



ACTION FOR EASTERN MONTANA HEAD START

Administration Office
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Glendive, MT 59330
(406) 377-3564 • FAX (406) 377-3570

School and Office
120 Colorado Blvd.
Glendive, MT 59330
(406) 377-3009
FAX (406) 377-3010

School and Office
1608 N. Merriam
Miles City, MT 59301
(406) 234-5223
FAX (406) 234-6522

School and Office
839 1st Ave. South
Glasgow, MT 59230
(406) 228-2404
FAX (406) 228-2405

School and Office
P.O. Box 972
Malta, MT 59538
(406) 654-2005
FAX (406) 654-2849

Program Overview

Head Start is a comprehensive, quality preschool program whose mission is to improve the social competence of low income children and their families.

AEM Head Start serves 3-5 year olds in part day 5 days a week services.

Some facts about AEM Head Start

- * Funded for 149 children
- * Classrooms: 8
- * Children per class: 15-20
- * Centers in Malta, Glasgow, Glendive, & Miles City

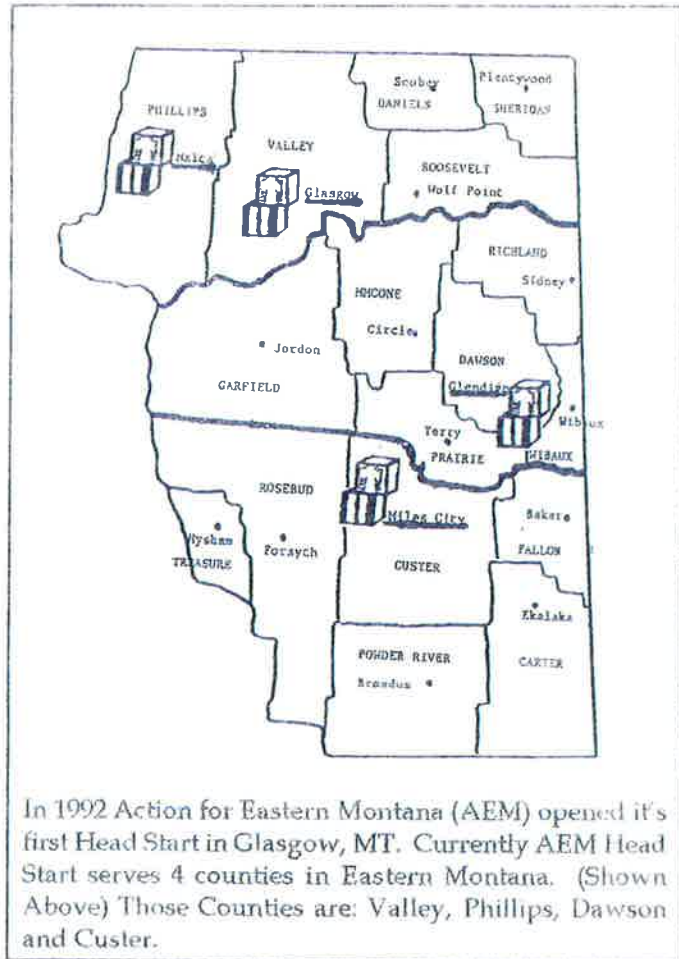
Head Start provides children with activities that help them grow mentally, socially, emotionally, and physically. Local Head Start staff recognize that parents are the first and most important teachers of their children. Classroom teachers work with parents to involve them in their child's education.

AEM Head Start gives children the opportunity to socialize with others, solve problems, and have other experiences which help them become self-confident.

Once enrolled in Head Start, children are examined by skilled professionals for any health problems. Vision and hearing tests are arranged with local professionals, and any needed immunizations are updated by local health programs. We also arrange nutrition assessments and dental exams. Children with health needs receive follow-up care.

Through Head Start children are more prepared for kindergarten, excited about learning and ready to succeed in school.

In addition, Family Support Coordinators assist parents in setting goals for themselves and their families, including seeking education, employment, better housing, transportation and meeting other social needs.



In 1992 Action for Eastern Montana (AEM) opened it's first Head Start in Glasgow, MT. Currently AEM Head Start serves 4 counties in Eastern Montana. (Shown Above) Those Counties are: Valley, Phillips, Dawson and Custer.

Head Start Parents

Head Start parents are given an opportunity to take part in training classes on many subjects, such as parenting, job training, learning about health and nutrition, and using resources in their community.

Parents also have a voice in the Head Start program by serving on various committees and governing bodies.

Parents' experiences in Head Start have raised their own self-confidence and improved their ability to make decisions regarding their children and the family as a unit.

Action for Eastern Montana Head Start Revenue Budget

Program: \$881,253.00
Administration: \$155,515.00
Total Grant Revenue \$1,036,768.00
IN-KIND: \$259,192.00
Total Revenue: \$1,295,960.00

Personnel: \$585,106.00
Fringe Benefits: \$225,478.00
Travel: \$2,600.00
Supplies: \$54,332.00
Other: \$148,506.00
Total Direct Costs: \$1,016,022.00
T/TA: \$20,746.00
USDA: \$85,000.00
In-Kind: \$259,192.00

Action for Eastern Montana Governing Board

Private Sector: *Cody Lensing – Attorney*
Dorothy King – Early Child, Dev.
Dan Watson – Fiscal Expert

Low-Income: *Pastor Betty Mawbey*
Pastor Robert Shy
Gloria Askin
Keith Robinson

Public Sector: *David Pippin*
Jim Skillestad
Betty Aye
Janet Wolf
Judge Larry Jensen

CEO: *Brian Steffen*

Management Team

Director: *Ron Conrad*
Coordinators: *Gail Laakso*
Alice Madeville
De Nice Curry
Sue Noble
Cindi Byron
Becky Green
Coleen Costin
Pam Ost



**HEAD START
 FAMILY
 INCOME GUIDELINES FOR
 2012-2013**

Size of Family Unit	Income Guideline	130% X Guideline
1	\$11,170	\$14,521
2	\$15,130	\$19,669
3	\$19,090	\$24,817
4	\$23,050	\$29,965
5	\$27,010	\$35,113
6	\$30,970	\$40,261
7	\$34,930	\$45,409
8	\$38,890	\$50,557

For family units with more than 8 persons, add \$3,960 for each additional person.

2010 - 2011 Head Start Program Information Report (PIR) **Health Services Report - Grant Level**

Region 08 | Montana |

- ACTION FOR EASTERN MONTANA has 1 Program(s)

GENERAL INFORMATION

Grantee Name	ACTION FOR EASTERN MONTANA	
Grantee Address	P.O. Box 1309 2030 N. Merrill Glendive, MT, 59330-1309	
Grantee Phone Number	(406) 377-3564	
Grantee Fax Number	(406) 377-3570	
Grantee Website Address	http://www.aemt.org	
Enrollment Year Starts	08/26/2010 (Min)	
Enrollment Year Ends	05/17/2011 (Max)	
		# Programs
Program Types	Head Start	1
Agency Types	Community Action Agency (CAA)	1
Agency Descriptions	Grantee that directly operates program(s) and has no delegates	1

FUNDED ENROLLMENT

Funded Enrollment by Funding Source

	Answer	Percentage
Total Funded Enrollment	149	
ACF Funded Enrollment	149	100.00%
Non ACF Funded Enrollment	0	0%

CUMULATIVE ENROLLMENT

Total Cumulative Enrollment

	Answer	Percentage
Total Cumulative Enrollment	160	
Children	160	100.00%
HS Children	160	100.00%
Preschool Children - HS and MSHS Age 3-5	160	100.00%

Turnover

	Answer	Percentage
Children Enrolled Less than 45 Days	0	0%

HEALTH SERVICES

Health Insurance - Children



2010 - 2011 Head Start Program Information Report (PIR) Health Services Report - Grant Level

Region 08 | Montana |

	Answer	Percentage
Children with Health Insurance (at Enrollment)	143	89.38%
Children with Health Insurance (at End of Enrollment Year)	159	99.38%
Medicaid (at Enrollment)	91	56.88%
Medicaid (at End of Enrollment Year)	101	63.12%
CHIP (at Enrollment)	17	10.62%
CHIP (at End of Enrollment Year)	23	14.38%
Combined CHIP/Medicaid (at Enrollment)	6	3.75%
Combined CHIP/Medicaid (at End of Enrollment Year)	6	3.75%
State Funded Insurance (at Enrollment)	0	0%
State Funded Insurance (at End of Enrollment Year)	0	0%
Private Health Insurance (at Enrollment)	28	17.50%
Private Health Insurance (at End of Enrollment Year)	28	17.50%
Other Health Insurance (at Enrollment)	1	0.62%
Other Health Insurance (at End of Enrollment Year)	1	0.62%
Children without Health Insurance (at Enrollment)	17	10.62%
Children without Health Insurance (at End of Enrollment Year)	1	0.62%

Medical Home - Children

	Answer	Percentage
Children Continuous Accessible Health Care (at Enrollment)	155	96.88%
Children Continuous Accessible Health Care (at End of Enrollment Year)	160	100.00%
Children Indian Health Service (at Enrollment)	1	0.62%
Children Indian Health Service (at End of Enrollment Year)	1	0.62%
Children Migrant Health Center (at Enrollment)	0	0%
Children Migrant Health Center (at End of Enrollment Year)	0	0%

Medical Services - Children

	Answer	Percentage
Completed All Medical Screenings	158	98.75%
Diagnosed as Needing Medical Treatment	19	12.03%
Received or Are Receiving Medical Treatment	19	100.00%
Anemia	0	0%
Asthma	7	4.38%
Hearing Difficulties	0	0%
Overweight	1	0.62%
Vision Problems	15	9.38%
High Lead Levels	3	1.88%
Diabetes	0	0%

Immunization Services - Children

	Answer	Percentage
Up to Date on All Immunizations (at Enrollment)	156	97.50%
Up to Date on All Immunizations (at End of Enrollment Year)	158	98.75%

2010 - 2011 Head Start Program Information Report (PIR)

Health Services Report - Grant Level

Region 08 | Montana |

	Answer	Percentage
Received All Possible Immunizations (at Enrollment)	1	0.62%
Received All Possible Immunizations (at End of Enrollment Year)	2	1.25%

Dental Home - Children

	Answer	Percentage
Children Continuous Accessible Dental Care (at Enrollment)	52	32.50%
Children Continuous Accessible Dental Care (at End of Enrollment Year)	160	100.00%

Preschool Dental Services (HS and Migrant Programs)

	Answer	Percentage
Received Dental Preventive Care	104	65.00%
Completed Oral Health Examination	159	99.38%
Diagnosed as Needing Dental Treatment	55	34.59%
Received or Are Receiving Dental Treatment	55	100.00%

MENTAL HEALTH SERVICES

Mental Health Services

	Answer	Percentage
Children with Staff Consultations	18	11.25%
Children with Three or More Consultations	14	77.78%
Children with Parent Consultations	18	11.25%
Children with Three or More Parent Consultations	13	72.22%
Children with Individual Mental Health Assessments	160	100.00%
Children Referrals Facilitated for Mental Health	11	6.88%

Medical Health Referrals

	Answer	Percentage
Children Referred for Mental Health Services Outside Head Start	11	6.88%
Children Referred for Mental Health Services Outside Head Start that Received Services	11	100.00%

DISABILITIES SERVICES

Preschool Disabilities Services (HS and Migrant Programs)

	Answer	Percentage
Children with an IEP	21	13.12%
Children with an IEP - Determined Eligible for Services Prior to Enrollment Year	8	38.10%

	Answer	Percentage
Children with an IEP - Determined Eligible for Services During Enrollment Year	13	61.90%
Children with an IEP - Not Receiving Services	0	0.00%

AEM Head Start Transition:

In Eastern Montana Public Schools have high expectations for children who enter kindergarten.

Action for Eastern Montana Head Start is designed to help Head Start children meet or exceed the same resilience, cognitive and social skills as their peers. Sometimes children who attend Head Start have experienced some difficulties that prevent them from being well-prepared for school readiness. Our program is very conscious of all of the possible special needs of our children.

AEM Head Start uses Creative Curriculum a scientifically valid research and age appropriate curriculum which reflects the essential skills expected by our kindergarten classrooms. Our positive pro-social skills approach ensure children have a successful transition into kindergarten. Social behaviors such as, playing cooperatively with others, taking turns, following directions and trying new things are tracked. This data is then evaluated based on the goals and objectives that we set. This data is then used to help children and their families understand the expectation of the public school system.

AEM Head Start On Going Monitoring:

At least once a year, AEM conducts a comprehensive self-assessment on the effectiveness and progress in meeting program goals and objectives based on Head Start Performance Standards. We then submit the (Governing Board approved) report to ACF. The report shows the developed improvement plans to strengthen those areas that have been identified as needing improvement.

Every three years we are reviewed by a Federal Team who come to our program to do a program assessment. This process lasts about a week. Our last Head Start review was in 2010 and we had **NO** findings

AEM Head Start reports our enrollment on a monthly bases. Average enrollment per month is 149. 100% of funded enrollment and is 90% of eligible children.

We annually submit to HHS: a complete accounting of our administrative expenses, funds used to pay salaries and compensation, (including non HS funds used to pay the same.)

AEM annually submits a copy of it's audit findings that relate to Head Start to the Department of Health and Human Services.

**ACTION FOR EASTERN MONTANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 2010**

Section I - Summary of Audit Results

Financial Statements

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(s) identified not considered to be material weakness(es)?	No
Noncompliance material to financial statements noted?	No

Federal Awards

Internal Control over major programs:	
Material weakness(es) identified?	Yes
Significant deficiency(s) identified not considered to be material weakness(es)?	Yes
Type of auditor's report issued on compliance for major programs:	Qualified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(A)?	Yes

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program</u>
17.259	WIA Youth Activities - Cluster
81.042	Weatherization Assistance for Low-Income Persons
93.568	Low-Income Home Energy Assistance
93.569	Community Services Block Grant
93.710	ARRA CSBG
84.397	State Fiscal Stabilization Fund - ARRA

Dollar threshold used to distinguish between Type A and Type B programs:	\$ 300,000
Auditee qualified as low-risk auditee?	No

AUGUST 2011

S	M	T	W	TH	F	SAT
	1	2	3	4	5	6
7	8 Family Support Start	9	10 Education Coord Start	11 Health Coord Start Coord Meeting	12	13
14	15 Teaching Staff Start	16 Orientation All Staff Attends	17 Orientation All Staff Attends Annual Dinner	18 Home visits	19 Home Visits	20
21	22	23 C/KA/CA Staff Start	24 First day	25 ☺	26 ☺	27
28	29 ☺	30 ☺	31 ☺			

5Days☺ 2 Orientation 2 Home Visits Coord Meeting

SEPT 2011

S	M	T	W	TH	F	SAT
				1 ☺	2 ☺	3
4	5 Labor Day	6 ☺	7 ☺	8 ☺	9 ☺	10
11	12 ☺	13 ☺	14 ☺	15 ☺	16 ☺	17
18	19 ☺	20 ☺	21 ☺	22 ☺	23 ☺	24
25	26 ☺	27 ☺	28 ☺	29 ☺	30 ☺	

20 Days ☺ 1 Action Holiday

OCT 2011

S	M	T	W	TH	F	SAT
					☺	1
2	3 ☺	4	5 ☺	6 ☺	7 ☺	8
9	10 Columbus Day	11 ☺	12 ☺	13 T/TA	14 T/TA	15
16	17 ☺	18 ☺	19 ☺	20 ☺	21 ☺	22
23	24 ☺	25 ☺	26 ☺	27 ☺	28 ☺	29
30	31 ☺ Halloween					

18Days☺ 1 Action Holiday 2 T&TA

NOV 2011

S	M	T	W	TH	F	SAT
		1 ☺ Election Day	2 ☺	3 ☺	4 ☺	5
6	7 ☺	8 ☺	9 ☺	10	11 No School Veterans Day	12
13	14 ☺	15 ☺	16 ☺	17 P/T Conf	18 P/T Conf	19
20	21 ☺	22 ☺	23 ☺	24 Thanksgiving	25 Action Holiday	26
27	28 ☺	29 ☺	30 ☺			

17 days ☺ 2 Parent Teacher Conferences 3 Action Holidays

DEC 2011

S	M	T	W	TH	F	SAT
				1 ☺	2 ☺	3
4	5 ☺	6 ☺	7 ☺	8 ☺	9 ☺	10
11	12 ☺	13 ☺	14 ☺	15 ☺	16 ☺	17
18	19 HS Paid	20 HS Paid	21 HS Paid	22 HS Paid	23 Action Holiday	24
25 Christmas	26 Action Holiday	27 HS Paid	28 HS Paid	29 HS Paid	30 Action Holiday	31

12 days ☺ 7 HS Paid days
3 Action Holiday

JAN 2012

S	M	T	W	TH	F	SAT
1 New Years	2 Action Holiday	3 ☺	4 ☺	5 ☺	6 ☺	7
8	9 ☺	10 ☺	11 ☺	12 ☺	13 ☺	14
15	16 Martin Luther King Jr	17 ☺	18 ☺	19 ☺	20 ☺	21
22	23 ☺	24 ☺	25 ☺	26 ☺	27 ☺	28

29	30 ☺	31 ☺				

20 days☺ **2 Action Holidays**
FEB 2012

S	M	T	W	TH	F	SAT
			1 ☺	2 ☺	3 T&TA	4
5	6 ☺	7 ☺	8 ☺	9 ☺	10 ☺	11
12	13 ☺	14 ☺	15 ☺	16 ☺	17 ☺	18
19	20 President Day	21 ☺	22 ☺	23 ☺	24 ☺	25
26	27 ☺	28 ☺	29 ☺			

19days ☺ **1 Action Holiday** **1 T&TA**
MAR 2012

S	M	T	W	TH	F	SAT
				1 ☺	2 ☺	3
4	5 ☺	6 ☺	7 ☺	8 ☺	9 ☺	10
11	12 ☺	13 ☺	14 ☺	15 P/T Conf	16 P/T Conf	17
18	19 ☺	20 ☺	21 ☺	22 ☺	23 ☺	24
25	26 ☺	27 ☺	28 ☺	29 ☺	30 ☺	31

20 Days☺ **2 Parent Teacher**

APR 2012

S	M	T	W	TH	F	SAT
1	2 ☺	3 ☺	4 ☺	5 ☺	6 HS Paid Leave	7
8 Easter	9 HS Paid Leave	10 ☺	11 ☺	12 ☺	13 ☺	14
15	16 ☺	17 ☺	18 ☺	19 ☺	20 <i>30 DCE Conference</i>	21
22	23 ☺	24 ☺	25 ☺	26 ☺	27 ☺	28
29	30 ☺					

18 days☺ **1 T&TA** 2 HS Paid

MAY 2012

S	M	T	W	TH	F	SAT
		1 ☺	2 ☺	3 Home Visit	4 Home Visit	5
6	7 ☺	8 ☺	9 ☺	10 ☺	11 ☺	12
13	14 ☺	15 ☺ Last Day	16 Last Day Teaching Staff Cooking/KA	17 Last Day Coordinators	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

10 Days ☺ 2 Home Visits

SCHOOL DAYS ☺	☺ 160
HOME VISITS	4
P/T CONFERENCE	4
T&TA	6
TOTAL	174
ACTION HOLIDAYS	11
HS PAID DAYS	9
TOTAL	194

Work Days With Out Children

Family Support Coordinators	14
Teaching Staff	8
Education Coordinator	12
Health Coordinators	11
Teaching Staff	8
*Disability Aides	1
*Cooks/Kitchen Aides	2