

Education Service Center, Region 20
Head Start Program

Procedure or Form Title	Self-Assessment Process
Timeline	<p>December – First Benchmark – <u>Summary of Progress on Goals & Objectives</u></p> <p>February & March – Training of Process for Staff (FSA & Management Team)</p> <p>March – Present Self-Assessment Process to Policy Council for Approval</p> <p>April – Second Benchmark – <u>Summary of Progress on Goals & Objectives</u></p> <p>May – <u>Summary of Ongoing Monitoring Results & Data Analysis</u></p> <p>May – Present Self-Assessment Process to ESC-20 Board for Approval</p> <p>June – Third Benchmark – <u>Summary of Progress on Goals & Objectives</u></p> <p>June – Conduct Self-Assessment Data Analysis & Complete <u>Self-Assessment Report</u></p> <p>July – Completion of <u>Self-Assessment Action Plan</u></p> <p>August – Self-Assessment Action Plan Shared with Management Team for Implementation</p> <p>September/October - Provide ESC-20 Board & Policy Council Self-Assessment Action Plan Report for Approval</p>
Location of Documentation	ESC-20

Procedural Steps		Staff Responsible
1.	<p>Overview - The program conducts an annual Self-Assessment to review program data to identify areas of program strengths as well as areas of growth opportunities for continuous improvement. After results are collected, the program develops and implements goals, objectives, and action plans that focus on continuous quality improvement. The program frequently reflects and evaluates systems and process in order to provide effective services. Typically, program goals and objectives are set each year at the time of refunding as a result of data analysis during the Self-Assessment process. Self-Assessment is a process of Plan-Do-Study-Act reflections and behaviors.</p>	Program Coordinator Community & Family Coordinator
2.	<p>Self-Assessment team norms include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Demonstrate positive attitude ✓ Be solution oriented ✓ Focus on the big picture ✓ Participates and provides input 	
3.	<p>Data sources that will be considered in the Self-Assessment process includes, but is not limited to:</p> <ul style="list-style-type: none"> ✓ Child assessment data – Teaching Strategies GOLD – individual child data and sub-groups data ✓ DECA & ESI-P screening data ✓ CLASS data – instructional practices data ✓ Professional development effectiveness – observations for implementation and effectiveness – Professional Development Plans ✓ Parent and family engagement data – Parent Survey, online training module data, Policy Council & Parent Committee participation ✓ Ongoing monitoring data and classroom observations ✓ Program Information Report (PIR) data – comprehensive services results ✓ Family needs assessment – referrals, follow-up, completion of services ✓ Hearing and vision screening data 	Program Coordinator Community & Family Coordinator

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	<ul style="list-style-type: none"> ✓ Physical and dental exam data ✓ Monitoring data reports in all areas, including classroom observations, safety inspections, etc. ✓ Child file auditing data ✓ Parent attendance data of parenting education data – Love & Logic ✓ ERSEA - Child attendance data, recruitment data ✓ Feedback surveys – teachers, nurses, child nutrition managers, counselors, transportation directors, facilities directors, and special education directors 	
4.	<p>Specific groups work together to analyze a given set of data in order to make programmatic recommendations and decisions.</p> <ul style="list-style-type: none"> ➤ Education, Disabilities & Wellness – Teaching Strategies GOLD, DECA, ESI-P, CLASS, Professional Development Plans, Monitoring Tools ➤ Health, Dental & Nutrition – PIR, Physical & Dental Exams, Hearing & Vision screening, Monitoring Tools ➤ Safety, Facilities & Transportation – Monitoring tools ➤ Parent & Community Engagement – PIR, Parent Survey, Monitoring Tools, Referrals, Online Training Results, Parent Attendance of Parenting Education, Child Attendance ➤ Governance, Leadership, & Management Systems – procedures, professional development for staff, HR monitoring, ESC-20 Board involvement, feedback from surveys 	Program Coordinator Community & Family Coordinator
5.	<p>Pre-Self-Assessment Work - Summary of Progress on Goals & Objectives – The Program Coordinator meets with the whole Management Team in December, April and June to discuss progress made on program goals and objectives. Specific information is noted for each goal and objective:</p> <ul style="list-style-type: none"> ➤ Expected outcome ➤ Data used to determine progress ➤ Description of progress with each goal ➤ Description of issue to monitor/adjust with each goal <p>If the progress being made on program goals and objectives is on target and as expected, then no further action is taken until the next time period of review. If the progress being made on program goals and objectives has issues then further monitoring is conducted and adjustments made to the process, as needed.</p>	Program Coordinator Community & Family Coordinator Management Team
6.	<p>Pre-Self-Assessment Work - Summary of Ongoing Monitoring Results & Data Analysis – The Program Coordinator meets with service area staff in May to discuss what was monitored throughout the school year and what data sources were reviewed during this monitoring process. Areas of strength and areas of growth opportunities are identified in each service area. A decision is made as to whether the areas needing corrective action are systemic or isolated instances. If it is systemic, the item becomes part of Self-Assessment for further analysis and development of an Action Plan for continuous improvement. If it is isolated instances, then it remains an item for ongoing monitoring and correction by Management Team staff.</p>	Program Coordinator Community & Family Coordinator Management Team
7.	<p>Self-Assessment Work – Self-Assessment Report - Teams are formed in June to look at specific data that their expertise would lend itself to analyzing the information and making strategic decisions about changes in program approach. Management Team, parents, Policy Council, teachers, FSA staff, ESC-20 Board members and other key community members are invited to participate in the process.</p>	Program Coordinator Community & Family Coordinator

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	<p>The data analysis process utilizes information previously collected and documented -</p> <ul style="list-style-type: none"> ➤ Summary of Progress on Goals & Objectives ➤ Summary of Ongoing Monitoring Results & Data Analysis <p>The Self-Assessment Report is completed as a team effort. Service area key insights and recommendations are made as –</p> <ul style="list-style-type: none"> ➤ Program progress in meeting goals & objectives ➤ Strengths of program ➤ Systemic issues discovered ➤ Recommendations for program improvements 	
<p>8.</p>	<p>Self-Assessment Work – Self-Assessment Action Plan – A program action plan is designed to:</p> <ul style="list-style-type: none"> ✓ direct continuous improvement ✓ strengthen or adjust program approach ✓ adjust strategies for professional development ✓ refine school readiness and other program goals ✓ adapt strategies to better address the needs of children and families ✓ reflect on previous program goals and set goals for upcoming school year <p>The Program Coordinator compiles all of the data collected and discussed to draft the Self-Assessment Action Plan in July. This report will address:</p> <ul style="list-style-type: none"> ➤ areas to be improved ➤ action steps ➤ time frame ➤ person(s) responsible ➤ documentation of correction <p>Program staff are responsible to carry out the action plan for continuous improvement.</p>	<p>Program Coordinator Community & Family Coordinator</p>
<p>9.</p>	<p>Action Plan Approval - ESC-20 Board and Policy Council are presented with a Self-Assessment Action Plan report for review, input and approval in September/October per their regularly scheduled meetings. These documents are provided to HHS as part of with the annual refunding grant application.</p> <p>Tri-County – The refunding cycle requires that the application be received by June 1st, however the program is not yet finished with the entire self-assessment process.</p> <p>The program will submit the following documents with the June 1st submission:</p> <ul style="list-style-type: none"> ✓ Self-Assessment Process Procedure ✓ Summary of Progress on Goals & Objectives ✓ Summary of Ongoing Monitoring Results & data Analysis <p>After self-assessment is completed the following documents will be uploaded to the HHS system:</p> <ul style="list-style-type: none"> ✓ Self-Assessment Report ✓ Self-Assessment Action Plan 	<p>Program Coordinator Community & Family Coordinator Component Director</p>