

A CHECKLIST OF KEY DATA SOURCES FOR HS RECOMPETITION GRANT APPLICATIONS

Head Start and Early Head Start programs can certainly be considered data-centric! Use this checklist to identify sources of data that can help your application stand apart from all others.

- Community Assessment
- Program Assessment
- Written Plans
- Annual Report
- Monitoring Reports
- Enrollment Reports
- Policies and Procedures
- Program Goals
- Program Information Report
- CLASS/QRIS Ratings
- Program Planning Cycle
- Child and Family Outcomes

PROGRAM POLICES & WRITTEN PLANS

It is handy to have your policies and procedures manual as well as written area plans available as you are constructing your narrative. This information can be used to clearly articulate how you meet the performance standards. It is also vitally important to have on-hand if someone unfamiliar with your program is writing your grant. The most frequently referenced policies in the grant include:

- Child Recruitment, Selection, & Enrollment
- Comprehensive Service Delivery
- Child Assessment and Curriculum Selection
- Staffing and Performance Evaluations
- Disabilities
- Program Monitoring
- Program Planning
- Financial Management
- Policy Council and Governing Board duties
- Communication
- Parent Engagement
- Training
- Partnerships
- Recordkeeping

COMMUNITY ASSESSMENT

The community assessment can help you answer questions related to the “Demonstration of Need for Child Development and Health Services” by providing information on:

- Eligible children,
- Recruitment areas
- Service needs
- Program options
- Language learners
- Service Partners



PROGRAM OUTCOMES

The community assessment provides the “who” and the “why” for your programs existence and the program policies and written plans provide the program “how” by describing the procedures that underlie your operations. However, the program outcomes provide the “what” and show the reader the difference your program has made in the lives of families, children, staff, and the community.

The program assessment can be used to demonstrate your organizational capacity and ability to consistently improve your performance. While program ratings such as QRIS/CLASS and licensing reports demonstrate a commitment to excellence and translation of policies and procedures into your program. The crown jewel of outcomes include child and family outcomes that can be crafted using data from family partnership agreements, child assessment reports, the program annual report, the Program Information Report, and program goal updates. This information should be threaded through the sections of your narrative. In particular, use this data in response to the criterion on:

- Achieving Early Learning and Development to Promote School Readiness
- Individualized Services
- Past Performance, Program History, and Experience
- Program Capacity
- Management Strengths
- Demonstrating Quality
- Decision Making
- Effectiveness



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