



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: January 20, 2016

SUBJECT: Approval of Self-Assessment Schedule

RATIONALE/NEED: A self-assessment is required to be conducted each year. The purpose of the self-assessment is to self-monitor the program regarding compliance with Performance Standards. Documents to be used are aligned with requirements from the Office of Head On-Site Review Protocol. The Self-Assessment is tentatively scheduled for Monday, January 25, 2016 through Friday, February 5, 2016. The Self-Assessment training will be held on Friday, January 22, 2016.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: Self-Assessment Memorandum

INITIATED BY: Nora S. Munoz, Assistant Director for Programmatic Services

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*

Nora



Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Tx. 78540-0117

To: Policy Council
From: Nora S. Munoz, Assistant Program Director
Through: Teresa Flores, Executive Director
Date: January 13, 2016
Subject: Self-Assessment
CC: Edmundo Garcia, Assistant Program Director

Continuous quality improvement is a central tenet of the Head Start Program, with the goal of meeting Performance Standards and moving toward program excellence for serving children and families. As part of this process, the annual Self-Assessment provides the Program with the means to regularly assess our own management systems and program operations in order to continually strengthen the Program and the services delivered.

Head Start Performance Standards state that at least once each program year grantees must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

We are scheduled to conduct our Self-Assessment January 25, 2016 through February 5, 2016. During this two week period, each area/component of the Program will be reviewed. All centers will be visited, data will be collected, and a final report will be prepared.

We will be conducting training on Friday, January 22, 2016 at 9:00 a.m. at the Administration Conference Room, to provide guidance to the individuals involved in conducting the assessment. We encourage you to attend, time permitting, and participate in this activity. We will be forwarding the team schedules of the center visits in the event that you choose to join us at the centers.

Please feel free to contact me at (956) 383-0706, if you have any questions or need additional information.

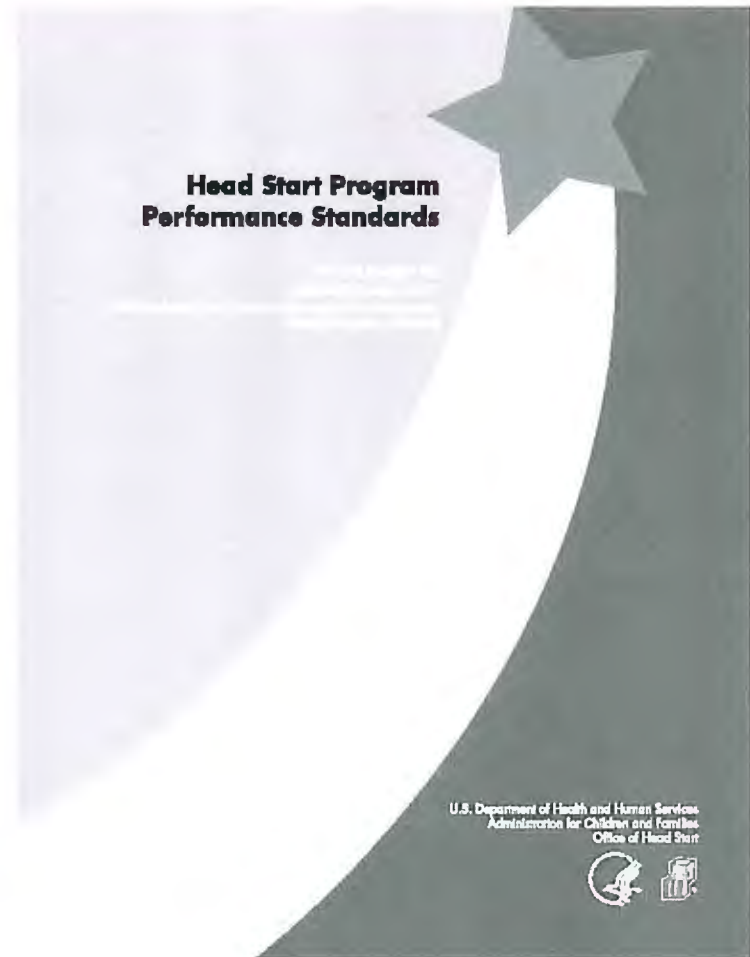
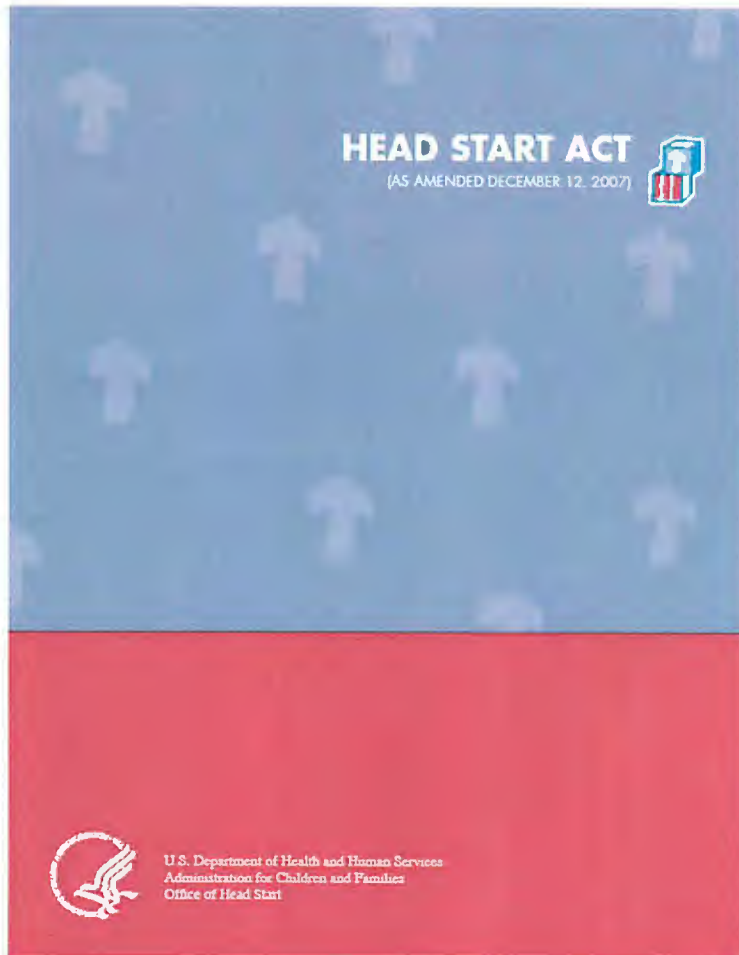
Thank you for your continued support and cooperation.

Beginnings of Head Start and Early Head Start

- In 1965, Head Start began as a program for preschoolers and as part of the War on Poverty
- In 1995, Head Start expanded to include Early Head Start (ages 0-3)
- Head Start/Early Head Start programs support comprehensive services, including those that address the mental, social, and emotional development of children from birth to age 5



The Act and the HSPPS



Recommended Practices for Self-Assessment

What?

- A process for reviewing progress on goals and objective, being accountable for what you proposed in your application, and determining if resources are used effectively

Why?

- Leverage strengths and look for areas of improvement and innovation

Who?

- Program staff, parents, Policy Council, governing body, outside-the-program community leaders, content experts, and other interested people

When?

- Annually

How?

- Follow the five phase Self-Assessment process

Role of a Self-Assessment Team Member



- Remain open minded and strength based
- Analyze data
- Engaged in dialogue with team
- Value the opinions of others
- Recommend
- Ensure that parents have a voice at the table to share their unique perspectives

Role of a Team Leader

- Assistant team members as they review data
- Use a strength-based process and encourage dialogue and curiosity about information presented
- Support team members who may be reluctant to share their thoughts or ideas
- Build team consensus around recommendations
- Prepare a summary recommendation report to be shared with the full Self-Assessment team

Phases of Self-Assessment



Our Plan for This Year's Self-Assessment

- Self-Assessment training will be held on January 22, 2016
- Self-Assessment will be conducted January 25 through February 5, 2016
- Every Center will be visited
- Two Children's files (selected at random) from every classroom will be reviewed and documented
- Data Collected from CLASS observations and Children's assessment will be disaggregated and analyzed to determine progress made
- Data collected from attendance Records will be disaggregated and analyzed to determine progress made towards meeting program goal
- Data collected from Center Visits and On-going monitoring will be disaggregated and analyzed to determine strengths, compliance and identify areas for improvement

Why Start with Strengths?

- Learn from what is going well
- Appreciate the progress made on goals and objectives
- Investigate systemic issues
- Move toward innovations
- Improve outcomes for children and families

Analyzing the Data

- What do we know? What is the data telling us?
- What don't we know? Is there a way to find out with review of additional data?
- What questions does the data pose?
- What patterns and trends do we notice when we compare year-to-year data?
- What do we learn from looking at multiple sources of data regarding one topic or issue?



Data We Will Examine in This Year's Self-Assessment

- CLASS Observations
- Children's Assessment
- Children's Attendance
- Staff Training/Development
- Parent participation in training/workshops
- Data collected from Center Visits and On-Going Monitoring



Dialoguing with Team

- Establish ground rules
- Hear everyone's voice
- Stay focused on the “big picture”
- Work together to get “unstuck”
- Value the group process over individual opinions



Making Recommendations

- Look at all the discoveries together
- Stay focused on systems versus the details
- Categorize based on:
 - Progress on goals and objectives
 - Systemic issues
 - Innovations and new resources



How is the Self-Assessment Used?

- Assistant Director creates final report from the recommendations
- Policy Council and governing body/approve the final report
- Executive Director submits report to Regional Office
- Self-Assessment report and recommendations are used in future planning and goal setting



Benefits of Self-Assessment

- Help see the big picture
- Bring fresh perspective
- Understand the possibilities and challenges that the program faces
- Cultivate new ideas
- Building stronger community partnerships
- Maximize use of existing resources



Thank You!

*Only with your help can we make
this process a success!*

*Our children, their families, and our community
at large will benefit from our high-quality
services and the achievement of our goals!*