

# **Community Assessment**

## **Policy**

Every three years North Head Start Program will conduct a community needs assessment to collect data about community strengths, needs and resources. Head Start will use this data to make decisions about long and short term goals, selection criteria, the type of services provided for children and families and to determine collaboration possibilities with other agencies. Data will be updated each year as needed.

## **Procedure**

1. Every three years Head Start will conduct a community needs assessment in accordance with Performance Standard 1304.51 that will include:
  1. Demographic make-up of Head Start eligible families in Orange County, including number, geographic location, and racial/ethnic composition.
  2. Other child development and child care programs serving Head Start eligible children.
  3. Estimated number of children with disabilities four years and under.
  4. Data about education, health, nutrition and social service needs of Head Start eligible families.
  5. Resources in the community that could address these needs.
2. The annual grant planning and budget process will include a review and update of the strengths, needs and resources of the various communities throughout Orange County.
3. Updated and reviewed information will utilize information from surveys to staff, community service providers and parents. In addition, information from local, state and federal sources including the Texas Education Agency, Employment Agencies, Department of Health and Human Services and the Census Bureau. Analysis of the assessment information will be used in developing long and short term goals in the strategic and grant planning process, including locations of sites, program options, staffing patterns and identifying areas of need.

This policy complies with Head Start Performance Standard 1304.51  
Approved by Policy Council on November 4, 2010.