

Preparing for An On-Site Federal Review

**November 9-10, 2010, Embassy Suites Nashville at Vanderbilt,
Nashville, Tennessee**

**December 15-16, 2010, Hilton Durham Near Duke University, Durham,
North Carolina**

**January 11-12, 2011, Hyatt Regency St. Louis at the Arch, St. Louis,
Missouri**



With passage of the *Improving Head Start for School Readiness Act of 2007*, Federal Monitoring has taken on an increased role in determining program viability. **Preparing for an On-Site Federal Review** prepares grantees and their delegates for this important process. This nationally-recognized event includes a comprehensive overview of both the latest review instrument and the review process, and incorporates strategies and activities that participants can use in their programs to prepare for the monitoring review process.

This popular day and a half briefing/workshop familiarizes participants with the Office of Head Start monitoring process and the various materials Head Start/Early Head Start programs should assemble and have available for the Federal On-Site Review. Emphasis will be placed on preparing for the questions that reviewers will ask and responding to common observations that will be made by the review team. Special emphasis will be placed on reviewing strategies and techniques for preparing staff, parents, and partners and implementing those strategies in the local program. Rather than just providing an overview of what to expect, this workshop offers proven methods for preparing Governing Bodies, Policy Councils, managers, and staff.

Participants will receive a copy of the latest version of the OHS Monitoring Protocol, other documents related to the monitoring process, and a companion handbook that focuses on how the process works, including insight into the collection, verification, and analysis of information from multiple sources within the program. Participants will be briefed on using the materials to prepare their program for the review process.

The Standard Registration Fee is \$300 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$285 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning .9 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will gain information about the Federal review process, including strategies and suggestions for preparing at the local level.
- ★ Participants will explore techniques for preparing staff, parents, and partners for the Federal review.
- ★ Participants will review each section of the latest monitoring instrument and discuss the information and materials that should be prepared and available for the review team.
- ★ Participants will receive materials that support the implementation of appropriate strategies for preparing for the on-site review.

Your Presenters

Janet Buckley, Special Projects Specialist has over 30 years of leadership experience in a variety of Head Start and other non-profit programs, and in developing and implementing adult learning. Her training materials on Federal reviews and



community and self-assessment have been disseminated nationally. Janet has a BA in Communications from SUNY Geneseo, a Master's in Education from the University of South Carolina, and a Certificate in Non-Profit Management from Duke University.

Christopher Watkins, Management & Finance Specialist, has over 15 years of experience in providing training and consultation to Head Start grantees. He has developed and presented hundreds of management and supervision workshops throughout the U.S., including annual seminars on the Federal monitoring review process. He has a Certificate in Non-Profit Management from Duke University, an MA in Economics, a BA in government, and an MBA.



(T/TAS reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

Room blocks will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

November 9-10, 2010, Nashville, Tennessee

The Embassy Suites Nashville at Vanderbilt is located at 21811 Broadway in Nashville, Tennessee. Accommodations are available at the special conference rate of \$149 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Prepare for Review Meeting** when making your hotel reservations. Please make your reservations **no later than October 8, 2010** by calling 615-277-4962.

December 15-16, 2010, Durham, North Carolina

The Hilton Durham near Duke University is located at 3800 Hillsborough Road in Durham, North Carolina. Hotel accommodations are available at the special conference rate of \$114 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Prepare for Review** when making your hotel reservations. Please make your reservations **no later than November 22, 2010** by calling 919-383-8033 or 800-HILTONS.

January 11-12, 2011, St. Louis, Missouri

The Hyatt Regency St. Louis at the Arch is located at 315 Chestnut Street in St. Louis, Missouri. Hotel accommodations are available at the special conference rate of \$96 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Prepare for Review** when making your hotel reservations. Please make your reservations **no later than December 15, 2010** by calling 314-655-1234, 888-421-1442, or 402-592-6464.

Tentative Agenda

Day One

8:00 - 8:30 a.m.	Registration
8:30 - 10:00 a.m.	Overview of the 2011 Review Process <ul style="list-style-type: none"> • Changes in the Review Process • Emphases in the 2011 Monitoring Instrument Activity: Focusing on the Message
10:15 a.m. - Noon	Reviewing the Monitoring Protocols <ul style="list-style-type: none"> • Health Services Protocol • Nutritional Services Protocol • Safe Environments Protocol • Disabilities Services Protocol Activity: Our Own ABC's
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 4:15 p.m.	Reviewing the Monitoring Protocols (Cont'd) <ul style="list-style-type: none"> • Mental Health Services Protocol • Family and Community Services Protocol • Education and Early Childhood Development Services Protocol

Day Two

8:30 - 11:30 a.m.	Reviewing the Monitoring Protocols (Cont'd) <ul style="list-style-type: none"> • Fiscal Management Protocol • Program Design and Management Protocol Activity: It's About Systems
11:30 a.m. - Noon	Wrap-Up, Questions, and Suggestions for the Review

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to www.ttas.org/calendar.html, locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at www.ttas.org, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: T/TAS, 1906 College Heights Boulevard #11031, Bowling Green, Kentucky 42101-1031.
- ★ **To Register By Fax:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. **Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.**

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration *in writing* 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching all of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. Most of the events in our training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482!**





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

SELECT EVENT	SELECT FEE(S)
<p>PREPARING FOR AN ON-SITE FEDERAL REVIEW</p> <p><input type="checkbox"/> NOVEMBER 9-10, 2010, EMBASSY SUITES NASHVILLE AT VANDERBILT, NASHVILLE, TN</p> <p><input type="checkbox"/> DECEMBER 15-16, 2010, HILTON DURHAM NEAR DUKE UNIVERSITY, DURHAM, NC</p> <p><input type="checkbox"/> JANUARY 11-12, 2011, HYATT REGENCY ST. LOUIS AT THE ARCH, ST. LOUIS, MO</p>	<p><input type="checkbox"/> Standard Registration: \$300</p> <p><input type="checkbox"/> TTAS@Your Service Subscribers: \$285 *</p> <p><input type="checkbox"/> Check if requesting .9 CEUs (9 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

Check payable to T/TAS.

Purchase Order No. _____ payable to T/TAS.

Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____

Expiration Date: _____ Signature: _____

Visa Card Users, please include 3-digit V number from back of card: ____

Return to: T/TAS
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

<p>Accessibility Needs:</p> <p>Do you have any disability that requires special materials or services?</p> <p>Do you have a special dietary need?</p>

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.