



**City of Albuquerque  
Early Head Start Policy Council  
August 2021**

A. August Policy Council

• **August, 2021 – No meeting was held:**

- a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 67; center-based 54 and home-based 13

**Explanation if needed:**

EHS Center operating on a hybrid model of 50% in-person learning and 50% distance learning. Families are choosing to keep children home and many more are not interested in participating virtual learning. Program working on making the shift to 100% in-person learning.

- b) **Enrollment Vacancies** - includes 38 vacant slots for the center-based program and 4 vacant slots for home-based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
- New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
  - Total leaving program (5) - graduating children (3), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up to date on Immunizations (62), children up to date as possible on immunizations (0), children not up to date (5).
- d) **Eligibility Category** – income eligible (39), TANF/SSI (6), Foster Child (3), Homeless (7.5). Over income (1), Over 130% (16), Children w/IFSPs (14).
- e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16

(b) indicates 85% attendance rate or better for center-based program.

City operated Early Head Start centers classroom attendance rates:

- ☑ Douglas MacArthur 51.58%
- ☑ La Mesa 79.75%
- ☑ Plaza Feliz 70.59%
- ☑ School on Wheels 68.71%
- ☑ Singing Arrow N/A
- ☑ Trumbull N/A
- ☑ Western Trails 61.83%

**Overall center-based program attendance totals – 66.03%; total number of absences - 412.**

- f) **Meal Counts** –Total number of meals served (2,015)
- Breakfast-(736)
  - Am Snack- N/A
  - Lunch-(723)
  - PM Snack-(556)
  - Supper- N/A
- g) **Content Areas**
- 1. Education:**
- Education Specialist continues weekly center visits to support classroom staff.
  - Interim Program manager begins monthly center visits to support and monitor compliances in classrooms

- 2. **Support Services (Mental Health and Disabilities).**
  - The Division continues to look at the ways to support staff and families in their support of the social-emotional well-being of the children through a research-based curriculum
- 3. **Health/Nutrition:**
  - The Division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards
  - The Division is currently in the process of developing a Nutrition Screening to be administered to every child enrolled in EHS within 160 days of start date.
- 4. **Family and Community Partnerships:**
  - Parent, Family, and Community Engagement Specialist continues to support staff and families with the Ready Rosie Parenting Curriculum.
- 5. **Program Design and Management (including transportation, facilities, etc.)**
  - Division Manager continues to participate in weekly ECECD meetings with Secretary Groginsky in efforts of staying abreast of the state guidelines on COVID Health & Safety Practices
- 6. **Administration:**
  - FA2 Monitoring administrative staff to working on corrective action measures. Area of Concern with staff education 9 of 10 employees completed the EHS CDA Cohort to complete minimum requirements by set deadline of July 31<sup>st</sup>, 2021.
  - Division Leadership is working on getting a Mental Health & Disabilities Program Specialist position in place to provide direct oversight of the Mental health & Disabilities Checklist to be in compliance with FA2 monitoring.
- h) **Budget – (Financial statements provided to Policy Council Members)**
  - Federal Grant – year to date (YTD) expenditures \$ 214,062
  - Training/Technical Assistance (T/TA) – year to date expenditures \$9,372.15
  - City Match – year to date expenditures \$32,594.38
- i) **P-Card Expenditures-**
  - Walmart \$130.26
  - Walmart \$503.57
  - Walmart Refund (\$125.40)
  - The Council for Professional Recognition \$125

**Total P-Card Purchases: \$633.43 on program supplies and certification for employee Child Development Accreditation renewal.**



## City of Albuquerque Early Head Start Caseload/Enrollment Report 7/31/21

### Enrollment

<b>Total Funded Enrollment:</b>	128
<b>Total Actual Enrollment:</b>	<b>68</b>
<b>Children Withdrawn &amp; Dropped ( last 30 days ):</b>	5
<b>Total Reportable Enrollment ( actual + withdrawn/dropped ):</b>	73
<b>Total Deficit:</b>	<b>55</b>

### Program Snapshot

	Home based	Centers	ALL
<b>Funded Enrollment:</b>	24	104	128
<b>Enrollment:</b>	8	65	73
<b>Defficiency:</b>	<b>16</b>	<b>39</b>	<b>55</b>

### Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Reportable Total	Deficit
Valarie	12	6	7	1	12/19/2021	0	8*	<b>4</b>
Home Visitor Vacant	12	0	0	0			0	<b>12</b>
<b>Total</b>	<b>24</b>		<b>7</b>	<b>1</b>		<b>0</b>	<b>8</b>	<b>16</b>

\*4 additional children have been assigned but not yet visited so they can't be counted

### Center Detail

Ctr Detail	Slots	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8		<b>0</b>
MacArthur	16	12		12		<b>4</b>
PlazaFeliz	16	16		16		<b>0</b>
SOW	16	13	1	14		<b>2</b>
Trumbull	24	0				<b>24</b>
W. Trail	16	12	3	15		<b>1</b>
Singing Arrow	8	0				<b>8</b>
<b>Total</b>	<b>104</b>	<b>60</b>	<b>5</b>	<b>65</b>		<b>39</b>

**City Of Albuquerque EHS**  
**2371 - CACFP Reimbursement Summary**  
 Program Term: EHS July 2021, Program Option: Standard Full Day  
 Attendance Date: 7/1/2021 - 7/31/2021

**City Of Albuquerque EHS**

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
<b>EHS July 2021</b>									
<b>Douglas MacArthur</b>									
Infant	21	4	0	0	21	0	22	17	0
Toddler	21	8	0	0	92	0	90	63	0
<b>Douglas MacArthur</b>	<b>42</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>113</b>	<b>0</b>	<b>112</b>	<b>80</b>	<b>0</b>
<b>La Mesa</b>									
Toddler	21	8	0	0	130	0	130	115	0
<b>La Mesa</b>	<b>21</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>0</b>	<b>130</b>	<b>115</b>	<b>0</b>
<b>Plaza Feliz</b>									
Toddler	21	8	0	0	84	0	79	53	0
Twos	21	8	0	0	116	0	110	85	0
<b>Plaza Feliz</b>	<b>42</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>189</b>	<b>138</b>	<b>0</b>
<b>School On Wheels</b>									
Infant	21	6	0	0	19	0	18	11	0
Toddler	21	8	0	0	124	0	124	117	0
<b>School On Wheels</b>	<b>42</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>143</b>	<b>0</b>	<b>142</b>	<b>128</b>	<b>0</b>
<b>Western Trail</b>									
Infant	21	7	0	0	43	0	45	27	0
Toddler	21	11	0	0	107	0	105	68	0
<b>Western Trail</b>	<b>42</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>95</b>	<b>0</b>
<b>City Of Albuquerque EHS</b>	<b>189</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>736</b>	<b>0</b>	<b>723</b>	<b>556</b>	<b>0</b>
<b>Report Totals</b>	<b>189</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>736</b>	<b>0</b>	<b>723</b>	<b>556</b>	<b>0</b>

# City Of Albuquerque EHS

## 2301 - Average Daily Attendance

Program Term: EHS July 2021, Program Option: Standard Full Day, Attendance Date: 7/1/2021 - 7/31/2021

### City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment		
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>	
<b>Douglas MacArthur</b>										
Infant	22	44	0	21	1.05	8	13.10%	3.14	33.33%	
Toddler - EH	92	63	0	21	4.38	8	54.76%	7.38	59.35%	
<b>Site Total</b>	<b>114</b>	<b>107</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>5.43</b>	<b>16</b>	<b>33.93%</b>	<b>10.52</b>	<b>51.58%</b>	
<b>La Mesa</b>										
Toddler - EH	130	33	0	21	6.19	8	77.38%	7.76	79.75%	
<b>Site Total</b>	<b>130</b>	<b>33</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>6.19</b>	<b>8</b>	<b>77.38%</b>	<b>7.76</b>	<b>79.75%</b>	
<b>Plaza Feliz</b>										
Toddler - EH	86	35	0	21	4.10	8	51.19%	5.76	71.07%	
Twos	118	50	0	21	5.62	8	70.24%	8.00	70.24%	
<b>Site Total</b>	<b>204</b>	<b>85</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>9.72</b>	<b>16</b>	<b>60.71%</b>	<b>13.76</b>	<b>70.59%</b>	
<b>School On Wheels</b>										
Infant	66	44	0	21	3.14	8	39.29%	5.24	60.00%	
Toddler	125	43	0	21	5.95	8	74.40%	8.00	74.40%	
<b>Site Total</b>	<b>191</b>	<b>87</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>9.09</b>	<b>16</b>	<b>56.85%</b>	<b>13.24</b>	<b>68.71%</b>	
<b>Western Trail</b>										
Infant	54	46	0	21	2.57	8	32.14%	4.76	54.00%	
Toddler	108	54	0	21	5.14	8	64.29%	7.71	66.67%	
<b>Site Total</b>	<b>162</b>	<b>100</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>7.71</b>	<b>16</b>	<b>48.21%</b>	<b>12.47</b>	<b>61.83%</b>	
<b>City Of Albuquerque EHS</b>	<b>801</b>	<b>412</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>38.14</b>	<b>72</b>	<b>52.98%</b>	<b>57.75</b>	<b>66.03%</b>	
<b>Report Totals</b>	<b>801</b>	<b>412</b>	<b>0</b>	<b>21.00 (avg)</b>	<b>38.14</b>	<b>72</b>	<b>52.98%</b>	<b>57.75</b>	<b>66.03%</b>	

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)