



VNSNY **Early Steps** Family Center

ANNUAL REPORT 2012-2013



A Message from
the Executive Director



I am very pleased to present to you
the 2012-2013 VNSNY Early Steps Family Center
Annual Report.

A Message from the Executive Director

The Early Steps Family Center is a comprehensive parent and child development program that serves the Rockaway catchment area. We are part of a larger organization that has served New York City since 1893, and we are an anchor for the Rockaway community. The Visiting Nurse Service of New York offers nineteen different programs in this area, so VNSNY is a recognized and trusted name.

VNSNY has helped families in the Rockaway community to cultivate stable lifestyles, and has partnered with them to educate and guide their children toward school readiness. We believe that all children can learn, and we are committed to doing what it takes to help each individual child thrive and to closing the achievement gap for participating children. We are funded by the Administration of Family Services Office of Head Start and licensed by the New York City Department of Health and Mental Hygiene (NYCHOHMH).

We offer comprehensive services through age 5, including Early Head Start, for pregnant women and children through age 3; Head Start, for children from ages 3 to 5; and the Fathers First Initiative. We offer age-appropriate learning, social interaction, health screenings, nutrition education, family development, and encourage strong parental involvement so that each child experiences a rich environment for learning and developing. We are working with NYC Department of Education (NYC DOE) to prepare children for kindergarten. In addition to promoting self-sufficiency in parents, we collaborate with the NYC DOE to provide on-site General Equivalency High School diplomas. Upon completion, we have offered over 60% of our parents entry level positions.

The Rockaways experienced widespread devastation from Superstorm Sandy, and we, as well as our families and neighbors, are still recovering and rebuilding. Many of our parents were displaced to hotels, shelters, or to the homes of family members and friends.

The VNSNY Early Steps Family Center at 86-01 Rockaway Beach Boulevard was inundated with four feet of water and sewage, rendering all the classrooms and administrative office ruined. As a result, our program transitioned to a home-based model, providing one-on-one case management to each family, facilitating parent-child activities.

I want to recognize the staff of the Early Steps Family Center and the VNSNY Board, volunteers and VNSNY emergency preparedness teams who were on the field post-Sandy providing services and materials ensuring that our children and families received the care and services throughout recovery and rebuilding.

This report is designed to highlight the relationship-based, collaborative efforts of the Early Steps Family Center staff and families, and our community partners as we partner to support infants and toddlers develop into preschoolers, preschoolers prepare for kindergarten, and engage families toward self-sufficiency and productive lives.

Sincerely,

Carmen Ayala
Executive Director
Early Head Start/Head Start



The Visiting Nurse Service of New York (VNSNY) Early Steps Family Center is a comprehensive child development and family support program serving NYC's Rockaway Peninsula.

VNSNY has helped families in the Rockaway community to cultivate stable lifestyles, and partnered with them to educate and guide their children towards school readiness. We believe that all children can learn, and are committed to doing what it takes to help each individual child thrive. We strive to meet the needs of the “whole child” by fostering children’s development and integrating health, nutrition, mental health and family services. Our classrooms are inclusive of children with disabilities; respectful of differences in gender, culture, language, ethnicity and family composition; welcoming to parents; based in widely-accepted theories of how children grow and learn; and draw from multiple sources of early childhood expertise. In July 2012 VNSNY Early Steps Family Center received National Association of Education for Young Children (NAEYC) accreditation, receiving NAEYC commendations in all ten Academy review areas.

New Initiatives

PRE-SCHOOL EXPANSION

VNSNY Early Steps Family Center was awarded a new grant to service an additional 110 children in the Head Start center-based option. This program was established with funding that was received under the Department of Health and Human Services Administration for Children and Families NOA# 02CH302002. The Head Start program is funded to serve 110 children in 6 classrooms in the designated HS service area of Far Rockaway in Queens, New York (Zip codes 11691, 11692, 11693, 11694, 11695 and 11697).



SUPERSTORM SANDY DISASTER RELIEF

The Department of Health and Human Services awarded VNSNY \$3.2 million dollars to restore Early Head Start services to the Rockaways. This grant actions award was for the fiscal year 2013 budget period. The funds were designated for Phase I of the Disaster Relief Appropriations Act of 2013 (P.L. 113-2) for the temporary 2nd and 3rd floor Department of Health licensable site repairs and the rebuild and outdoor play areas for both programs located at 216-20 Beach 87th Street. In addition, funding also included the renovations to the first floor and feasibility study for a permanent site for the 0-5 Early Head Start/Head Start program.



Enrollment Summary



The Federal Government has provided VNSNY Early Steps Family Center 2012 funding to serve 75 children and their families; 32 children were served in the center-based component and 43 children and pregnant women were served in the home-based component. Based on the Early Head Start Community Needs Assessment there are an estimated 112,735 people in the Rockaway Peninsula. About 26.7% of that population is under the age of 18 according to the Queens Community District 14 profile. There are 8,864 children under the age of 5 and 8,275 children aged 5-9. While teen birthrates have decreased 11% citywide since 2000, there remains a grave need for services for teen mothers. NYC continues to have higher than the national rates for teen pregnancy. We continue to target teen mothers in Far Rockaway, based on the 2010 ny.gov/vital statistics, Far Rockaway with 10.4% teen live births, significantly exceeded the overall rates for Queens County (5.5%), NYC (6.2%) and Brooklyn (6.1%). VNSNY is the only Early Head Start/Head Start 0-5 program that services the community.

MONTHLY EARLY HEAD START ENROLLMENT

The Head Start Reauthorization Act provides for the sharing of regular information about Head Start program planning, policies, and agency operations, including monthly program information summaries. Head Start programs are required to be fully enrolled. The data demonstrate that for 2012, the VNSNY Early Steps Family Center Early Head Start Program was under-enrolled primarily due

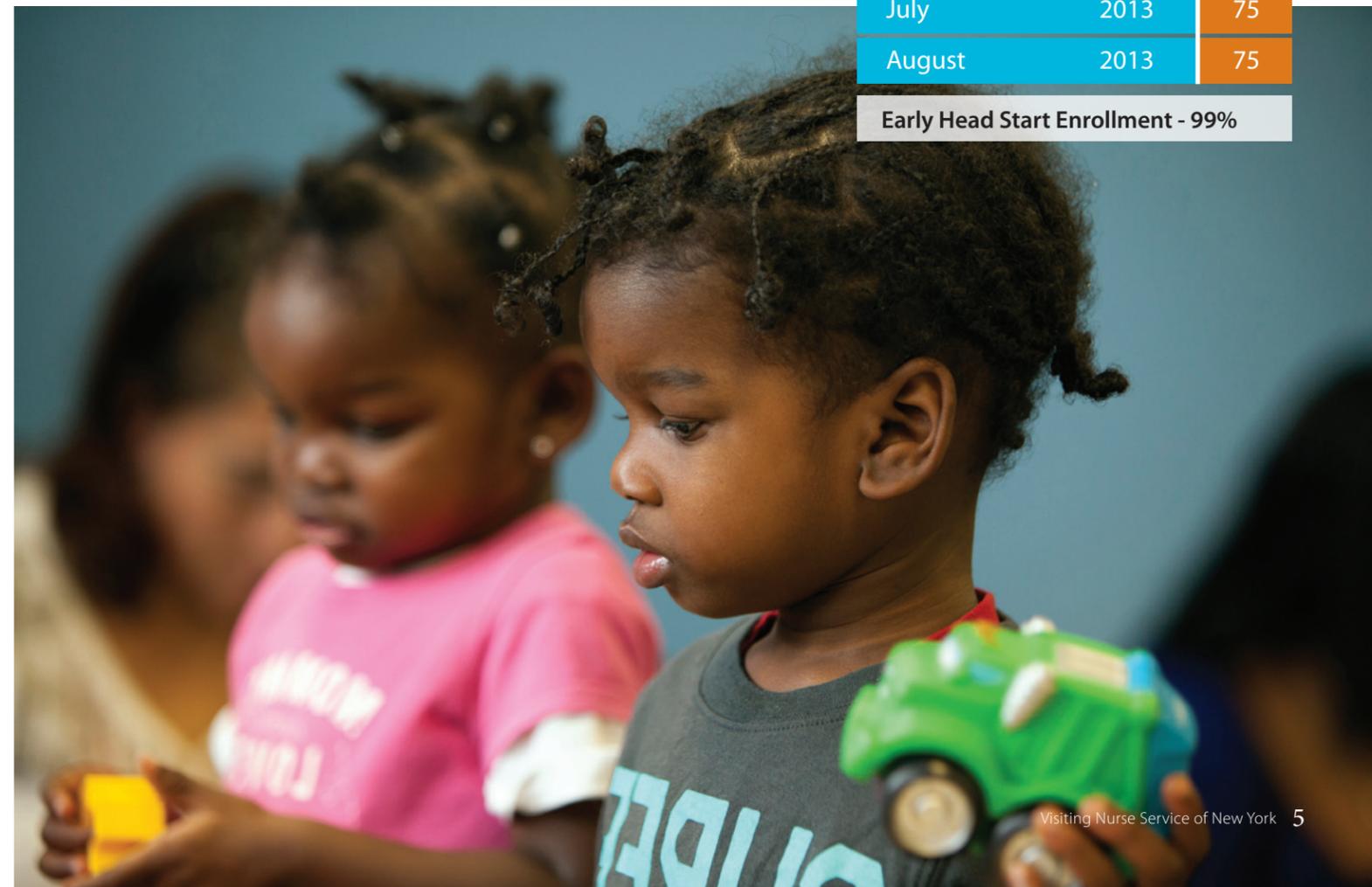
to the effects of Superstorm Sandy. Many families were displaced and were unable to continue with the program. Recruitment became nearly impossible due to the severe flood damage across Rockaway's medical and social service buildings. When the Joseph P. Addabbo Family Health Center allowed space for recruitment in 2013, a recruitment team went weekly to the WIC office to recruit families.

Enrollment

9/2012 - 8/2013

| | | |
|---------------|------|-----------|
| Funded | | 75 |
| Actual | | |
| November | 2012 | 75 |
| December | 2012 | 73 |
| January | 2013 | 75 |
| February | 2013 | 75 |
| March | 2013 | 75 |
| April | 2013 | 75 |
| May | 2013 | 75 |
| June | 2013 | 75 |
| July | 2013 | 75 |
| August | 2013 | 75 |

Early Head Start Enrollment - 99%





School Readiness Reports

VNSNY Early Steps Family Center is committed to closing the achievement gap for participating children.

To this end, we have developed a set of school readiness goals, which, in addition to guiding curriculum and teaching, are used to track and analyze child outcomes.

VNSNY's School Readiness Goals (SRGs) encompass all domains of child development and learning. They were identified by cross-referencing the Head Start Child Development and Early Learning Framework with our child assessment systems (Teaching Strategies GOLD®). The Early Head Start SRGs were developed in 2012, using the HS goals as a starting point but with many modifications to reflect age-appropriate expectations for infants and toddlers.

These are performance-based assessments, in which teachers score children's development on a continuum for each item. Our school readiness goals are the same for dual-language learners as for native English speakers, since we want DLL children to enter kindergarten prepared to succeed on par with all children. In addition, there is one specific School Readiness Goal related to DLL children's acquisition of English.

Parents are provided with information about the classroom curriculum both formally (e.g. in Family Handbook or Parent Committee meetings) as well as through ongoing communication, and their observations of their own children are a valued source of information in planning curriculum.

The following five action steps are implemented for setting and supporting School Readiness Goals:

Our goals are broad statements that convey the highest developmental achievement children should reach through program services. This is, of course, informed by our knowledge of each child and is an individual marker set in the context of each child's relationship with his/her providers and family. These goals are derived from our knowledge of the Head Start Child Development, Early Learning Framework and the NYS Pre-Kindergarten Foundation for the Common Core and include:

- Physical development and health: *Encompasses physical health, health knowledge and practice, gross motor skills and fine motor skills.*
- Social and emotional development: *Encompasses social relationships, self-concept, self-regulation and emotional/ behavioral health.*
- Language and literacy development: *Encompasses receptive and expressive language abilities and engagement in English literacy activities for our English language learners.*
- Cognition and general knowledge: *Includes logic and reasoning, mathematics, science and social studies.*
- Approaches to learning: *Includes creative arts and approaches to learning.*

ATTENDANCE SUMMARY

The VNSNY Early Steps Family Center Early Head Start grantee capacity remains at 75 children and their families including EHS pregnant mothers. The location at 86-01 Rockaway Beach Blvd. was inundated with four feet of water and sewage, rendering all the classrooms and administrative office ruined. The EHS program shifted to a home-based program to continue to provide services to the families that were all heavily impacted by Superstorm Sandy.

The Head Start Performance Standards provide that when the monthly average attendance rate in a center-based program falls below 85%, the Head Start program must analyze the causes of absenteeism and take appropriate corrective action.

MONTHLY EARLY HEAD START ATTENDANCE

For the Early Head Start program, total attendance for the year was 86.62% with two months in center-based option. As the table at right indicates, the attendance dropped significantly in November 2012 and December 2012 due to the amount of time it took to reconnect with families to adjust to a home-based program after the storm. In June 2013, restoration projects across the Rockaways which again displaced families, limited visits for the program.

Attendance

9/2012 - 8/2013

| | |
|-----------|-------------|
| September | 86.64% |
| October | 87.86% |
| November | 67.44% (HV) |
| December | 81.81% (HV) |
| January | 91.46% (HV) |
| February | 88.59% (HV) |
| March | 90.73% (HV) |
| April | 99.20% (HV) |
| May | 93.73% (HV) |
| June | 77.68% (HV) |
| July | 88.12% (HV) |
| August | 86.21% (HV) |

Teaching Strategies GOLD® Growth Report

9/2012 - 8/2013

Areas of Development: All Areas

Compare to: Widely Held Expectations

Checkpoint Periods: Fall 2012/2013, Spring 2012/2013

Checkpoint Types: Unfinalized and Finalized Checkpoint Levels

Age or Class/Grade at Checkpoint Period: 1 to 2 years (Orange)

Children to Compare: Only Children with Ratings in All Checkpoint Periods

Report Level: Program

Growth Summary

| Area of Development | # of Children | # of Children Below Growth Range | % of Children Below Growth Range | # of Children Meeting or Above Growth Range | % of Children Meeting or Above Growth Range |
|---------------------|---------------|----------------------------------|----------------------------------|---|---|
| Social-Emotional | 16 | 0 | 0% | 16 | 100% |
| Physical | 17 | 1 | 6% | 16 | 94% |
| Language | 16 | 1 | 6% | 15 | 94% |
| Cognitive | 16 | 1 | 6% | 15 | 94% |
| Literacy | 17 | 0 | 0% | 17 | 100% |
| Mathematics | 15 | 0 | 0% | 15 | 100% |

* N/A: The Widely Held Expectations cannot be rolled up for this organization, program, site or class. Refer to the Growth Report Help for more information.

| Area of Development | Widely Held Expectations | | Fall 2012/2013 | | | | | | | | Widely Held Expectations | | Spring 2012/2013 | | | | | | Growth by Area of Development | | | | | | | | | | |
|---------------------|--------------------------|-----|----------------|---------|------------------|------------------|--------------------|--------------------|----------------------|----------------------|--------------------------|------|------------------|---------|------------------|------------------|--------------------|--------------------|-------------------------------|----------------------|----------------|--------------|---------------------------------|--------------|----------------|-----------|------------|------------|-------------|
| | Bottom | Top | Children | Average | # Children Below | % Children Below | # Children Meeting | % Children Meeting | # Children Exceeding | % Children Exceeding | Bottom | Top | Children | Average | # Children Below | % Children Below | # Children Meeting | % Children Meeting | # Children Exceeding | % Children Exceeding | Starting Score | Ending Score | Average/Actual Amount of Growth | Growth Range | Type of Growth | 0% to 24% | 25% to 49% | 50% to 74% | 75% to 100% |
| Social-Emotional | 14 | 30 | 16 | 21.6 | 3 | 18.80% | 10 | 62.50% | 3 | 18.80% | N/A* | N/A* | 16 | 31.4 | 1 | 6.30% | 12 | 75.00% | 3 | 18.80% | 21.6 | 31.4 | 9.8 | 2 through 17 | Meeting | | x | | |
| Physical | 13 | 19 | 17 | 16.5 | 2 | 11.80% | 10 | 58.80% | 5 | 29.40% | N/A* | N/A* | 17 | 22.2 | 2 | 11.80% | 11 | 64.70% | 4 | 23.50% | 16.5 | 22.2 | 5.7 | 1 through 10 | Meeting | | | x | |
| Language | 15 | 29 | 16 | 18.2 | 3 | 18.80% | 12 | 75.00% | 1 | 6.30% | N/A* | N/A* | 16 | 29.9 | 2 | 12.50% | 10 | 62.50% | 4 | 25.00% | 18.2 | 29.9 | 11.7 | 3 through 16 | Meeting | | | x | |
| Cognitive | 11 | 27 | 16 | 18.9 | 4 | 25.00% | 9 | 56.30% | 3 | 18.80% | N/A* | N/A* | 16 | 31.9 | 2 | 12.50% | 8 | 50.00% | 6 | 37.50% | 18.9 | 31.9 | 13 | 3 through 17 | Meeting | | | x | |
| Literacy | 4 | 8 | 17 | 6.1 | 7 | 41.20% | 6 | 35.30% | 4 | 23.50% | N/A* | N/A* | 17 | 15.2 | 5 | 29.40% | 7 | 41.20% | 5 | 29.40% | 6.1 | 15.2 | 9.1 | 1 through 14 | Meeting | | | x | |
| Mathematics | 6 | 12 | 15 | 5.2 | 9 | 60.00% | 5 | 33.30% | 1 | 6.70% | N/A* | N/A* | 15 | 14.4 | 1 | 6.70% | 11 | 73.30% | 3 | 20.00% | 5.2 | 14.4 | 9.2 | 1 through 11 | Meeting | | | x | |

* N/A: The Widely Held Expectations cannot be rolled up for this organization, program, site or class. Refer to the Growth Report Help for more information.



Assessment

Teaching Strategies GOLD® Ongoing Assessment Comparative Growth Report
2/2013 – 7/2013

| | |
|------------------------|----|
| Total Assessed | 62 |
| Developing As Expected | 55 |
| Needs Development | 7 |

that have diagnosed developmental delays and are receiving Early Intervention Services (EI) (14 children, 20% special needs). Individual analysis revealed the following factors that may have impacted routines and growth for children: new parents in the program, new data system, staff on leave and new staff, summer break regression, Early Intervention restructured their system; closing EI center-based services locally minimizing services in the community which resulted in an increase of children with multiple services including children on the autistic spectrum.

The February 2013 checkpoint reported the majority of children developing as expected. All domains showed an increase in growth for all children. Literacy Development and Mathematics had the greatest increase. Individual analysis revealed that the number of children that are not developing as expected is congruent with children diagnosed with developmental delays and receiving EI services. Children with special needs also increased 21%. 11 with Autism, 3 children are non-categorical/developmental delay, 1 child with an orthopedic impairment and 1 with impairment. 5 children were sent for EI referrals and 2 were not found eligible for services and 2 children were too young to be counted.

In the July 2013 checkpoint the total number of enrolled children eligible to complete the entire assessment was 62 children. Our census included 7 pregnant mothers and 6 children who were not eligible. Of the 7 children that were below, 5 of the children were receiving Early Intervention services with Individual Family Service Plans (IFSP) and 2 scored below and need more follow up and were recently referred for Early Intervention services.

Parent Involvement and Engagement Activities

Parents are a child's first teacher and the need to partner with parents is critical to successful outcomes for school readiness.

Parents are a child's first teacher and the need to partner with parents is critical to successful outcomes for school readiness. As a result of the complete devastation of Superstorm Sandy on October 29, 2012, the Center and materials were destroyed. Our program transitioned to a home-based model providing one-on-one case management to each family facilitating parent-child activities. The community was impacted with a lack of essential services for many months and is still in recovery mode. Many of our parents were displaced to hotels, shelters, and living with family members and friends. The Early Steps Family Center closed and we continued to conduct services in the safe venues available in the community such as the Public Library and the NYCHA Hammel Community Center.

In the home-based model we conducted on-going observations and assessments. The individual progress of the children was shared with the parents during home visits. Post-Sandy Parent-Teacher conferences were conducted in the home. We continued to share information with our policy council, and community partners (school readiness committee) to create goals and address the implementation of short and long term goals in our new environment.



Program Information

FAMILY NEEDS

The table below shows the VNSNY Early Steps Family Center serves many TANF, WIC and SNAP recipients. There is a high incidence of unemployment among the single-parent households. The incidence of homelessness among families in the program increased after the storm. Families that lost their homes lived in homeless shelters or were given temporary housing in hotels through FEMA. The EHS program provided parenting education, health education, mental health services and housing assistance, and job training.

Number of Families

| Number of Families | # of families | % of families |
|--------------------------------------|---------------|---------------|
| Total number of families | 90 | |
| The number of two-parent families | 29 | 32% |
| The number of single-parent families | 61 | 68% |

Families by Education Level of Parents/Guardians

| | | |
|--|----|-----|
| An advanced degree or baccalaureate degree | 9 | 10% |
| An associates degree, vocational school, or some college | 12 | 13% |
| A high school graduate or GED | 33 | 37% |
| Less than high school graduate | 35 | 39% |

Employment Status of Parents or Guardians

| Two -parent families | | |
|---|----|-----|
| Both parents/guardians are employed | 6 | 21% |
| One parent/guardian is employed | 19 | 66% |
| Both parents/guardians are not working such as those that are unemployed, retired, or disabled | 4 | 14% |
| Single-parent families | | |
| The parent/guardian is employed | 30 | 49% |
| The parent/guardian is not working | 31 | 51% |
| The number of all families in which at least one parent/guardian is a member of the United States military on active duty | 1 | 1% |



Job Training/School Status of Parents or Guardians

| | # of families | % of families |
|--|---------------|---------------|
| Two-parent families | | |
| Both parents/guardians are in job training or school | 0 | 0% |
| One parent/guardian is in job training or school | 5 | 17% |
| Neither parent/guardian is in job training or school | 24 | 83% |
| Single-parent families | | |
| The parent/guardian is in job training or school | 12 | 20% |
| The parent/guardian is not in job training or school | 49 | 80% |

Federal or Other Assistance

| | | |
|--|----|-----|
| Total number of all families receiving any cash benefit or other services under the Federal Temporary Assistance for Needy Family (TANF) Program | 19 | 21% |
| Total number of all families receiving Supplemental Security Income (SSI) | 6 | 7% |
| Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) | 71 | 79% |
| Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps | 50 | 56% |

Services to Homeless Families

| | | |
|---|----|-----|
| Total number of families experiencing homelessness that were served during the enrollment year | 11 | 12% |
| Total number of children experiencing homelessness that were served during the enrollment year | 13 | 13% |
| Total number of families experiencing homelessness that acquired housing during the enrollment year | 9 | 82% |

Father Involvement

| | |
|---|-----|
| Does your program have organized and regularly scheduled activities designed to involve fathers / father figures? | YES |
|---|-----|



Family Services

The number of families who received the following services since last year's PIR was reported

| | # of families | % of families |
|--|---------------|---------------|
| Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter | 66 | 73% |
| Housing assistance such as subsidies, utilities, repairs, etc. | 14 | 16% |
| Mental health services | 23 | 26% |
| English as a Second Language (ESL) training | 8 | 9% |
| Adult education such as GED programs and college selection | 13 | 14% |
| Job training | 14 | 16% |
| Substance abuse prevention | 1 | 1% |
| Substance abuse treatment | 1 | 1% |
| Child abuse and neglect services | 1 | 1% |
| Domestic violence services | 3 | 3% |
| Child support assistance | 4 | 4% |
| Health education | 66 | 73% |
| Assistance to families of incarcerated individuals | 1 | 1.4% |
| Parenting education | 66 | 73% |
| Relationship/Marriage education | 2 | 2% |
| Number of families that received at least one service | 74 | 82% |

HEALTH AND DENTAL

The table below shows the number of children who received treatment for specified medical conditions. The most common condition found was anemia, followed by asthma. The table also indicates that 81% of children who received medical exams were up-to-date on their immunizations. Of the children who had a dental home, 67% received preventive and primary oral health care.

Health Services Information (children)

Medical services (at End of Enrollment)

| | # of children | % of children | % of total children minus children < 45 days |
|---|---------------|---------------|--|
| Number of all children who are up-to-date on a schedule of age-appropriate preventative and primary health care according to your state's EPSDT schedule for wee child care | 40 | 41% | 41% |
| Of these, the number diagnosed with a chronic condition needing medical treatment since last year's PIR was reported | 2 | 5% | |
| Of these, the number who have received or are receiving medical treatment | 2 | 100% | |
| Number of all children who received medical treatment for the following chronic health conditions, including those diagnosed prior to this reporting period | | | |
| Anemia | 19 | 19% | |
| Asthma | 10 | 10% | |
| Hearing Difficulties | 3 | 3% | |
| Vision Problems | 5 | 5% | |
| High Lead Levels | 0 | 0% | |
| Diabetes | 1 | 1% | |





Immunization services (at End of Enrollment)

| | # of children | % of children | % of total children minus children < 45 days |
|--|---------------|---------------|--|
| Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age | 79 | 81% | 81% |
| Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age | 10 | 10% | 10% |
| Number of children who meet their state's guidelines for an exception from immunizations | 0 | 0% | 0% |

Dental home (at End of Enrollment)

| | | | |
|--|----|-----|-----|
| Number of children with continuous, accessible dental care provided by a dentist | 69 | 70% | 71% |
|--|----|-----|-----|

Infant and toddler preventative dental services

| | | | |
|---|----|-----|-----|
| Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to your state's EPSDT schedule | 66 | 67% | 68% |
|---|----|-----|-----|

Health Insurance (at End of Enrollment)

| | | | |
|---|----|------|------|
| Children with health insurance | 98 | 100% | 101% |
| Number enrolled in Medicaid and/or CHIP | 74 | 76% | |
| Number enrolled in state-only funded insurance | 0 | 0% | |
| Number with private health insurance | 24 | 24% | |
| Number with other health insurance not listed, for example, Military Health | 0 | 0% | |
| Number of children with no health insurance | 0 | 0% | 0% |

Pregnancy Services

Health Insurance (at End of Enrollment)

| | # of pregnant women | % of pregnant women |
|---|---------------------|---------------------|
| Number of pregnant women with at least one type of health insurance | 19 | 100% |
| Number of pregnant women with no health insurance | 0 | 0% |

Pregnant women – services

| | | |
|--|----|------|
| Prenatal health care | 19 | 100% |
| Postpartum health care | 10 | 53% |
| Mental health interventions and follow up | 6 | 32% |
| Substance abuse prevention | 10 | 53% |
| Substance abuse treatment | 0 | 0% |
| Prenatal education on fetal development | 19 | 100% |
| Information on the benefits of breastfeeding | 19 | 100% |

Pregnant women – prenatal health

Enrolled during:

| | | |
|---|---|-----|
| 1st trimester (0-3 months) | 4 | 21% |
| 2nd trimester (3-6 months) | 7 | 37% |
| 3rd trimester (6-9 months) | 8 | 42% |
| Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider | 6 | 32% |

Pregnant women dental services

| | | |
|--|---|-----|
| Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported | 2 | 11% |
|--|---|-----|

Mental Health Services (at End of Enrollment)

| | # of children | % of total children |
|---|---------------|---------------------|
| Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health | 30 | 31% |
| Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported | 7 | 23% |
| Number of children for whom the MH professional consulted with the parent(s)/ guardian(s) about their child's behavior/mental health | 15 | 15% |
| Of these, the number for whom the MH professional provided three or more consultations with the parent(s) /guardian(s) since last year's PIR was reported | 5 | 33% |
| Number of children for whom the MH professional provided an individual mental health assessment | 8 | 8% |
| Number of children for whom the MH professional facilitated a referral for mental health services | 0 | 0% |

Disability Services

| | | |
|---|----|-------|
| Children with an Individual Family Service Plan (IFSP), indicating they were determined eligible to receive intervention services | 15 | 12.8% |
|---|----|-------|

Most Recent Program Reviews



INDEPENDENT AUDIT

The VNSNY fiscal audit is conducted by KPMG LLP in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the consolidated financial statements of Visiting Nurse Service of New York and subsidiaries (VNSNY), which comprise the consolidated balance sheet as of December 31, 2012, and the related consolidated statements of operations and changes in net assets and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated April 12, 2013. There were no audit findings in the A133 report for the year ended December 31, 2011.

FEDERAL REVIEW OF THE EARLY HEAD START/HEAD START GRANTEE

The most recent comprehensive triennial federal review that was conducted by the Office of Head Start from 10/6/2013 to 10/10/2013 for the program year period of 2010- 2012. Based on the information gathered during our review, the Early Head Start program was found out of compliance with one applicable compliance measure Head Start Act Sec. 644. (42. U.S.C. 9839): The grantee did not publish a 2012 Annual Report and reports published in 2010 and 2011 did not include expenditures and were incomplete. (A) (2) Head Start Program Performance Standard, law, regulation and policy requirements. This area of non-compliance should be corrected within 120 days following receipt of the Overview of Findings report.

SELF-ASSESSMENT

An annual self-assessment is completed as part of our internal ongoing monitoring process. VNSNY staff, management, Board members and parents use the Head Start Self-Assessment Toolkit to determine the effectiveness of our service delivery across several content areas and our adherence to Program Performance Standards. With the permission of the Office of Head Start, the 2012 Self-Assessment was suspended because of the impact of Superstorm Sandy on our facility and community. The 2011 Self-Assessment contains a detailed descriptive statement that responds to each of the eighteen (18) core questions along with additional core questions on child outcomes. The self-assessment revealed many areas of strength and no areas of non-compliance.

FUNDING

The VNSNY Early Steps Family Center Early Head Start grantee program is funded by the U.S. Department of Human Services; Administration for Children and Families, Office of Head Start, and other public and private funding that constitutes the required non-Federal share. The accompanying schedule enumerates the private and public funds, including Federal expenditures, received by VNSNY to operate the Early Head Start program in FY 2012.

The U.S. Department of Agriculture provided **\$4,528.04** of reimbursements for daily breakfast, lunch and snacks, through the Child and Adult Care Food Program (CACFP) administered by the NYS Department of Health for the 2 months September 2012, October 2012 prior to Superstorm Sandy.

The Grantee's total Early Head Start budget is **\$1,420,201** including the **\$1,136,161** of the total Federal funds received during the fiscal year, and **\$284,040** in non-Federal share and payments in-kind including parent volunteers that benefit the Early Head Start program. The sum includes **\$1,420,201** in program expenditures and **\$213,030** in allowable administrative and development expense (**15%** administrative costs).



Table: Fiscal 2012 Total Early Head Start Programmatic Expenditures

| Expenditure | Early Head Start |
|-----------------------------------|--------------------|
| Salaries & Benefits | \$909,668 |
| Contracted/ Professional Services | \$42,000 |
| Rent | \$70,000 |
| Repairs & Maintenance | \$7,175 |
| Insurance | \$2,500 |
| Supplies | \$11,208 |
| Travel | \$500 |
| Office Expenses | \$2,004 |
| Telephone | \$12,852 |
| Interest | \$0 |
| Depreciation & Amortization | \$0 |
| Other Costs | \$78,254 |
| Total Expenses | \$1,136,161 |

BUDGETARY EXPENDITURES & PROJECTIONS

The accompanying schedule enumerates the operative expenditures necessary to staff the VNSNY Early Steps Family Center Early Head Start. In all, VNSNY expended **\$1,136,161** of Federal funds to implement the VNSNY Early Head Start program, **(80%)** of which supports the personnel expenses required for staff.

| Expenditure | 2012 – Actual | 2013 Projected |
|-----------------------------------|--------------------|--------------------|
| Salaries & Benefits | \$909,668 | \$965,224 |
| Contracted/ Professional Services | \$42,000 | \$42,000 |
| Rent | \$70,000 | \$35,000 |
| Repairs & Maintenance | \$984 | \$ |
| Insurance | \$1,245 | \$ |
| Supplies | \$11,208 | \$16,012 |
| Travel | \$500 | \$ |
| Office Expenses | \$5,253 | \$6,808 |
| Telephone | \$19,520 | \$8,000 |
| Interest | \$0 | \$ |
| Depreciation & Amortization | \$0 | \$ |
| Other Costs | \$75,783 | \$4,702 |
| Total Expenses | \$1,136,161 | \$1,077,746 |

Table:
2012 Early Head Start Program Expenditures versus 2013 Fiscal Budget

Total management and general administrative expense for the VNSNY Early Head Start constituted **\$213,030** in expenditures in 2012 versus a total agency budget of **\$1,420,201**. The sum represents a **15%** administrative percentage which compares favorably with the **15%** administrative cap.

Table: Non-Federal Share Components

| Source | Funded Expenditures |
|--------------------------------|---------------------|
| In-Kind | \$284,040 |
| Other Sources | \$0 |
| Total Non-Federal Share | \$284,040 |

NON-FEDERAL SHARE

The non-Federal share/in-kind match requirement is obtained annually through grant revenue, donated services that are generated by parents and community members/organizations. In addition, the **\$284,040** in non-Federal income constitutes **20%** of the program budget of **\$1,420,201**.



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