Program Self-Assessment Procedure

Policy

Head Start will conduct a program self assessment annually using staff, parents, policy council, governing bodies and the community to evaluate the effectiveness and progress in meeting program goals and in implementing Federal and State Performance Standards and regulations.

Procedure

1. Content Managers and the Program Director will coordinate the annual PRISM self-assessment.
2. The self-assessment will be conducted over an entire month. The Consultants and Program Director will determine the month.
    1. Managers will select staff team members. Parents, policy council, governing bodies and the community will be asked to participate in appropriate areas. When possible, community "experts" will be used to review specific areas (ex: fiscal).
3. Teams will be comprised, at a minimum, of two people per area.
    1. When parents volunteer, they will be paired with a staff person.
4. Training will be provided to all participates in their respective review area (health, education, family services, administration). Content Managers and the Program Director are responsible for the training.
    1. Each person will receive, at a minimum:
        1. Current self-assessment tool
        2. Schedule showing place, time and team members
        3. Survey on how the process worked
        4. Guidance on where evidence can be found.

5. Content Ares Managers and the Program Director are team leaders of the actual assessment.
6. All areas of our center-based program will be reviewed.
7. Teams will complete the site assessment using the current assessment tool and turn in results to the team leader.
    1. Staff and parents will not review their own classroom.
8. Content Area Managers and Program Director will compile all information gathered, analyze the findings and submit a written report within 30 days from the completion of the self-assessment.
    1. Information will be shared with Center staff, management, Policy Council, and Governing Body.
9. A program improvement plan will be written outlining:
    1. Performance standard number
    2. Specific steps to correct issue
    3. Responsible person(s)
    4. Timeline, and
    5. Completion date
10. Each content area manager will receive a copy of the Program Improvement Plan.
11. Ongoing monitoring will be established and maintained using:
    1. Managers' and Director's checklists
    2. Tracking databases
    3. Center walkthroughs
    4. Reports

This policy complies with Head Start Performance Standard 1304.51

Approved by Policy Council on November 4, 2010.