5
Pottawatomie County EHS Sites	Funded Enrollment	Current Enrollment (0% to 100%)	Current Enrollment (101% to 130%)	Current Enrollment (130% ↑)	Total	Vacancies w/in 30 days	Vacancies past 30 days	Waiting List (0%-100%)	Waiting List (101%-130%)	Waiting List (130% ↑)	Pending
Bethel	8	7	0	0	7	0	1	0	0	2	0
Learning Tree	36	34	1	0	35	1	0	19	2	14	7
Neighborhood	8	8	0	0	8	0	0	0	0	0	0
Measured Moment	8	5	2	0	7	0	1	0	0	0	0
Union Street	16	15	0	0	15	1	0	0	0	0	0
Totals	76	69	3	0	72	2	2	19	2	16	7
Seminole County EHS Sites	Funded Enrollment										
Seminole	32	29	0	0	29	3	0	11	1	13	0

Total:

OI currently: 4

OI remaining: 26

Location (Site)	Date	Ident. Ty	Description of the Incident	Injury
Report: Accident Report for Policy Council				
Beginnings Academy EHS	2/17/22	Minor	Bit down on toy spatula, broke, cut mouth	Cut on left side of mouth
Beginnings Academy EHS	2/22/22	Minor	Opening door hit child	Swollen area R side forehead
Beginnings Academy HS	2/11/22	Minor	Dancing, slipped, fell, hit back of head	Reddened bump back of head
Bethel Acres EHS	2/14/22	Minor	Fell while playing	Scraped nose
Bethel Acres HS	2/15/22	Minor	Fell from climbing toy	Small cut on upper face
Children's Chateau EHS	2/09/22	Minor	Other child put arm around, causing fall	Swollen area lower area of head
CSBI EHS	2/01/22	Minor	Fell from riding toy	Bumped his forehead
CSBI EHS	2/02/22	Minor	Child fell while working	Cut on upper lip
CSBI EHS	2/08/22	Minor	Collided with child while running	Cut on L lower lip
CSBI EHS	2/11/22	Minor	Fell while climbing on climber ramp	Scrape on R cheek
CSBI EHS	2/17/22	Minor	Lost balance and fell	Swollen area on upper lip
CSBI HS	2/01/22	Minor	Ran into friend while playing	No mark
CSBI HS	2/10/22	Minor	Playing and a friend scratched him	Scratch on right side of nose
CSBI HS	2/11/22	Minor	Tripped and fell while playing	Hit his head on cabinet
CSBI HS	2/15/22	Minor	Playing with friends and was hit by a thrown objec	Swollen area on R ear
Learning Tree EHS	2/01/22	Minor	Hit by a thrown toy	Scrape on right upper eye
Learning Tree EHS	2/07/22	Minor	Tripped and fell while playing	Bump on left side of forehead
Learning Tree EHS	2/07/22	Minor	Fell from cot while fight sleep	Skin discoloration on forehead
Learning Tree EHS	2/08/22	Minor	Fell while playing on the pavement	Bloody nose, scrape on nose
Learning Tree EHS	2/09/22	Minor	Lost balance and fell while playing	Skin discoloration on forehead
Learning Tree EHS	2/14/22	Minor	Picked chair up and it hit her mouth	Busted lip
Learning Tree EHS	2/14/22	Minor	Running and fell into table	Bloody lip
Learning Tree HS	2/08/22	Minor	Hit by a toy during work time	Cut to forehead

Location (Site)	Date	Ident Ty	Description of the Incident	Injury
Main Street EHS	2/09/22	Minor	Running and fell	Skin discoloration on forehead and eyebrow
Main Street HS	2/22/22	Minor	Child scratched her face	Scratch on right cheek
Neighborhood EHS	2/07/22	Minor	Tripped while playing with a toy	Carpet burn on forehead
Neighborhood EHS	2/07/22	Minor	Tripped and fell while walking	Bloody lip
Neighborhood EHS	2/14/22	Minor	Lost balance while walking	Swollen area on upper head and face
Stroud	2/16/22	Minor	Child bite	Bite mark on right arm
Tecumseh HS	2/11/22	Minor	Child bite	Child bit his forehead
Tecumseh HS	2/16/22	Minor	Child bite	Child bite on back
Union Street EHS	2/09/22	Minor	Tripped and fell while walking	Swollen lip
Union Street EHS	2/16/22	Minor	Hand pinched in door	Skin discoloration on hand
Union Street EHS	2/16/22	Minor	Fell out out basket with playing	Skin discoloration on R eye
Union Street HS	2/10/22	Minor	Fell while running	Scraped left elbow
Union Street HS	2/10/22	Minor	Collided with a peer on the playground	Busted lip
Union Street HS	2/10/22	Minor	Collided with friend while playing	Busted lip
Union Street HS	2/11/22	Minor	Running and fell	Bloody nose
Union Street HS	2/15/22	Minor	Fighting with peer on playground	Scrape on lower right eye

Crossroads Head Start/Early Head Start
Volunteer Inkind Report
January 2022

Location	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Early Head Start															
Baby Steps EHS	369.37	511.11	450.98	519.70			197.87	326.42	274.88	249.11	416.62	408.03	3,723.79	8,246.40	45.2%
Beginnings Academy EHS	1,859.74	1,769.84	1,795.31	1,846.85	2,229.11	2,138.91		1,980.00	1,679.35	1,821.09	1,211.19	1,503.25	19,834.33	12,369.60	160.3%
Bethel EHS	25.77		253.41	236.23	193.28		356.49					214.75	1,279.93	4,123.20	31.0%
Children's Chateau	986.16	1,155.36	1,099.52	996.44	1,052.28	798.87		962.08	1,181.13	1,595.30	644.25	2,714.44	12,758.02	16,492.80	77.4%
CSBI EHS	2,267.76	1,928.46	2,027.18	2,548.91	1,708.41	3,208.37	322.13	1,817.02	1,809.90	1,081.69	1,399.31	1,919.87	17,033.82	12,369.60	128.9%
Education Engine EHS	1,181.13	1,473.19	1,545.20	1,614.92	1,638.26	1,838.26	914.84	1,876.32	1,851.15	1,958.52	1,387.29	2,065.90	19,271.70	12,369.60	174.7%
First Start EHS	1,602.04	1,537.61	2,027.24	699.55	1,938.26	2,400.91	1,005.03	2,308.88	1,546.20	4,028.71	1,357.22	2,850.02	23,000.87	16,492.80	116.8%
Main Street EHS	1,735.18	2,315.01	2,379.43	2,564.12	2,650.02	2,130.32	594.72	1,529.02	1,267.03	1,773.84	790.28	871.89	20,590.26	16,492.80	124.8%
Moore EHS	1,275.62	1,541.91	1,892.23	1,576.27	1,838.26			3,543.38		1,430.24	1,215.49	1,163.95	16,995.35	8,246.40	206.1%
Neighborhood EHS									103.08	389.44	455.27	485.34	1,443.13	4,123.20	35.0%
Noble EHS	519.70	614.19	395.14	382.26	433.80		639.96	205.16	536.88	974.97	399.44	605.50	5,706.10	16,492.80	136.4%
Seminole EHS	1,636.40	1,548.20	1,086.64	1,090.93	1,249.85	1,832.10	1,112.41	1,749.68	1,408.76	962.08	1,047.98	1,872.62	15,652.62	16,492.80	94.9%
Summit Ridge EHS	592.71	736.74	1,228.08	1,181.13		635.66	154.62	579.63	519.70	1,327.16	1,047.98	1,872.62	9,874.23	8,246.40	119.7%
Treasured Moments	339.31	382.26	541.17	438.09			128.85	257.70		734.45	171.80	339.31	3,332.94	4,123.20	80.8%
Union Street EHS	373.67	347.90	193.28	360.78	240.52	328.42	128.85	781.69	1,644.99	936.31	760.22	1,349.63	7,443.26	4,123.20	180.5%
SubTotal	15,534.78	18,814.97	19,260.72	18,345.28	14,998.17	17,446.30	5,549.17	19,270.10	17,595.68	20,986.61	12,567.20	22,213.79	198,565.77	173,174.40	114.7%
Head Start															
Beginnings Academy HS	1,773.84	2,512.58	2,327.89	1,305.68		68.72		5,416.00	3,075.22	3,659.34	2,564.12	4,930.66	27,634.05	35,047.20	78.9%
Bethel HS		34.36	309.24	309.24		94.48							747.33	8,761.60	8.5%
CSBI HS	644.25	1,868.33	1,915.57	768.81		1,597.74	118.49	1,730.89	2,100.26	1,200.72	633.48	2,233.40	14,811.94	17,523.60	84.5%
Education Engine HS	3,723.77	4,857.65	4,683.19	2,916.31	687.20	618.48	854.71	3,947.11	4,320.77	4,690.14	4,101.73	5,729.53	41,130.59	52,570.80	78.2%
Learning Tree HS	1,194.01	1,047.98	1,286.50	1,030.80		1,735.18	47.25	81.61	412.32	1,352.93		1,103.82	9,294.40	8,761.60	106.1%
Little Axe	395.14	708.68	554.06	708.68			343.60		1,687.94	914.84	575.63	1,236.96	7,125.43	8,761.60	81.3%
Main Street HS	1,876.92	2,134.62	2,156.09	352.19	691.50	455.27		1,322.86	1,941.34	2,211.93	1,069.46	1,962.82	16,175.00	17,523.60	92.3%
Maud	1,219.79	515.40	1,181.13	1,099.52			128.85	652.84		1,683.64	893.36	1,284.21	8,658.74	8,761.60	98.8%
Moore HS	1,696.53	1,705.12	2,254.88	897.66	700.69			773.10	2,907.72	1,571.97	996.44	1,868.33	15,372.44	35,047.20	43.9%
Neighborhood HS	154.62		1,039.39	506.81					963.38	571.24	485.34		4,489.59	8,761.60	101.3%
Noble HS	932.02	1,649.28	1,017.92	536.88			214.75	554.06		556.35	1,078.05	1,103.82	8,673.51	8,761.60	101.3%
SI Stephens	390.85	605.60	279.18	262.00									1,637.63	17,523.60	6.8%
Summit Ridge HS	1,610.63	2,040.13	1,856.44	1,202.60	412.32				2,362.25	2,173.27	1,606.33	1,486.07	16,784.87	17,523.60	95.6%
Tecumseh	1,765.25	1,584.79	1,864.03	1,773.84				1,567.68	1,911.28	1,932.75	2,130.32	4,535.52	19,036.46	17,523.60	108.6%
Union Street HS	267.70	691.50	785.99	326.42	296.36		180.39	936.31	1,580.56	700.09	515.40	1,361.52	7,632.24	45,303.00	17.4%
Sub Total	17,635.32	21,926.02	23,512.50	13,997.44	2,880.7	4,569.88	1,916.11	20,096.34	24,152.11	23,221.21	16,649.36	26,838.66	199,303.22	306,663.00	65.0%
Policy Council															
Total OverAll	33,170.10	38,740.99	42,773.22	30,345.72	17,786.24	22,016.18	7,467.28	39,366.44	41,747.79	44,207.82	29,216.76	51,050.45	397,888.99	479,937.40	92.9%

Crossroads Head Start/Early Head Start
 Volunteer InKind Report
 Lincoln County
 January 2022

Location	Sep	Oct	Nov	Dec	Jan	Total	Annual Goal	% Achieved
Agra	47.25	30.07	171.80	-	-	249.12	8,761.80	2.8%
Butner	746.07	1,055.15	944.90	585.59	1,155.36	4,487.07	8,761.80	51.2%
Carney	-	-	-	-	-	-	8,761.80	0.0%
Chandler	-	-	-	-	-	-	8,761.80	0.0%
Davenport	1,245.55	897.66	-	347.90	317.83	2,808.94	8,761.80	32.1%
Prague	416.62	528.29	70.84	755.92	584.12	2,355.79	8,761.80	26.9%
Sasakwa	-	-	-	-	-	-	8,761.80	0.0%
Seminole HS	-	-	-	-	897.66	897.66	26,285.40	3.4%
Stroud	236.23	68.72	429.50	-	343.60	1,078.05	8,761.80	12.3%
Total	2,691.72	2,579.89	1,617.04	1,689.41	3,298.57	11,876.63	96,379.80	12.3%

Crossroads HS/EHS

2301 - Average Daily Attendance

<All Records> Attendance Date: 2/1/2022 - 2/28/2022

Crossroads HS/EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Baby Steps EHS	31	17	0	8.00 (avg)	3.88	8	48.44%	6.00	64.58%
Beginnings Academy EHS	249	36	0	12.00 (avg)	20.75	24	86.46%	23.75	87.37%
Beginnings Academy HS	464	73	0	11.67 (avg)	39.88	51	77.98%	46.17	86.41%
Bethel Acres EHS	53	31	0	12.00 (avg)	4.42	8	55.21%	7.00	63.10%
Bethel Acres HS	69	9	0	12.00 (avg)	5.75	17	33.82%	6.50	88.46%
Children's Chateau EHS	291	59	1	11.75 (avg)	24.68	32	77.39%	29.75	83.14%
CSBI EHS	190	13	1	11.67 (avg)	15.93	24	67.86%	17.02	93.60%
CSBI HS	243	46	0	12.00 (avg)	20.25	34	59.56%	24.08	84.08%
Education Engine EHS	236	21	3	11.67 (avg)	20.30	24	84.29%	22.08	91.83%
Education Engine HS	605	113	0	11.20 (avg)	53.62	85	63.55%	63.76	84.26%
First Start EHS	266	43	0	12.00 (avg)	22.17	32	69.27%	25.75	86.08%
Learning Tree EHS	361	61	1	12.00 (avg)	30.09	36	83.56%	35.17	85.55%
Learning Tree HS	177	26	1	12.00 (avg)	14.75	17	86.76%	16.92	87.19%
Little Axe HS	112	6	27	11.00 (avg)	10.18	17	59.89%	10.73	94.92%
Main Street EHS	236	44	0	11.50 (avg)	19.65	32	64.13%	23.21	84.29%
Main Street HS	316	33	0	12.00 (avg)	26.33	34	77.45%	29.08	90.54%
Maud HS	89	55	0	12.00 (avg)	7.42	17	43.63%	12.00	61.81%
Moore EHS	91	12	0	11.00 (avg)	7.78	16	51.70%	8.85	88.35%
Moore HS	348	35	2	12.00 (avg)	29.00	34	85.29%	31.91	90.86%
Neighborhood EHS	68	28	0	12.00 (avg)	5.67	3	70.83%	3.00	70.83%
Neighborhood HS	38	32	0	12.00 (avg)	7.33	17	43.14%	10.00	73.33%
Noble EHS	61	16	0	12.00 (avg)	5.08	3	63.54%	6.42	79.22%
Noble HS	93	15	0	12.00 (avg)	7.75	17	45.59%	9.00	86.11%
Seminole EHS	304	65	12	12.00 (avg)	25.34	32	79.17%	30.75	82.38%
Summit Ridge EHS	158	18	0	12.00 (avg)	13.16	16	82.29%	14.66	89.77%
Summit Ridge HS	267	16	0	12.00 (avg)	22.25	34	85.44%	23.58	94.35%
Tecumseh HS	316	38	0	12.00 (avg)	26.33	34	77.45%	29.50	89.27%
Treasured Moments EHS	62	21	0	12.00 (avg)	5.17	3	64.58%	6.92	74.70%
Union Street EHS	155	23	2	12.00 (avg)	12.92	16	80.73%	14.83	87.08%
Union Street HS	485	93	0	12.25 (avg)	39.44	68	58.22%	47.08	83.91%
Crossroads HS/EHS	6,484	1,098	50	11.77 (avg)	547.27	800	68.78%	640.47	85.52%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

Crossroads HS/EHS

2301 - Average Daily Attendance

<All Records> Attendance Date: 2/1/2022 - 2/28/2022

Crossroads Lincoln/Seminole HS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Agra	181	29	0	15.00 (avg)	12.07	17	70.98%	14.00	86.19%
Butner	116	13	0	9.00 (avg)	12.89	17	75.82%	14.33	89.92%
Chandler	162	20	0	14.00 (avg)	11.57	15	77.14%	13.00	89.01%
Davenport	168	19	0	11.00 (avg)	15.27	17	89.84%	17.00	89.84%
Prague	82	47	0	12.00 (avg)	6.83	17	40.20%	10.75	63.57%
Seminole	150	0	0	12.00 (avg)	12.50	34	36.76%	12.50	100.00%
Stroud	131	25	0	12.00 (avg)	10.92	17	64.22%	13.00	83.97%
Crossroads Lincoln/Seminole HS	990	153	0	12.13 (avg)	82.05	134	61.07%	94.58	86.61%
Report Totals	7,474	1,251	50	11.81 (avg)	629.32	934	67.65%	735.05	85.66%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
REPORT OF FACILITIES OPERATING UNDER ONE INSTITUTION
OPERATING UNDER ONE INSTITUTION**

MONTH: February 2022 SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	SUPPLEMENT 3RD PM
01. Baby Steps DCC	8	6	6	6	23	23	22
20. Children's Chateau	12	28	28	28	291	291	291
03. CSBI	12	41	41	41	365	420	381
	12	24	24	24	196	242	216
	12	17	17	17	169	178	165
21. First Start EHS	12	28	28	28	255	261	240
14. Learning Tree	12	52	52	52	447	521	512
	12	17	17	17	125	169	165
	12	35	35	35	322	352	347
19. Main St Head Start	12	56	56	56	497	526	412
	12	30	30	30	290	313	229
	12	26	26	26	207	213	183
11. Moore Extend Day Hd Strt	12	41	41	41	430	433	206
	12	33	33	33	340	342	129
	12	8	8	8	90	91	77
13. Seminole ELC	12	29	29	29	154	155	130
27. Summit Ridge Head Start	12	39	39	39	418	420	346
	12	24	24	24	264	265	216
	12	15	15	15	154	155	130
16. Treasured Moments HS	12	7	7	7	50	50	50
25. Beginnings Academy	12	92	92	92	677	708	693
	12	47	47	47	442	462	448
	12	45	45	45	235	246	245
02. Bethel Acres	12	15	15	15	118	120	106
	12	8	8	8	67	69	65
	12	7	7	7	51	51	41
29. Education Engine	12	88	88	88	807	833	412
	12	66	66	66	581	597	206
	12	22	22	22	226	236	206
10. Little Axe Hd Strt	12	14	14	14	110	112	106
04. Maud HS	12	12	12	12	84	81	
06. Neighborhood Hd Strt	12	18	18	18	138	153	116
	12	10	10	10	79	87	84
	12	8	8	8	59	66	32
12. Noble Hd Strt	12	15	15	15	137	142	130
	12	9	9	9	89	93	89
	12	6	6	6	48	49	41

AGENCY WIDE MONTH: Feb-22

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Cleveland HS	172	171	164
Cleveland EHS	170	170	170
Pott HS	267	285	278
Pott EHS	194	195	195
Seminole EHS	120	120	120
Comanche HS	218	217	186
Comanche EHS	357	357	352
TOTALS	1498	1515	1465

15. St Stephens Hd Strt					0					
08. Tecumseh Hd Strt	12	31	31	31	31	309	315	312		
18. Crossroads Union St HS	12	68	68	68	68	599	617	399		
HS	12	53	53	53	53	454	471	253		
EHS	12	15	15	15	15	145	146	146		
TOTALS		650	650	650	650	6044	6306	4981		

I (We) certify that the above information is true and correct to the best of my (our) knowledge and that the same is supported by the records maintained in accordance with our Child and Adult Care Food Program Agreement.

By: _____ Date: _____

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
REPORT OF FACILITIES OPERATING UNDER ONE INSTITUTION**

MONTH: February 2022

SPONSORING ORGANIZATION: Crossroads Youth/Family

Complete and return with each month's claim for reimbursement. AGREEMENT NUMBER: DC-14-182

LIST EACH FACILITY	# DAYS	# ENROLLED	PARTICIPATION		# MEALS SERVED PROGRAM CHILDREN		
			FREE	TOTAL	BREAKFAST 1ST	LUNCH 1ST	SUPPLEMENT 3RD PM
Agra	15	14	14	14	0	0	0
Butner	9	16	16	16	113	115	0
Chandler	14	13	13	13	0	0	162
Davenport	11	17	17	17	0	0	134
Prague	12	11	11	11	72	80	79
Seminole	12	17	17	17	17	17	16
Stroud	12	13	13	13	131	131	114
TOTALS		101	101	101	333	343	505

I (We) certify that the above information is true and correct to the best of my (our) knowledge and that the same is supported by the records maintained in accordance with our Child and Adult Care Food Program Agreement.

By: _____ Date: _____

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
REPORT OF FACILITIES
OPERATING UNDER ONE INSTITUTION**

AGENCY WIDE

MONTH: _____

Feb-22

	# MEALS SERVED TO PROGRAM ADULTS		
	Breakfast	1st Lunch	PM Supp
Lin/Sem HS	157	155	64
TOTALS	157	155	64

Crossroads Youth & Family Services, Inc.				
Counseling & Emergency Shelter Statistical Summary				
FY 2021 / 2022				
	Month: February 2022	YTD Totals	FY22 Goal	% reached
Counseling Services: (TXIX & SS ONLY)				
# of Counseling Referrals	1	63	100	63%
# of Counseling Assessments (BHOP)	2	50	100	50%
# of Assessment (BHOP) Hours	4	108.5	175	62%
# of Initial Treatment Plans	1	27	60	45%
# of Initial Treatment Plan Hours	2	30.49	60	51%
# of Treatment Plan Reviews	7	51		
# of Treatment Plan Review Hours	2.84	21.43		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	9		
6-10 years	0	8		
11-14 years	1	18		
15-17 years	1	8		
18+ years	0	6		
# of Client Intakes by Community				
Moore	0	5		
Lexington	0	0		
Little Axe	0	0		
Noble	0	7		
Norman	2	31		
Newalla	0	0		
Other	0	5		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	61	NA		
# of New Clients	1	55		
# of Cases Closed	0	33		
Total # of Clients Served	62	105	500	21%
		YTD Totals	FY21 Goal	% reached
# of Individual Sessions	149	1260	1000	126%
# of Individual Therapy Hours	137.57	1162.43	1250	93%
# of Families Served (In Family Sessions)	13	103	100	103%
# of Family Therapy Hours	17.17	74.96	75	100%
Emergency Crisis Counseling Hours	2	4		
Case Management Sessions	0	0		
# of Transfer Clients Received	0	1		
# of Clients Transferred (include name of new therapist)	0	0		
		YTD Totals	FY21 Goal	% reached
Counseling Services: (CARS)				
# of Referrals	2	23	45	51%

# of Assessments	2	22	45	49%
# of Assessment Hours	6	51	85	60%
# of Initial Treatment Plans	3	19	30	63%
# of Initial Treatment Plan Hours	4.5	28.5	30	95%
# of Treatment Plan Reviews	5	19		
# of Treatment Plan Review Hours	5	19		
# of Treatment Plan Modifications	0	0		
Client Age at Intake				
0-5 years	0	0		
6-10 years	0	0		
11-14 years	0	2		
15-17 years	2	11		
18+ years	0	7		
# of Client Intakes by Community				
Moore	0	1		
Lexington	0	0		
Little Axe	0	0		
Noble	0	3		
Norman	1	14		
Newalla	0	1		
Other	1	2		
Monthly Case Count				
# of Clients Carried Forward (from previous month)	14	NA		
# of New Clients	1	19		
# of Cases Closed	1	16		
Total # of Clients Served	15	31	140	22%
Counseling Services Provided: (CARS)		YTD Totals	FY21 Goal	% reached
# of Individual Sessions	36	254	300	85%
# of Individual Therapy Hours	26.75	213.93	275	78%
# of Families Served: (In Family Sessions)	5	44	50	88%
# of Family Therapy Hours	3.75	38.75	75	52%
Emergency Crisis Counseling Hours	0	0		
# of Community-Based Prevention Groups	0	0		
Psychoeducational Groups: (CARS)		YTD Totals	FY21 Goal	% reached
# of New Clients Served: Shelter Group Rehab	0	0		
# of Group Rehab Hours	0	0		
# of Group Therapy Hours	4	12		
Teens and Parents in Partnership (TAPP)		YTD Totals	FY21 Goal	% reached
# of TAPP Referrals	1	7	30	23%
# of Enrollments (Intakes)	1	8	20	40%
Total # of Groups Completed	1	3	10	30%
Total # of Participants Completed	2	8	40	20%
Total # of Groups Currently in Progress	1	NA		
Total # of Participants Currently in Progress	2	NA		

Total # of Participants Referred to CYFS Counseling	0	0		
Total # of Participants Referred to Another Agency	0	0		
Truancy		YTD Totals	FY21 Goal	% reached
# of Truancy Referrals	0	2	10	20%
# of Enrollments (Intakes)	0	2	5	40%
Total # of Groups Completed	0	1	2	50%
Total # of Participants Completed	0	2	5	40%
Total # of Groups Currently in Progress	0	NA		
Total # of Participants Currently in Progress	0	NA		
Total # of Participants Referred to CYFS Counseling	0	0		
Total # of Participants Referred to Another Agency	0	0		
Psychoeducational Groups: (TXIX & SS ONLY)		YTD Totals	FY21 Goal	% reached
# of New Clients Served: Shelter Group Rehab	0	31		
# of Group Rehab Hours	7	72		
# of DID Classes	2	16		
# of DID Participants	16	78		
# of Community-Based Prevention Groups	66	117	72	163%
Emergency Shelter Services:		YTD Totals	FY21 Goal	% reached
# of Shelter Intakes	0	25		
# of Total Carryovers	7	43		
# of Total Kids Served	7	31		
# of Total Shelter Care Days	196	1366		
# of Kids Attending School	7	17		
# of Total School Hours	86	566		
# of Kids in Shelter Past 30 Days	0	10		
# of Outings	6	80		
# of Incident Reports	4	42		
# of Grievances	0	0		
# of Structured Recreation Hours	14.5	203		
# of Resident Intakes by Community/County				
McClain County	0	0		
Oklahoma County	0	5		
Canadian County	0	0		
Mayes County	0	1		
Seminole County	0	0		
Osage County	0	0		
Pottawattamie County	0	0		
Cleveland County	0	4		
Tulsa County	0	0		
Major County	0	0		
Bryan County	0	0		
Comanche County	0	4		
Logan County	0	1		
Wagnor County	0	0		

Pushmataha County	0	1		
Blaine County	0	1		
Woodward County	0	1		
Custer County	0	1		
Garfield County	0	1		
Muskogee County	0	2		
Grady County	0	1		
Carter County	0	2		

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-02	2. Issuance Date: 2/24/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Early Head Start; pregnant women; pregnant people; data; documentation	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Documenting Services to Enrolled Pregnant Women

INFORMATION:

This Information Memorandum (IM) offers best practices for Early Head Start (EHS) programs in tracking services delivered to enrolled pregnant women, both directly and from community partners. It is supported by a toolkit of Early Childhood Learning and Knowledge Center (ECLKC) resources that EHS programs can use to identify ways to better engage expectant families.

Section 645A(a) of the Head Start Act authorizes funding for EHS programs to provide services that encompass the full range of the family's needs, from pregnancy through a child's third birthday, to promote the child's development and move the parents toward self-sufficiency. EHS programs are not required to enroll expectant families, but many choose to enroll pregnant women, as well as pregnant transgender or nonbinary people, based on community needs. In their grant applications, programs are required to identify the total number of pregnant women they anticipate serving each program year. Programs must provide all enrolled pregnant women high-quality prenatal and postnatal education and help them access comprehensive prenatal services through referrals to other programs in the community (45 CFR §1302.30). For purposes of meeting these requirements, programs should consider and include any pregnant person served by the program.

It is also important for programs to be able to account for any services provided either directly or through referral to community partners. Collecting and analyzing this data informs the ongoing conversations EHS program staff have with the expectant parent around their needs before and after baby is born. Service data, along with other screening and assessment data, informs planning for the individual and collective needs of expectant families served by the program.

Tracking and Recording EHS Program Services to and Interactions with Enrolled Pregnant Women

EHS programs providing services to pregnant women must identify their unmet needs and connect the family with resources in the community to promote positive health outcomes for

both parents and babies. Programs should have a system to record interactions with expectant families that documents contact and identified needs. Programs should also have a way to track the type and content of services delivered to pregnant enrollees.

For example, if a home visitor meets with an enrolled pregnant mother to discuss the benefits of breastfeeding, the record for that interaction should go beyond just the date of the home visit. It should include specifics about the home visit, such as details about the specific breastfeeding information and any other parenting concepts, skills, and healthy practices discussed. The records should summarize the conversation and offer adequate details about any resources shared with the family. Any information or resources provided to pregnant families on best practices for safe sleep, breastfeeding, and adherence to the Early and Periodic Screening, Diagnostic, and Treatment schedule should be culturally responsive and inclusive of people from all racial, ethnic, and cultural backgrounds.

All Head Start programs are already required to have systems in place to track attendance for each child they serve, per [45 CFR §1302.16\(c\)](#). EHS programs may use their existing systems to record interactions with expectant families.

Tracking Services Enrolled Pregnant Women Receive from Community Partners

Programs should also have a system in place to consistently track the services enrolled pregnant women receive from community partners. To serve enrolled expectant families to the greatest extent possible, programs must facilitate their ability to access comprehensive services through referrals that include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence ([45 CFR §1302.80\(c\)](#)). EHS programs establish ongoing collaborative relationships and partnerships with community organizations to leverage existing funds for these resources and services ([45 CFR §1302.53\(a\)](#)). Community providers – like the local Women, Infants and Children (WIC) agency, La Leche League International, Healthy Start, local mental health centers, OB/GYN physicians, midwives, doulas, and health clinics – are excellent resources for services through referral.

To better track services that enrolled pregnant people receive through referral, EHS programs may establish partnerships such as working collaboratives, data-sharing agreements, or memoranda of understanding (MOU) with community providers. Programs must protect the privacy of records as required in [45 CFR §1303 Subpart C](#) when sharing information with other service providers. If an EHS program elects to establish an MOU with a community service provider, additional information on how to do so can be found on the [EHSO](#).

To illustrate how partnerships can help EHS programs better track services expectant families receive from community providers, consider the following scenario:

An EHS program develops a partnership with its local WIC agency to share eligibility and nutritional information regarding pregnant enrollees. The EHS program refers an enrolled pregnant mother to the local WIC agency for a nutritional assessment. Based on the terms of the partnership, and with the permission of the enrollee, the local WIC

agency shares their records with the EHS program to include information about the nutritional assessment, nutrition and breastfeeding classes the pregnant mother participates in, and food package prescriptions made to address prenatal nutrition needs. The EHS program has the information they need to provide documentation beyond just the date the program referred the enrolled pregnant woman to the local WIC agency, including a summary of the follow-up services the local WIC agency prescribed.

The more information and data that can be shared between the EHS program and the local WIC agency under the terms of the partnership, the easier it is for EHS programs to ensure expectant families get the support and services they need. Programs also use such data to inform planning and decisions, as well as documenting the services the pregnant woman receives.

Conclusion

We encourage EHS programs to identify ways to better document program interactions with enrolled pregnant women and people, as well as services they receive from community providers. The resources offered on the [ECLKC](#) provide further support in implementing high-quality services for expectant families in this challenging time.

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families as we continue to navigate the COVID-19 pandemic.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

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CLASS Review Cancelled for FY2022

HA HSES Announcements <notice@hsesannouncements.org> 👍 ↶ ⏪ → ...
Wed 2/9/2022 4:00 PM
To: Terrie Vicknair



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | www.aclkc.ohs.acf.hhs.gov

Dear Grantee:

Re: 06CH010830

The Head Start Program Performance Standards, 45 CFR Part 1304, Subpart B, outline the use of the CLASS: Pre-K instrument as part of the Designation Renewal System (DRS). The scores of the CLASS are one of the seven conditions used to determine whether an organization currently administering a Head Start program will receive an automatic renewal of their grant at the end of the current project period.

The OHS is required to conduct a CLASS review for every grantee operating a Head Start program before the end of its current five-year project period. Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS will not be conducting CLASS reviews this year. Further, OHS will not conduct a CLASS review for your grant for the remainder of your current grant's project period, per our authority under § 1304.17 of the Head Start Program Performance Standards. OHS will rely on its monitoring reviews and federal oversight to promote the provision of high-quality education services for all enrolled children.

Sincerely,

/Bernadine Futrell/

Dr. Bernadine Futrell
Director
Office of Head Start

MINUTES OF PROGRAM EVALUATION COMMITTEE MEETING
FISCAL YEAR 2021 / 2022
2nd QUARTER
February 25th, 2022

ATTENDEES: Lori Thrower, Ty Lewis, Kaylee Marshall, Roxanna Namjou, and Mike Templeton

Behavioral Health Outpatient Program (BHOP)

This program targets Cleveland County children under the age of 18 and their families who are eligible for counseling services. BHOP services include individual, group, and family counseling; emergency crisis counseling; school-based counseling services, etc.

GOAL: To increase the level of individual and family functioning, stability, and communication through behavioral health services.

Progress toward this goal is measured through quarterly assessments using the following:

- Level of Service Objectives and Measures
- Effectiveness Objectives and Measures
- Efficiency Objectives and Measures
- Client Satisfaction

Levels of Service (Output)

Service Type	Projected by 6/30/21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 st	2 nd	3 rd	4 th		
Assessment/BHOP							
- Clients served	100	20	23			43	43.00%
- Hours of service	175	45	46.5			91.5	52.29%
- Individuals referred	100	31	28			59	59.00%
Initial Treatment Plan	60	10	15			25	41.67%
Treatment Plan Reviews	NA	12	17			29	NA
2 Family Counseling	100	12	40			52	52.00%
- # of Families Served: (In Family Sessions)	75	9.09	22.17			31.26	41.68%
- # of Family Therapy Hours							

Individual Counseling - # of Individual Therapy Hours	1250	378.35	483.4			861.75	68.94%
Clients who stayed past 3 months	NA	NA	NA			NA	NA
Norman Public Schools Psychoeducation Group Participants	84	0	31			0	36.90%
Norman Public Schools Psychoeducation Group Hours	72	0	36			36	50.00%

Major Policy Issues/Recommendations:

No major policy issues or recommendations at this time.

This quarter, we were able to establish psychoeducation groups at Norman Public Schools. We completed a total of 6 groups and were able to serve 31 students. We intend on offering these psychoeducation groups to Norman Public Schools in the Spring Semester and doubling the amount of groups that we completed in the Fall Semester.

Community At-Risk Services (CARS)

This program targets Cleveland County children under the age of 18 and their families who are eligible for counseling services. BHOP services include individual, group, and family counseling; emergency crisis counseling; school-based counseling services, etc.

GOAL: To increase the level of individual and family functioning, stability, and communication through behavioral health services.

Progress toward this goal is measured through quarterly assessments using the following:

- Level of Service Objectives and Measures
- Efficiency Objectives and Measures

Levels of Service (Output)

Service Type	Projected by 6/30/21	Quarter				Year- To-Date	% Achieved [Goal is 75%]
		1 st	2 nd	3 rd	4 th		
Assessments							
- Clients served	45	3	13			16	35.56%
- Hours of service	85	6	28			34	40.00%
- Individuals referred	45	5	11			16	35.56%
Initial Treatment Plan	30	1	10			11	36.67%
Treatment Plan Reviews	NA	1	4			5	NA
Family Counseling							
- # of Families Served: (In Family Sessions)	50	12	8			20	40.00%
- # of Family Therapy Hours	75	9.75	7.75			17.5	23.33%
Individual Counseling							
- # of Individual Therapy Hours	275	15	79.05			94.05	34.20%
Group Therapy - # of Group Therapy Hours	NA	0	5			5	NA

Major Policy Issues/Recommendations:

No major policy issues or recommendations at this time.

First Time Offender Program (FTOP)

This program serves at-risk youth ages thirteen (13) to eighteen (18) that have encounter law enforcement and the juvenile justice system for social rules violations. Youth are offered intake/assessment and referral services that can include group, individual, and family counseling; mentoring or tutoring; and psycho-educational classes of 12 hours' duration to help prevent or intervene in any continued school failure, delinquency, or family problems.

GOAL: To decrease continued risk for juvenile delinquency in pre-delinquent youth or first-time offenders in Cleveland County.

- Levels of Service
- Effectiveness Objectives and Measures
- Efficiency Objectives and Measures
- Client Satisfaction

Levels of Service (Output)

Service Type	Projected by 6/30/21	Quarter				Year-To-Date
		1 st	2 nd	3 rd	4 th	
Referrals Received						
Family	30	3	2			3
#Intake/Assessments						
- Clients served:		4	6			4
Teens		2	3			2
Parents		2	3			2
- Hours of service		2	6			2
Pro-Social Skills (total):						
Large Group	5	0	0			0
Individual Families		2	2			2
- Clients Served		4	4			4
- Hours of service		16	5.5			16

Effectiveness

Effectiveness Objectives	Effectiveness Measures	Effectiveness Results
Each parent and youth completing the service will agree it was useful in key areas of skill development	Average rating of at least "4" (<i>Useful</i>) on a five (5) point Likert Scale ranging from 5 ("Very Useful") to 1 ("Not At All Useful") across six (6) skill areas [<i>see chart below</i>]	N/A # of Surveys (parents) N/A # of Surveys (youth) N/A Overall Program Effectiveness average score N/A Overall Program Evaluation Score

PROGRAM EFFECTIVENESS RATINGS

Component	Youth	Parents/Guardians	Average
Adolescent Development	N/A	N/A	N/A
Juvenile Justice System	N/A	N/A	N/A
Communication Skills	N/A	N/A	N/A
Anger Management	N/A	N/A	N/A
Problem Solving/Decision Making	N/A	N/A	N/A
Value Awareness/Cultural Sensitivity	N/A	N/A	N/A
Totals	N/A	N/A	N/A

In addition, data was gathered for OAYS effectiveness ratings over the quarter. Scores are based on a five (5) point Likert Scale with "1" being "Strongly Disagree" to "5" being "Strongly Agree".

PROGRAM EVALUATION RATINGS

Component	Youth	Parents/Guardians	Average
Intake Clarity	N/A	N/A	N/A
Treated with Dignity and Respect	N/A	N/A	N/A
Facilitator Promptness	N/A	N/A	N/A
Ability to Handle Problems More Effectively	N/A	N/A	N/A
Benefit to Others	N/A	N/A	N/A
Totals	N/A	N/A	N/A

Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results
At least 85% of enrolled adolescents and their parents will successfully complete the program	Success/fail rate, based on attendance at all six classes and expressed in a %.	N/A % of successful completion

Major Policy Issues/Recommendations:

There are currently no major policy recommendations.

For the second quarter of 2022, there was not in person representation at both juvenile and truancy dockets in Norman due to the continued vacancy of the FTOP/counselor position (since July 2021). The previous coordinator has contracted with CYFS to continue instructing classes for the FTOP program until the position is filled. The previous coordinator also communicates with representatives from each court when needed.

There continues to be a low referral rate for the FTOP program. Interestingly, many of the FTOP referrals received have derived from Edmond Municipal Court or Moore Court, due to juveniles who are Norman residents committing a misdemeanor in other cities.

In October 2021, an individual TAPP class began. However, only the parent was in attendance, not the teen. Another chance was given to the teen to start the program. By the second class of the program, the teen appeared to be intoxicated and refused to continue the program. Ultimately, he was not appropriate for the TAPP program and needed a higher level of care. His parent noted that he was about to begin individual counseling with his previous therapist. Drug counseling was also recommended to the court.

In December 2021, another individual TAPP class began, and was successfully completed in January 2022 (carried into the next quarter). Unfortunately, due to the participant's schedule and the holidays, we couldn't cleanly begin and complete the TAPP program in the month December. Their program effectiveness and program evaluation ratings will be presented in the 3rd quarter. In addition, we had two participants complete the Truancy Diversion Program in December 2021.

Emergency Youth Shelter

This program targets children from Cleveland and McClain Counties who are under the age of 18 and are experiencing a crisis such as being removed from home because of alleged abuse/neglect, running away from home, losing parents through death/divorce, etc.

GOAL: To provide a safe non-threatening environment of 24-hour care to meet the immediate needs of children experiencing crisis.

Progress toward this goal is measured through quarterly assessments using the following:

- Levels of Service
- Effectiveness Objectives and Measures
- Efficiency Objectives and Measures
- Client Satisfaction

Levels of Service

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved Goal (25%)
Children Served	300	16	13			29	9.67%
Shelter Intakes	200	13	9			22	11.00%
Days of Care	2,500	499	458			957	38.28%

Resident Satisfaction

Satisfaction Objectives	Satisfaction Measures	Resident Satisfaction Results
The average score on the consumer satisfaction survey completed by residents at discharge will be at least "4"	Scores on a five- point Likert Scale ranging from "1" (Strongly Disagree) to "5" (Strongly Agree)	<i>See results in chart below</i>

RESIDENT SATISFACTION SURVEY RESULTS	Average Score For Quarter
1. I felt welcome in my out of home placement.	5
2. The rules and expectations were clearly explained to me.	4.8
3. During my stay, I have felt there were staff I could go to with a problem or if I just wanted to talk.	5
4. I felt safe during my stay in out of home care.	5
5. Overall my stay was positive.	5

Notes: We had a total of 6 residents discharge during the 2nd quarter. All but one was able to complete surveys. The one resident who did not complete survey was discharged from the center without any prior notice.

Grievances

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD
Total Grievances	0	0			0
Total Grievances Resolved	0	0			0
Method of Resolution	NA	NA			NA

Notes:

Efficiency

Efficiency Objective	Efficiency Measure	Efficiency Results by Quarter			
		1 st	2 nd	3 rd	4 th
To place 90% (30) of all residents within 30 days of their admission date (max number of residents is 12)	Number of residents in Shelter past 30 days	6	3		

GOAL: Provide recreational, mentor, and other structured activities for youth residing in the Shelter.

Note: Due to Covid-19, projections have been reduced. Village Mentors have been removed entirely for FY 2021 due to the pandemic. College mentors were unable to physically enter the shelter.

Level of Service Goals, by June 30, 2021:

- To provide five (5) hours of structured activities per week (260 hours total)
- To provide at least two (2) staff-supervised outings per month during the school year (24 total) for Shelter residents
- To supervise 25 Shelter College mentors
- To coordinate 10 special mentor events in the Shelter
- To provide structured activities and a recreation program throughout the year and as an alternative to summer school classes for Shelter residents

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Structured Activities / Recreation	NA	81	73.5			154.5	NA
Staff Supervised Outings	24	32	37			69	287.5%
College Paraprofessionals	40	0	22			22	55.00%
Special Paraprofessional Events	4	0	0			0	0%

GOAL: Provide counseling and case management services to meet the emotional and dispositional needs of Shelter residents.

Level of Service Objectives, by June 30, 2021:

- To provide 200 hours of case management services (assessment, discharge planning, linkage, and advocacy)
- Ideally, we want the Emergency Youth Shelter to have as little crisis incidents as possible. The goal is not to strive for perfection, but rather to better manage situations as they arise and provide resources for staff members and residents.

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Case Management Services	200	NA	NA			NA	NA

GOAL: Provide a Shelter-based educational program, staffed by a certified Norman Public School teacher, for youth residing in the Shelter.

Level of Service Objectives:

- To provide 95% of all school-aged Shelter residents daily classroom instruction based on their individual levels and abilities during the 2020-2021 school year.
- To provide 860 hours of classroom time for school-aged Shelter residents during the 2020-2021 school year.

	Projected	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD	% Achieved
Residents receiving Classroom Instruction	200 (95%)	12	14			26	13%
Classroom Hours	860 hrs.	145	235			380	44.19%

Major Policy Issues/Recommendations:

Major Policy Issues/Recommendations: No recommendations at this time. The average daily attendance for the Center this quarter was 4.99 residents with an average length of stay of 35.31 days. The Shelter provided 459 shelter care days to residents. Staff continue to do a great job working with our youth in various activities such as daily living skills, social skills, community integration, and recreational activities. In this quarter, we were able to bring in Undergraduate Paraprofessionals from the University of Oklahoma to spend time with the shelter residents. Paraprofessionals are there to meet the needs of the resident, assist on outings, and participate in recreational activities with the residents. The center continues to provide children a safe and supportive environment. COVID halted some of our planned

outings this quarter, but we were still able to plan activities around the center to keep our residents engaged during that time. The shelter remodel is almost complete and looks amazing. We also made connections with some local churches to engage with our residents and provide some meals going into the next quarter.

CROSSROADS YOUTH & FAMILY SERVICES, INC.
 Total Agency Budget
 March 22, 2022-FY 2021-2022
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Community-Based Youth Services Programs											
REVENUE	CBYS Outreach & FTOF	CBYS Shelter	DHS Food Reimb	DHS Covid Shelter-CARES	Insure Oklahoma Municipal	CARS	Medicaid Sotericare	Divorce Classes	Fees/ Reserve	YOUTH SERVICES SUBTOTAL	
	\$ 404,086	\$ 396,943	\$ 14,000	\$ 8,250	\$ 10,000	\$ 96,989	\$ 120,000	\$ -	\$ 16,000	\$ 1,067,277	
EXPENDITURES											
SALARIES AND WAGES	\$ 242,000	\$ 277,057				\$ 7,310	\$ 12,300		\$ -	\$ 538,667	
FRINGE BENEFITS											
Payroll Taxes	\$ 20,500	\$ 23,800				\$ 584	\$ 1,100		\$ -	\$ 45,984	
Employee Benefits	\$ 54,373	\$ 130,000				\$ 1,380	\$ 2,600		\$ -	\$ 188,353	
Workers Compensation Insurance	\$ 6,500	\$ 12,000				\$ 25	\$ 400		\$ -	\$ 18,925	
Subtotal Salaries and Fringe Benefits	\$ 323,373	\$ 442,857				\$ 9,299	\$ 16,400		\$ -	\$ 791,929	
EQUIPMENT											
STAFF TRAVEL AND TRAINING	\$ 3,700	\$ 4,000							\$ -	\$ -	
CONTRACTUAL AND OTHER									\$ 100	\$ 8,325	
Rent	\$ 4,775	\$ 3,500				\$ 300	\$ 165		\$ -	\$ 8,740	
Utilities	\$ 5,000	\$ 16,500				\$ 400	\$ 290		\$ -	\$ 22,190	
Telephones	\$ 4,300	\$ 14,000				\$ 275	\$ 225		\$ -	\$ 18,800	
Maintenance Agreements and Repair	\$ 5,700	\$ 25,000				\$ 300	\$ 250		\$ -	\$ 31,250	
Program Supplies		\$ 30,000							\$ -	\$ 30,000	
Recreational Supplies		\$ 2,500							\$ -	\$ 2,500	
Food Supplies									\$ -	\$ -	
Office Supplies and Postage	\$ 7,025	\$ 4,200				\$ 200	\$ 500		\$ 900	\$ 12,625	
Printing/Publications/Advertising	\$ 1,750	\$ 2,500				\$ 75	\$ 550		\$ -	\$ 4,875	
Memberships	\$ 4,400	\$ 200				\$ 700			\$ -	\$ 5,300	
Contract Labor/Child Services Consultants	\$ 6,000	\$ -				\$ 56,000	\$ 72,000		\$ -	\$ 136,000	
Professional Fees	\$ 2,300	\$ 4,800					\$ 900		\$ -	\$ 8,000	
Insurance	\$ 3,250	\$ 11,000					\$ 1,500		\$ -	\$ 15,900	
Meals/Events	\$ -	\$ -					\$ 550		\$ 500	\$ 1,175	
Miscellaneous (OSBI, Drug Screens, etc.)	\$ 1,100	\$ 2,750				\$ 50	\$ 100		\$ -	\$ 9,000	
Subtotal Contractual and Other	\$ 45,600	\$ 116,950				\$ 62,350	\$ 75,255		\$ 6,400	\$ 306,555	
TOTAL EXPENDITURES	\$ 372,673	\$ 563,807				\$ 72,089	\$ 91,730		\$ 6,500	\$ 1,106,809	
Revenue Over/(Under) Expenses	\$ 31,412	\$ (166,864)	\$ 14,000	\$ 9,250	\$ 10,000	\$ 24,900	\$ 28,270		\$ 9,500	\$ (39,532)	

