

Education Service Center, Region 20
Head Start Program

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| Procedure or Form Title | Self-Assessment Process |
| Timeline | <p>December – First Benchmark – <u>Summary of Progress on Goals & Objectives</u> March – Present Self-Assessment Process to Policy Council for Approval April – Second Benchmark – <u>Summary of Progress on Goals & Objectives</u> May – <u>Summary of Ongoing Monitoring Results & Data Analysis</u> May – Present Self-Assessment Process to ESC-20 Board for Approval June – Completion of Self-Assessment Action Plan (Data Dig Day) October - Provide ESC-20 Board Self-Assessment Action Plan Report for Approval November - Provide Policy Council Self-Assessment Action Plan Report for Approval</p> |
| Location of Documentation | ESC-20 |

| Procedural Steps | | Staff Responsible |
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| 1. | <p>Summary of Progress on Goals & Objectives – The program Coordinator meets with the Management Team in December and April to discuss progress made on program goals and objectives.</p> <ul style="list-style-type: none"> ➤ Expected end-of-year measurable outcome/target for the long range goal ➤ Data used to track and monitor progress of goal and objectives ➤ Description of program progress with goals and objectives ➤ Description of barriers/challenges and adjustments needed with the goals and objectives <p>If the progress on program goals and objectives is on target and as expected, then no further action is taken until the next period of review. If the progress on program goals and objectives has barriers/challenges then adjustments are made to the process, as needed.</p> | Program Coordinator Community & Family Coordinator Management Team |
| 2. | <p>Summary of Ongoing Monitoring Results & Data Analysis – The program Coordinator meets with Management Team 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 |
| 3. | <p>Self-Assessment Action Plan – The program Coordinator compiles all of the data collected and discussed to draft the Self-Assessment Action Plan in June as part of Data Dig Day.</p> <p>Program staff are responsible to carry out the action plan for continuous improvement.</p> | Program Coordinator Community & Family Coordinator |
| 4. | <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 October/November per their regularly scheduled meetings.</p> | Program Coordinator Community & Family Coordinator Component Director |