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<b>Ref #:</b> 1304.51(i) (1)	<b>Policy Council Approval Date:</b> 6/22/10	

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

**SUBJECT: SELF ASSESSMENT AND ONGOING MONITORING**

**POLICY:** To conduct a self-assessment each program year using staff, Policy Council members, parents/guardians, Governing Board members, and Community Partners to evaluate the effectiveness and progress in meeting program goals and in implementing Federal Performance Standards and other Head Start regulations and to establish and implement procedures for the ongoing monitoring of Head Start operations to ensure that these operations effectively implement Federal regulations.

**PROCEDURE:**

**Self-Assessment**

The Family Service Manager and Health Services Manager will coordinate the annual self assessment. The self assessment will be conducted beginning in November and completed by February 1. The tool to be used for the self assessment will be selected and approved by Policy Council. Teams will be formed consisting of staff, Policy Council, parents/guardians, governing board members, and community partners. Each of the following areas will be assigned to a team for review.

1. Health Services
2. Nutrition Services
3. Safe Environments
4. Transportation Services
5. Disabilities Services
6. Mental Health Services
7. Family and Community Partnerships
8. Education and Early Childhood Development Services
9. Fiscal Management
10. Program Design and Management
11. Eligibility, Recruitment, Selection, Enrollment, and Attendance

Teams will be comprised of at least one Head Start Manager, one staff person, one Policy Council member or parent/guardian, and one Board member if available. Only staff will be allowed to review children’s folders and other confidential files.

The Head Start Director and team leaders will provide training to the teams on the process of the self assessment. Team leaders will conduct training for their individual team members prior to conducting the assessment. Packets will be made for each Head Start team containing, at a minimum, the protocol booklets for each area, regulations and the timeline.

The self assessment leaders will compile all of the information gathered and complete a written report for the Head Start Director.

The findings will be analyzed, and a program improvement plan will be written outlining the Performance Standard number, specific steps to correct the finding, the responsible person, timeline, and the completion date. The management team will write the Program Improvement Plan with assistance from team members. The Program Improvement Plan will be shared with and approved by both Policy Council and the Board of Directors.

### **Ongoing Monitoring**

The agency's Ongoing Monitoring Plan, which identifies specific monitoring tools and schedules, will be used to ensure compliance with all Federal regulations.