HSU Course Outline

ERSEA: Preparing for ERSEA Unannounced Reviews

ERSEA-2020Cv.1

2 Days

Description

This 2-day virtual online LIVE course is designed to give learners comprehensive skills and in-depth knowledge to plan and 2020 ERSEA Federal Monitoring and Unannounced Reviews. This course will focus on comprehensive ERSEA monitoring reviews as well as will also incorporate the changes with the NEW Focus Area One requirement processes. Students will understand how to ensure questions are properly answer ERSEA questions and temporary ERSEA policies and procedures are justified during COVID. You will also learn how to setup systems for key answers on COVID Eligibility, Enrollment and Attendance processes. As a benefit, learners will find that this course is an in-depth approach to ensuring program practices for verifying the eligibility, virtual attendance, and full enrollment of children into the program. Students will also gain comprehensive knowledge to plan and generate monitoring reports that will help eliminate fraud. The ERSEA Online LIVE course is a plus for any program scheduled for federal review. (*It is recommended that all students trained prior to September 15 get this update of this training.)*

Prerequisites

- Knowledge of Head Start
- Head Start Performance Standards
- Head Start Act

Who Should Take This Course?

This course is beneficial for all staff members. ERSEA managers, teachers, home visitors, family service workers, health and management staff will gain knowledge to improve ERSEA systems. Those who are responsible for distributing and monitoring reports in ERSEA will gain in-depth knowledge.

Objectives

- ✓ Understand ERSEA reporting during COVID
- ✓ Using social media during COVID
- ✓ Physical Distancing vs. Social Distancing
- ✓ Preparing for Unannounced Reviews
- ✓ Holding Slots for Children with COVID
- ✓ Maintaining Eligibility Records
- ✓ Determining Class Sizes during COVID
- ✓ Income Collection Documentation during COVID
- ✓ Monitoring Verifications during COVID
- ✓ Full Enrollment during COVID
- ✓ Enrollment verification
- ✓ Eligibility Issues during COVID
- ✓ Disabilities and COVID

Outline

Day One:

What's New in COVID & ERSEA

- ERSEA Services during COVID
- The Virus & Program Structure
- Questions About COVID
  - Recruitment during COVID
  - Monthly Enrollment during COVID
  - Enrollment Reporting
  - Chronically Under-Enrolled
  - Reduced Class Sizes
  - Prioritizing Homelessness
  - Documenting Income Eligibility
  - Holding Slots for COVID
  - Attendance Variation
  - Operating Program Options
  - Physical Distancing vs. Social Distancing
  - Service Duration
  - Classroom Size during COVID
  - Conducting Home Visits during COVID

Using Social Media to Engage Families

- How Families Use Social Media
- What Sites Do Parents Use
- What Do Parents Seek
- How Do Groups Use Social Media
  - Teen Parents
  - Younger Adults

- Older Adults
- Adults in Rural Communities
- Race & Ethnicity
- Social Media Planning
  - Identify Mission
  - Establish Goals
  - Develop policies
  - Using Post to Engage Parents

Understanding Key Terms

- Enrollment vs. Enrolled
- What is Family?
- What is Income?
- What is Foster Care?
  - Defining Kinship Care
- Relevant Time Period
- What Does It Mean to Verify?

Determining Eligibility

- Eligibility for Age
- Eligibility for Income
  - Definition of Income
  - Income Eligibility for Enrollment
  - Eligibility Verification
  - Income Calculation
  - What is Self-Declaration?
  - What is Zero Income?
- Eligibility for Public Assistance
  - Receipt of Public Assistance
  - TANF for Native Tribal Programs
  - Supplemental Security Incomes
- Eligibility for Military Allowance & Pay
  - How to Read a Military LES
- Eligibility for Homeless Families
  - How to Determine Homelessness
- Eligibility for Pregnant Moms
- Recognition for Same Sex Spouses
- ERSEA Clarification

Day Two:

Determining Community Strengths and Needs

- Role of Community Assessment
- Using the Community Assessment for Recruitment
- Using the Community Assessment for Social Planning

Recruitment

- Developing Effective Recruitment Strategies
- The Recruitment Process
- Virtual Recruitment Strategies
- ABCDs of Recruitment
- Producing Plan Language Recruitment Flyers

Selection

- Developing Selection Criteria
- Steps for Criteria Development
- Selection Scoring Development

Enrollment

- Enrolling Children during COVID
- Enrollment of Pregnant Moms
- PIR Enrollment
  - Funded Enrollment
  - Enrollment by Program Options
  - Cumulative Enrollment
  - Prior Enrollment

Attendance

- Attendance Policies
- Remind (Free Text Messaging)
- Attendance Works
- Attendance Strategies
- Absent vs. Present
- PIR Attendance
- Chronic Absenteeism

Suspension and Expulsion

- Limitation on Suspension
- Prohibition on Expulsion

Fees

- Policy on Fees
- Allowable Fees

Unannounced Reviews

- Who gets Unannounced and Why?
- How does it work?
- Focus Areas
  - Methodology Used
  - Questions to Answer
  - Data Tours