



2009-2010 HEAD START PROGRAM INFORMATION REPORT

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	05CH4182
Program Number	200
Program Type	Early Head Start
Program Name	NW Michigan Community Action Agency
Program Address	3963 Three Mile Road Traverse City MI 49686-9164
Program Phone Number	(231) 947 3780
Program Fax Number	(231) 933 0013
DUNS Number	060177904
Program Email Address	
Head Start Director Name	Mrs. Kathleen Kundrat
Head Start Director Email	kkundrat@nmcaa.net
Agency Web Site Address	http://www.nmcaa.net
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that Directly Operates Program(s) and has no Delegates.

ENROLLMENT DATES

A.1. Enrollment Year	Date
a. Start Date	09/01/2009
b. End Date	08/31/2010

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children/ pregnant women
A.2 Funded Early Head Start Enrollment	215
a. ACF Funded Early Head Start Enrollment	215
b. Non-ACF Funded Early Head Start Enrollment	0

Funded enrollment by program option

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	# of children
a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	205
A.6 Combination option program	0
A.7 Family child care option	10
A.8 Locally designed option	0

Funded enrollment of pregnant women (EHS programs)

	# of pregnant women
A.9 Total number of pregnant women positions in funded enrollment	0

CUMULATIVE ENROLLMENT

A.10 Children by age:	# of children
a. Under 1 year	115
b. 1 year old	100
c. 2 years old	80
d. 3 years old	3

Pregnant women (EHS programs)

	# of pregnant women
A.11 Total enrollment of pregnant women	20

Total cumulative enrollment

	# of children/ pregnant women
A.12 Total cumulative enrollment	318

Type of eligibility

A.13 Report each enrollee only once by primary type of eligibility:	# of children/ pregnant women
a. Income below 100% of federal poverty line	208
b. Receipt of public assistance such as TANF, SSI	50
c. Status as a foster child - # children only	11
d. Status as homeless	22
e. Over income	17

	# of children
A.14 Income between 100% and 130% of the federal poverty line	10

Prior enrollment

A.15 Enrolled in Early Head Start for:	# of children
a. The second year	88
b. Three or more years	22

Turnover

	# of children/ pregnant women
A.16 Total number of children and pregnant women who left the program any time after classes or home visits began and did not re-enroll	60

	# of children
a. Of the children who left the program above, the number of children who were enrolled less than 45 days	11

Child care partner enrollment

	<i># of children</i>
A.17 Of the children who received services in a center-based program, the number who received these services at a child care center partner	15

Services eight hours or more

	<i># of children</i>
A.18 The total number of enrolled children who received services in program options that provided service for 8 or more hours per day	15

Ethnicity and race

A.19 Ethnicity:	<i># of children/ pregnant women</i>
a. Hispanic or Latino origin	24
b. Non-Hispanic or Non-Latino origin	294

A.20 Race:	<i># of children/ pregnant women</i>
a. American Indian or Alaska Native	4
b. Asian	1
c. Black or African American	4
d. Native Hawaiian or other Pacific Islander	0
e. White	292
f. Biracial/Multi-racial	17
g. Other	0
h. Unspecified	0

Primary language of family at home

A.21 Primary language of family at home:	<i># of children/ pregnant women</i>
a. English	312
b. Spanish	5
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	1
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	0

CLASSES

Classes

	# of classes
A.22 Total number of classes operated	0
a. Of these, the number of double session classes	0

TRANSPORTATION

Transportation services

	Yes / No
A.23 Do you provide transportation to some or all of your enrolled children either directly or through a formal contractual agreement with a transportation provider?	No

Buses

A.24 Number of buses purchased:			
Month	# of buses purchased	Month	# of buses purchased
a. August 2009	0	g. February	0
b. September	0	h. March	0
c. October	0	i. April	0
d. November	0	j. May	0
e. December	0	k. June	0
f. January 2010	0	l. July	0

	Yes / No
A.25 Do you lease any of the buses used by your program?	No

RECORD KEEPING

Management Information Systems

	Yes / No	
A.26 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?	Yes	
	(1) Name/title	(2) Locally Designed
ChildPlus Software		No
		(3) Web-based
		Yes

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by Type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Number of all staff members, regardless of the funding source for their salary or number of hours worked	51	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	7	0
b. Of these, the number who left since last year's PIR was reported	3	0
1. Of these, the number who were replaced	3	0

TOTAL VOLUNTEERS

Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to your program since last year's PIR was reported	354
a. Of these, the number who are current or former Head Start or Early Head Start parents	339

MANAGEMENT STAFF

Management Staff - Education and Experience

B.3 Management staff:	(1) Level of education	(2) # of years in position
a. Executive Director	Baccalaureate degree	7
b. Head Start Director	Baccalaureate degree	14
c. Child Development & Education Manager	Advanced degree	1
d. Health Services Manager	Baccalaureate degree	6
e. Family & Community Partnerships Manager	GED or high school graduate	1
f. Fiscal Officer	Baccalaureate degree	14

DISABILITY SERVICES STAFF

Disability Services Manager(s)

	# of hours per week
B.4 On average, how many hours per week does the disability services manager(s) spend coordinating disabilities services?	8

CHILD DEVELOPMENT STAFF

Child Development Staff - Qualifications

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home-based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home-based Supervisors
B.5 Total number of child development staff by position	0	0	23	2	0	5

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home- based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home- based Supervisors
<i>Of the number of child development staff by position, the number with the following degrees or credentials:</i>						
a. An advanced degree in:						
1. Early childhood education	0	0	1	0	0	1
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0	0	0	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home- based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home- based Supervisors
<i>Of the number of child development staff by position, the number with the following degrees or credentials:</i>						
b. A baccalaureate degree in:						
1. Early childhood education	0	0	10	0	0	4
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	0	0	0	0	0
3. Any field and admitted to Teach for America and passed early childhood content exam	0	0	0	0	0	0
<i>Of the child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:</i>						
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home- based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home- based Supervisors
<i>Of the number of child development staff by position, the number with the following degrees or credentials:</i>						
c. An associate degree in:						
1. Early childhood education	0	0	6	1	0	0
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	0	0	0	0	0
<i>Of child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:</i>						
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home- based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home- based Supervisors
<i>Of the number of child development staff by position, the number with the following degrees or credentials:</i>						
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	0	1	1	0	0
<i>Of child development staff with the credentials in B.5.d above, the number enrolled in:</i>						
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers	(3) # of Home- based Visitors	(4) # of Family Child Care Providers	(5) # of Child Development Supervisors	(6) # of Home- based Supervisors
<i>Of the number of child development staff by position:</i>						
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	0	5	0	0	0
<i>Of the child development staff in B.5.e above, the number enrolled in:</i>						
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	0	0	0	0	0
3. Any type of CDA training for preschool, infant/toddler or family child care certification, or home-based credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	0	1	0	0	0

NON-SUPERVISORY CHILD DEVELOPMENT STAFF

Child development staff - ethnicity and race

B.9 Ethnicity:	# of non-supervisory child development staff
a. Hispanic or Latino origin	1
b. Non-Hispanic or Non-Latino origin	24

B.10 Race:	# of non-supervisory child development staff
a. American Indian or Alaska Native	0
b. Asian	0
c. Black or African American	0
d. Native Hawaiian or other Pacific Islander	0
e. White	25
f. Biracial/Multi-racial	0
g. Other	0
h. Unspecified	0

Child development staff - language

	# of non-supervisory child development staff
B.11 The number who are proficient in a language other than English	1

Child development staff - classroom teacher turnover

	# of classroom teachers
B.12 The number of classroom teachers who left your program during the year.	0
B.13 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field (e.g., teacher left to school system)	0
b. Change in job field	0
c. Other	0
B.14 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	0
B.15 Number of classroom teachers hired during the year due to turnover	0

FAMILY & COMMUNITY PARTNERSHIPS STAFF

Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.16 Total number of family & community partnerships staff	10	5
B.17 Number of case managers and other staff members who work directly with families such as staff with a family caseload	10	5
B.18 Of the family & community partnerships staff, the number with the following education	(1) # of family workers	(2) # of FCP supervisors
a. A related advanced degree	0	1
b. A related baccalaureate degree	6	4
c. A related associate degree	2	0
d. GED or high school diploma	2	0
B.19 Of the family & community partnerships staff who do not have a degree, the number in training leading to a related degree or credential	0	0
B.20 Comments on staff shared by Head Start and Early Head Start programs:		

Family & community partnerships staff - family worker experience

	(1) <i>Less than 1 year</i>	(2) <i>1 to 5 years</i>	(3) <i>6 to 10 years</i>	(4) <i>Over 10 years</i>
B.21 The number of family workers with the following years of experience in this position	10	0	0	0

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	290	292
a. Number enrolled in Medicaid	279	282
b. Number enrolled in the Child Health Insurance Program (CHIP)	0	0
c. Number enrolled in a combined CHIP/Medicaid Program if the state operates a Medicaid expansion	0	0
d. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
e. Number with private health insurance (for example, parent's insurance)	11	10
f. Number with other health insurance not listed, for example, Military Health (Tri-Care or CHAMPUS)	0	0
	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.2 Number of children with no health insurance	8	6

Health insurance - pregnant women

	# of pregnant women at enrollment
C.3 Number of pregnant women with at least one type of health insurance	16
C.4 Number of pregnant women with no health insurance	4

Medical

Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	263	263
C.6 Number of children receiving medical services through the Indian Health Service	2	2
C.7 Number of children receiving medical services through a migrant community health center	1	1

Medical services - children

	# of children
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to your state's EPSDT schedule for well child care	274
a. Of these, the number diagnosed with a chronic condition needing medical treatment since last year's PIR was reported	19
1. Of these, the number who have received or are receiving medical treatment	18
C.9 Number of all children who received medical treatment for the following chronic health conditions, including those diagnosed prior to this reporting period	# of children
a. Anemia	0
b. Asthma	8
c. Hearing Difficulties	4
d. Overweight	1
e. Vision Problems	5
f. High Lead Levels	1
g. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	294	296
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	4	2

Pregnant women - services (EHS programs)

C.12 Indicate the number of pregnant women who received the following services while enrolled in EHS	# of pregnant women
a. Prenatal and postpartum health care	20
b. Mental health interventions and follow up	4
c. Substance abuse prevention and treatment	0
d. Prenatal education on fetal development	20
e. Information on the benefits of breastfeeding	20

Pregnant women - prenatal health (EHS programs)

C.13 In which trimester of pregnancy did the pregnant women served enroll?	# of pregnant women
a. 1st trimester (0-3 months)	7
b. 2nd trimester (3-6 months)	8
c. 3rd trimester (6-9 months)	5
C.14 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	7

Dental

Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.15 Number of children with continuous, accessible dental care provided by a dentist	198	198

Preventive dental services - children (EHS and Migrant programs)

	# of children
C.18 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to your state's EPSDT schedule	261

Dental services - pregnant woman (EHS programs)

	# of pregnant women
C.19 Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported	7

MENTAL HEALTH SERVICES

Mental health professional

	# of hours
C.20 Average total hours per operating month a mental health professional(s) spends on-site	67

Mental health services

C.21 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	# of children
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	16
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	11
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	16
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	11
c. Number of children for whom the MH professional provided an individual mental health assessment	11
d. Number of children for whom the MH professional facilitated a referral for mental health services	23

Mental health referrals

	# of children
C.22 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	23
a. Of these, the number who received mental health services since last year's PIR was reported	19

Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in your program who have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	34
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to enrollment into the program for this enrollment year	9
2. During this enrollment year	25
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION

Program transition (EHS programs)

	<i># of children</i>
C.27 Number of children leaving the Early Head Start program and entering:	
a. Head Start program	50
b. Other early childhood program	3

Screening

	<i># of children</i>
C.28 Number of all children who completed routine screenings for developmental, sensory, and behavioral concerns since last year's PIR was reported	285
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	10
C.29 What instrument(s) does your program use for developmental screening:	
Name/Title: Denver Developmental Screening II	

Assessment

	<i>Locally designed</i>
C.30 What approach or tool(s) does your program use for ongoing child assessment:	
Name/Title: Ages & Stages	No
Name/Title: DECA	No

Curriculum

	<i>Locally designed</i>
C.31 What curriculum does your program use:	
a. For center-based services:	
b. For family child care services:	
Name/Title: Parents As Teachers	No
c. For home-based services:	
Name/Title: Parents As Teachers	No
d. For pregnant women services:	
Name/Title: Parents As Teachers	No

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families</i>
C.32 Total number of families	286
a. Of these, the number of two-parent families	159
b. Of these, the number of single-parent families	127

Employment

	<i># of families at enrollment</i>
C.33 Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	28
b. One parent/guardian is employed	81
c. Both parents/guardians are not working such as those that are unemployed, retired, or disabled	50
C.34 Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	55
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	72

Federal or other assistance

	# of families
C.35 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	108
C.36 Total number of families receiving Supplemental Security Income (SSI)	52

Job training/school

C.37 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	0
b. One parent/guardian is in job training or school	11
c. Neither parent/guardian is in job training or school	148

C.38 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	25
b. The parent/guardian is not in job training or school	102

Education

C.39 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	# of families
a. An advanced degree or baccalaureate degree	3
b. An associate degree, vocational school, or some college	8
c. A high school graduate or GED	143
d. Less than high school graduate	91

Family services

C.40 Report the number of families who received the following services since last year's PIR was reported	# of families
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	168
b. Housing assistance such as subsidies, utilities, repairs, etc.	76
c. Mental health services	63
d. English as a Second Language (ESL) training	4
e. Adult education such as GED programs and college selection	52
f. Job training	50
g. Substance abuse prevention or treatment	18
h. Child abuse and neglect services	45
i. Domestic violence services	21
j. Child support assistance	35
k. Health education	154
l. Assistance to families of incarcerated individuals	3
m. Parenting education	215
n. Marriage education	17
C.41 Of these, the number that received at least one of the services listed above	262

WIC participation

	# of families
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	280

Father involvement

C.43 Does your program have organized and regularly scheduled activities designed to involve fathers / father figures?	Yes
	<i># of children</i>
a. Number of enrolled children whose fathers / father figures participated in these activities	102

Homelessness services

	<i># of families</i>
C.44 Total number of families experiencing homelessness that were served during the enrollment year	50
	<i># of children</i>
C.45 Total number of children experiencing homelessness that were served during the enrollment year	61
	<i># of families</i>
C.46 Total number of families experiencing homelessness that acquired housing during the enrollment year	32

Agreements

Part C agency (EHS and Migrant programs)

	<i># of Part C Agencies</i>
C.48 Number of Part C agencies in your service area	38
a. Number of Part C agencies that your program has a formal agreement with to coordinate services for children with disabilities	38

Collaboration

C.50 Do you have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	<i># of formal agreements</i>
a. If yes, how many formal agreements do you have?	38

REPORTING INFORMATION

PIR Report Status	Completed
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