

FACS TRAINING TRACKING

SCHEDULE	TOPIC	FACS SIGNATURE
<u>First day</u>	Head Start Mission Head Start Acronyms sheet	
	Head Start Performance Standard	
	PFCE Framework Handout	
	Family Outcomes	
<u>Second day</u>	FPA and Needs Assessments Handout: "Goal Setting Process"	
	Child Plus Manual 1. Case notes 2. Events and actions 3. Report Chart 4 Attendance follow-up 5. Family outcomes data entry 6. Health Requirements: 45 and 90 days requirements 7. Communication Log	
<u>Third day</u>	FACS Manual <ul style="list-style-type: none"> • COS - process • Transportation policies and procedures • ERSEA – Intake process 1-Family Definition (One Parent, two parent, Foster child ...) 2-Income (TANF, SSI...) 3-Homeless Definition 5-Risk Factors points system 6-Health Care Plan and food allergies 7-IEP (Individual Education Plan)	
<u>Fourth day</u>	File TABS New students first contact meeting Job Description	

Training with Health Manager - HCP, CPR, Vision and Hearing, 45 and 90 days

Training with Transportation Manager – Policies and Procedures

Training with HR Manager – Videos and Employee Handbook

Training with Education Managers - DECA, DENVER, HighScope curriculum and Conscious Discipline