

Self-Assessment

Head Start Performance Standards

§ 1302.102

Policy

Once per year, Community Action Head Start (CAHS) will conduct a self-assessment to evaluate progress toward meeting program goals, compliance with program performance standards, and the effectiveness of professional development and family engagement systems in promoting school readiness.

Procedure

Self-Assessment Work Group

The Self-Assessment process begins in September and ends in February. The Self-Assessment Plan will be presented to Policy Council at their October meeting. Early in the program year, the Head Start Management Team, along with the Data & Reporting Supervisor, will coordinate to recruit participants in the Self-Assessment Work Group and develop a timeline for meetings. The Self-Assessment Work Group will include representatives from all aspects of CAHS, including parents of enrolled children, Board of Directors, managers, component supervisors, program area supervisors (PAS), teachers, home visitors, and support staff.

The Self-Assessment Work Group will receive a training/orientation on the Self-Assessment process in early November, and will meet throughout November and December to review data and make recommendations for improvement.

Data Collection & Review

If a component supervisor or PAS notices a strength or area of concern in their ongoing monitoring that might warrant deeper review, they should consult with their manager to determine if it would be appropriate to refer to the Self-Assessment Work Group. To make a referral, the supervisor should provide the following information to the Self-Assessment Work Group:

- Description of the issue
- Connection to grant goals/objectives
- Any data that has already been collected
- Descriptions of any actions that have already been taken and their results

The Self-Assessment Work Group will review all referrals and then determine which referrals to focus on.

A subset of the Self-Assessment Work Group will then review each selected referral to determine strengths, recommendations, and identify any issues of noncompliance. The subgroup will work with the relevant supervisor and the Data & Reporting Supervisor to identify and analyze additional relevant data points to make their recommendation.

Once the review is complete, each subgroup will create a summary of their findings, including any identified strengths, recommendations, and issues of noncompliance. The summaries will be reported back to the full Work Group for any additional feedback.



Results and Improvement Plan

In January and February, the program will use the summaries created by the Self-Assessment Work Group to create a Self-Assessment Results and Improvement Plan. The Operations Manager and Data & Reporting Supervisor will coordinate the writing of the Results & Improvement Plan, working closely with component supervisors and their managers.

The Self-Assessment Results & Improvement Plan will be approved by the Director of Head Start, presented to Policy Council and the Board of Directors at their shared meeting in March, and submitted to the Office of Head Start as part of the grant application.

Any actions/recommendations described in the plan will be incorporated into the relevant component's work plan and tracked as part of our progress toward grant objectives, built into the training plan, or otherwise incorporated into continuous quality improvement.