ERSEA Credentialing Program

ERSEAP1v.85

5 Days

Description

This in-depth 5 day course is a competency based training program that is used to develop and enhance the family support skills related to the critical job functions of staff responsible for implementing, designing, monitoring and managing the ERSEA process. It is designed for new and administrative, management and ERSEA coordinators and managers. The course will identify job functions within family service, isolate the critical skills needed to carry out these functions, and identify the competencies required for skill building in those areas. The program will address an array of topics and will engage participants in developing skill competencies through smaller learning increments that will provide an opportunity for participants to learn and apply skills. The program requires that participants engage in an active learning process and makes a full commitment to learning by doing. Participants have an opportunity to experience a variety of learning methods, including individual and group activities and to engage in real-life problem solving. It provide students the tools and training necessary to meet outlined requirements in the CFR Part 1305 of federal regulations regarding eligibility, recruitment, enrollment, selection and attendance for their program. Participants learn about determining community strength and needs, using assessments to determine program design options and methods of implementing ERSEA requirements at their program.

Prerequisites
- Knowledge of Performance Standards
- Knowledge of CFR 1305

Who Should Take This Course?

This course is designed for Administrative Staff, Manager, Program Area Managers, Directors, Coordinators, policy council, program governance staff or anyone that needs information on how to meet their ERSEA requirements.

Objectives
- ✓ To provide a learner-centered environment by helping participants take primary responsibility for continued competency development
- ✓ To build on the principles of competency-based learning to allow participants to understand family support and assess their current knowledge and skill levels against performance requirements
- ✓ To provide a curricula that is focused on work-specific situations and incorporate opportunities to learn skills within the context of work-specific situations
- ✓ To establish a structure for continuing knowledge and skill mastery beyond the initial training
- ✓ To practice knowledge and skills the participant will use in the workplace
- ✓ To utilize curriculum materials that are responsive to a variety of learning styles and settings

- ✓ To incorporate readings, activities and exercises that can be used by individuals or groups, with or without a facilitator
- ✓ Design, manage and implement ERSEA functions such as:
  - Understand the ERSEA Process
  - Implement ERSEA policy and procedures
  - Determine community strength and needs
  - Create a Recruitment process
  - Create a Eligibility process
  - Create a Selection Process
  - Monitor ADA for program
  - Understand Regulations regarding ERSEA
  - Understand the ERSEA Process
  - Help their program implement ERSEA
  - Understand Recruitment process
  - Understand Eligibility process
  - Understand Selection Process
  - Understand the Attendance Process
  - Understand the Enrollment Process

Outline

Day One – Understanding ERSEA
  Intro to ERSEA
    Understanding the purpose
    Guidelines for Implementations
    Reviewing Key definitions
  Determining community strengths & needs
    Establishing an ERSEA Team
    Collecting and Analyzing Data
        Documents needed
        Evaluation Areas
        Quantitative Data
        Qualitative Data
    Identifying Issues and Concerns
    Determining Goals & Objectives
    Reviewing
      Ongoing Monitoring
      Annual Self-Assessments

Day Two – Implementing ERSEA
  Determining Program's design Options
    Head Start Program Options
    Reviewing Your Current Program Options
    How to Use Community Assessment data to Identify best Program Options
    Determining Your Program Option Design: Are we meeting the needs of our community?
  Understanding the ERSEA requirements
    Eligibility
      Age of children and Family income
    Recruitment of children
    Selection process
    Enrollment and re-enrollment
    Attendance

Day Three – Monitoring and Managing ERSEA
  Determining Eligibility
    Age of Children
    Family Income Eligibility
      Definition of Income
      Understanding Income Guidelines
      Receipt of Public Assistance
      Income Verifications
        Types of Verifications
      Documenting Income
      Monitoring Income levels
      Over Income Children
  Recruitment of Children
    Developing a Recruitment Process
    Setting Recruitment Task Timelines
    Determining Recruiting Strategies
    Soliciting Applications
    Determining Application Levels

Day Four – Monitoring and Managing ERSEA
  Developing a Selection Process
    Establishing Criteria
      Utilizing Community Assessment Reports
    Determining Disabilities Criteria
    Maintaining Wait Lists
    Monitoring the Selection Process
  Enrollment and Re-enrollment
    Maintaining Funded Enrollment
      Filling Vacancies
      60 Day Rule
      Transitioning EHS children to HS
        Understanding Re-verification
    Re-enrollment
  Attendance Process
    How is ADA calculated
    Monitoring Average Daily Attendance
    Managing Absenteeism
        Determining Causes
        Developing Family support procedures
    Managing Chronic Absenteeism
        Re-assigning slots

Day Five (1/2 Day)
  Review of ERSEA Requirements
  Other Regulations
    Policy on Fees
    Compliance