



The Latin American Community Center
ECAP Program Update

**ECAP Governing Body Report
2015 – 2016**
(Information added as required)

1. Program Governance
 - a. Grant Application / Award - (Please see website)
 - b. Written policies / procedures for Shared decision-making (Please see website)
 - c. Ongoing training for Governing Body and Policy Council (Please see website)
 - d. Ongoing monitoring reports
2. Planning
 - a. Community Assessment - (Please see website)
 - b. Long-range goals
 - c. Short term objectives
 - d. Planning calendar (Please see website)
 - e. Self-assessment - Scheduled for January 11th through January 15th
 - f. Child outcome data
3. Communication
 - a. How is information shared among staff, governing body, and policy council
 - b. How is information shared with parents
 - c. How is information shared with community partners
4. Record-keeping and Reporting
 - a. Confidentiality procedures
 - b. Child Files & Child Plus - child files are complete, utilizing ETO as Department of Education has not yet secured Child Plus contract yet.
 - c. Quarterly Reports – 1st Quarter Report was submitted 10/15/2015
 - d. PIR report - (Please see website)
5. Ongoing Monitoring
 - a. Tracking systems & written reports
 - b. Tracking family & community partnerships
 - c. Tracking progress and accomplishments of children in 8 domains
6. Human Resources
 - a. How staff are organized to support the program



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- b. Staff supervision
 - c. EDC/ECAP/EHS staff handbook
 - d. Professional Development
7. Fiscal Management
8. Prevention and Early Intervention
 - a. Children linked to continuous health care
 - b. Nutrition services
 - c. Mental health services
 - d. Health and safety checklists
9. Tracking and Follow-up
 - a. Child files (family files)
 - b. Health services
10. Individualization
 - a. Families are involved in setting goals
 - b. TSG
 - c. Addresses child interests, strengths, school readiness, etc.
11. Disabilities Services
 - a. Process used to assess children's needs
 - b. How program partners with parents
 - c. Evidence of inclusion
 - d. IEP's & IFSP's
12. Curriculum and Assessment
 - a. TSG
 - b. Daily / weekly lesson plans
 - c. Family is involved
13. Family Partnership Building
 - a. Parent Handbook
 - b. Family partnership written plan
 - c. Family strengths, goals, needs assessed
 - d. ETO / Child Plus documentation
 - e. Home visits & student growth conferences
14. Community and Child Care Partnerships



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- a. Interagency agreements
 - b. Transition plan
 - c. Documentation of community partnership efforts
15. Eligibility, Recruitment, Selection, Enrollment and Attendance
- a. Recruitment efforts
 - b. Selection process
 - c. Enrollment – fully enrolled - please see attached roster for breakdown
 - d. Attendance monitoring - attendance is monitored daily (by teachers), weekly (by FSW), and monthly (during Agency enrollment meeting)
16. Child Development and Health Services: Mental Health
- a. Screening – all 45 & 90 Day screenings are complete: ASQ3 (Developmental), ASQ-SE (Behavioral), Lead, Vision, Hearing, Dental, & Physicals.
 - b. Support provided to child & families
 - c. Mental health - currently working with Early Childhood Mental Health Consultation

ECAP ROSTER:

	100% or below (up to 34 students)	101% to 130% (allowed 35% = 9 students)	Over Income (allowed 10% = 3 students)
1	Abel Flores	1 Keila Molina	1
2	Alexis Coporo	2 Alejandra Bartolomey	2
3	Allison Pantojas	3	3
4	Andrea Guzman	4	
5	Angelina Zepeda	5	
6	Candice Taboada	6	
7	Carlos Collazo	7	
8	Carlos Madera	8	
9	Dylan Terreros	9	
10	Eddie Rojas		
11	Herison Diaz		
12	Iker Cruz-Linares		
13	Jaime Rubelo		
14	Jatniel Crespo		
15	Jayden Collazo		
16	Joseph Collazo		
17	Mariana Romero		
18	Juan Saldivar		
19	Juan Sesena		
20	Kytzia Bastida		
21	Lizette Bernal		
22	Madeline Ramirez		
23	Saida Dorantes		
24	Stephanie Terreros		
25	Zaakirah Guy		
26	Kasiyah Malloy		
27	Adriam Marrero		
28	Axcel Bernabe		
29	Jade Cobos		
30	Joshua Corpeno		
31	Anthony Sevilla		
32	Julana Romero		
33			