



2009-2010 HEAD START PROGRAM INFORMATION REPORT

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	05CH4182
Program Number	000
Program Type	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 - 2115
Program Fax Number	(231) 933 0013
DUNS Number	060177904
Program Email Address	kkundrat@nmhsa.org
Head Start Director Name	Ms. 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	08/23/2009
b. End Date	08/22/2010

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.2 Funded Head Start Enrollment	782
a. ACF Funded Head Start Enrollment	782
b. Non-ACF Funded 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	96
b. Part-day enrollment	345
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	330
A.7 Family child care option	11
A.8 Locally designed option	0

CUMULATIVE ENROLLMENT

	<i># of children</i>
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	10
d. 3 years old	363
e. 4 years old	539
f. 5 years and older	6

Total cumulative enrollment

	<i># of children</i>
A.12 Total cumulative enrollment	918

Type of eligibility

	<i># of children</i>
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income below 100% of federal poverty line	616
b. Receipt of public assistance such as TANF, SSI	160
c. Status as a foster child - # children only	26
d. Status as homeless	28
e. Over income	71

	<i># of children</i>
A.14 Income between 100% and 130% of the federal poverty line	17

Prior enrollment

	<i># of children</i>
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	270
b. Three or more years	58

Turnover

	<i># of children</i>
A.16 Total number of children who left the program any time after classes or home visits began and did not re-enroll	151
a. Of the children who left the program above, the number of children who were enrolled less than 45 days	52

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	73

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	203

Ethnicity and race

A.19 Ethnicity:	# of children
a. Hispanic or Latino origin	57
b. Non-Hispanic or Non-Latino origin	861

A.20 Race:	# of children
a. American Indian or Alaska Native	16
b. Asian	7
c. Black or African American	12
d. Native Hawaiian or other Pacific Islander	0
e. White	820
f. Biracial/Multi-racial	63
g. Other	0
h. Unspecified	0

Primary language of family at home

A.21 Primary language of family at home:	# of children
a. English	894
b. Spanish	16
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	6
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	2
j. African Languages	0
k. Other	0
l. Unspecified	0

CLASSES

Classes

	# of classes
A.22 Total number of classes operated	43
a. Of these, the number of double session classes	20

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?	Yes

	# of children
a. How many children are transported?	380

Buses

A.24 Number of buses purchased:			
<i>Month</i>	<i># of buses purchased</i>	<i>Month</i>	<i># of buses purchased</i>
a. August 2009	0	g. February	0
b. September	4	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

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

RECORD KEEPING

Management Information Systems

		<i>Yes / No</i>
A.26 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>(1) Name/title</i>	<i>(2) Locally Designed</i>	<i>(3) Web-based</i>
ChildPlus Software	No	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	305	69
a. Of these, the number who are current or former Head Start or Early Head Start parents	67	2
b. Of these, the number who left since last year's PIR was reported	45	5
1. Of these, the number who were replaced	41	3

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	1,188
a. Of these, the number who are current or former Head Start or Early Head Start parents	1,073

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	26
c. Child Development & Education Manager	Advanced degree	1
d. Health Services Manager	Baccalaureate degree	15
e. Family & Community Partnerships Manager	Baccalaureate degree	4
f. Fiscal Officer	Baccalaureate degree	17

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	34	70	0	5	7	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>						
a. An advanced degree in:						
1. Early childhood education	0	0	0	0	0	0
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	19	3	0	2	4	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	1	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	1	1	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	11	9	0	3	2	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	3	1	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	4	44	0	0	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	13	0	0	1	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	1	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	0	0	1	0

	# of classes
B.6 Total number of classes in which at least one teacher (excluding assistant teachers) has: - A baccalaureate or advanced degree in early childhood education or in any field and coursework equivalent to a major with experience teaching pre-school age children, or - An associate degree in early childhood education or in a related field and coursework equivalent to a major with experience teaching preschool-age children	41

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	0
b. Non-Hispanic or Non-Latino origin	109

B.10 Race:	# of non-supervisory child development staff
a. American Indian or Alaska Native	2
b. Asian	0
c. Black or African American	0
d. Native Hawaiian or other Pacific Islander	2
e. White	105
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	0

Child development staff - classroom teacher turnover

	# of classroom teachers
B.12 The number of classroom teachers who left your program during the year.	1
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)	1
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	1

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	17	5
B.17 Number of case managers and other staff members who work directly with families such as staff with a family caseload	17	0
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	9	4
c. A related associate degree	4	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	5	3	4	5

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	<i>(1)</i> # of children at enrollment	<i>(2)</i> # of children at end of enrollment year
C.1 Number of all children with health insurance	888	888
a. Number enrolled in Medicaid	791	790
b. Number enrolled in the Child Health Insurance Program (CHIP)	7	7
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)	1	0
e. Number with private health insurance (for example, parent's insurance)	89	91
f. Number with other health insurance not listed, for example, Military Health (Tri-Care or CHAMPUS)	0	0
	<i>(1)</i> # of children at enrollment	<i>(2)</i> # of children at end of enrollment year
C.2 Number of children with no health insurance	30	30

Medical

Medical home - children

	<i>(1)</i> # of children at enrollment	<i>(2)</i> # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	811	811
C.6 Number of children receiving medical services through the Indian Health Service	7	7
C.7 Number of children receiving medical services through a migrant community health center	6	6

Medical services - children

	<i># of children</i>
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	833
a. Of these, the number diagnosed with a chronic condition needing medical treatment since last year's PIR was reported	89
1. Of these, the number who have received or are receiving medical treatment	89
C.9 Number of all children who received medical treatment for the following chronic health conditions, including those diagnosed prior to this reporting period	<i># of children</i>
a. Anemia	1
b. Asthma	8
c. Hearing Difficulties	16
d. Overweight	0
e. Vision Problems	25
f. High Lead Levels	0
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	897	909
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	3	2

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	780	797

Dental services - children (Preschool programs)

	# of children
C.16 Number of children who received preventive care	824
C.17 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported.	824
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	94
1. Of these, the number of children who have received or are receiving treatment	93
b. Specify the primary reason that children who needed treatment did not receive it. Appointment is scheduled for future date	

MENTAL HEALTH SERVICES

Mental health professional

	# of hours
C.20 Average total hours per operating month a mental health professional(s) spends on-site	160

Mental health services

	# of children
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.	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	62
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	27
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	45
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	27
c. Number of children for whom the MH professional provided an individual mental health assessment	45
d. Number of children for whom the MH professional facilitated a referral for mental health services	58

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	58
a. Of these, the number who received mental health services since last year's PIR was reported	42

DISABILITIES SERVICES

Disabilities (Preschool programs)

	# of children
C.23 Number of children enrolled in your program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	124
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	11
2. During this enrollment year	113
b. Of these, the number who have not received special education and related services	0

Primary disabilities (Preschool programs)

C.25 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment	1	1
b. Emotional/behavioral disorder	1	1
c. Speech or language impairments	100	100
d. Mental retardation	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	1	1
g. Visual impairment, including blindness	1	1
h. Learning disabilities	0	0
i. Autism	0	0
j. Traumatic brain injury	1	1
k. Non-categorical/developmental delay	19	19
l. Multiple disabilities, including deaf-blind	0	0

EDUCATION

Kindergarten transition (Preschool programs)

	# of children
C.26 Of the number of children enrolled in Head Start at the end of the current enrollment year, the number that you project to be entering kindergarten in the following school year	466

Screening

	# of children
C.28 Number of all children who completed routine screenings for developmental, sensory, and behavioral concerns since last year's PIR was reported	855
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	179
C.29 What instrument(s) does your program use for developmental screening:	
Name/Title: Creative Curriculum Continuum	

Assessment

	Locally designed
C.30 What approach or tool(s) does your program use for ongoing child assessment:	
Name/Title: Creative Curriculum	No

Curriculum

	Locally designed
C.31 What curriculum does your program use:	
a. For center-based services:	
Name/Title: Creative Curriculum	No
b. For family child care services:	
Name/Title: Creative Curriculum	No
c. For home-based services:	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families
C.32 Total number of families	868
a. Of these, the number of two-parent families	465
b. Of these, the number of single-parent families	403

Employment

	# of families at enrollment
C.33 Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	115
b. One parent/guardian is employed	266
c. Both parents/guardians are not working such as those that are unemployed, retired, or disabled	84
C.34 Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	243
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	160

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	272
C.36 Total number of families receiving Supplemental Security Income (SSI)	76

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	26
c. Neither parent/guardian is in job training or school	439

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	16
b. The parent/guardian is not in job training or school	387

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	10
b. An associate degree, vocational school, or some college	124
c. A high school graduate or GED	491
d. Less than high school graduate	243

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	352
b. Housing assistance such as subsidies, utilities, repairs, etc.	145
c. Mental health services	119
d. English as a Second Language (ESL) training	12
e. Adult education such as GED programs and college selection	77
f. Job training	46
g. Substance abuse prevention or treatment	16
h. Child abuse and neglect services	82
i. Domestic violence services	35
j. Child support assistance	45
k. Health education	335
l. Assistance to families of incarcerated individuals	14
m. Parenting education	514
n. Marriage education	24
C.41 Of these, the number that received at least one of the services listed above	670

WIC participation

	# of families
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	659

Father involvement

C.43 Does your program have organized and regularly scheduled activities designed to involve fathers / father figures?	Yes
	# of children
a. Number of enrolled children whose fathers / father figures participated in these activities	387

Homelessness services

	# of families
C.44 Total number of families experiencing homelessness that were served during the enrollment year	71
	# of children
C.45 Total number of children experiencing homelessness that were served during the enrollment year	77
	# of families
C.46 Total number of families experiencing homelessness that acquired housing during the enrollment year	52

Agreements

Local education agency (LEA) (Preschool programs)

	# of LEAs
C.47 Number of LEAs in your Head Start service area	38
a. Number of LEAs that your program has a formal agreement with to coordinate services for children with disabilities	38

Local school district

	# of school districts
C.49 Number of local school districts in your Head Start service area	38
a. Of these, the number with whom you have a formal agreement to coordinate transition services for children and families	38

Collaboration

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

REPORTING INFORMATION

PIR Report Status	Completed
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