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<b>Ref #:</b> 1304.51(a)	<b>Policy Council Approval Date:</b> 6/22/10	

**COMPONENT: PROGRAM DESIGN & MANAGEMENT – MANAGEMENT SYSTEMS & PROCEDURES**

**SUBJECT: PROGRAM PLANNING**

**PERFORMANCE OBJECTIVE:** To develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include: An assessment of community strengths, needs and resources through completion of the Community Assessment, in accordance with the requirements of 45 CFR 1305.3; The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program's annual self- assessment; and The development of written plan(s) for implementing services in each of the program areas covered by this part.

**POLICY AND PROCEDURE:** A comprehensive approach is used in the development of program planning.

**Community Needs Assessment**

An assessment of community strengths needs and resources will be completed every three years in accordance with 45 CFR 1305.3 and policy ERSEA-1. Please see Policy ERSEA-1 for more information regarding the Community Assessment.

**Long and Short Term Program Goals and Financial Objectives**

The long-range goals and short-term and financial objectives are derived each program year during the planning process carried out December through March.

The findings of both the completed Community Assessment and Self-Assessment are reviewed.

Staff, Policy Council, Board Members and appropriate community agencies review the results of the completed assessments.

The information is reviewed and analyzed and the trends, major issues, and concerns affecting the well being of low-income families with young children are then drafted into multi-year goals and short-term and financial objectives by the end of February.

At the March Policy Council and Board meetings, goals are submitted for review and approval following any needed revisions and are included into the next program year grant application.

### **Written Plans**

The agency's Written Service Area Plans are developed to ensure effective services are being provided in each of the specified areas.

Each March the program begins the review/revision of the written plans.

Managers work in coordination with Policy Council members to review the plan's respective area for needed revisions.

The updated written plans are provided to Policy Council for review, recommended changes and approval.