

Incorporating the new Program Performance Standards into Head Start Continuation Proposals

The New Program Performance Standards

Over the past five years Head Start continuation proposals have become more comprehensive. With the introduction of the new Program Performance Standards there are several new requirements that must be incorporated in your continuation proposal. This tip sheet provides an overview of some key elements of the continuation grant.

The Community Assessment Process and Content: The new performance standards have resulted in a change in the timing of the comprehensive community assessment from every three years to every five years. Make sure to note this as you describe the community assessment process in your narrative. There are also new requirements to collect data about family work schedules, homelessness, and child care programs.

Use of Data: Describe your program's use of data, how and when it is analyzed, and articulate how it is integrated into your program planning, decision-making and improvement processes. Use examples throughout your narrative. For example, describe how data from your self-assessment is linked to your decisions about staff training.

Health Deadlines: Make sure to include that you have adjusted your health deadlines to meet the requirements identified in the Performance Standards. It may also be necessary to talk about changes to program systems that occurred as a result of any changes you have made. It is also important to describe how you link families to health insurance when needed.

HR, Training, and Mentoring: Include statements about changes to staff qualifications as well as for family service workers and any new hiring procedures. Describe your training plan and processes. In addition, it is important to provide a strong overview of your research – based coaching strategy. Many programs have been working to adopt Practice Based Coaching. It is perfectly acceptable to use language from resource documents you find on the website for the National Center on Quality Teaching and Learning to build your grant narrative.

ERSEA and Attendance: Include information about changes to your selection criteria, policies, and procedures. Describe new attendance monitoring and tracking activities and how you will meet the additional ERSEA training requirements for board members, staff, and policy council.

Data Management Procedures: Under the new performance standards, programs must establish procedures on data management. This includes areas such as the quality of data and effective use and sharing of data, while protecting the privacy of child records. In addition, note your procedures are or will be approved by the board and policy council.

Heartland offers a full range of support for continuation, conversion, and other types of Head Start grant proposals. If you are in need of our services please do not hesitate to contact us and we are happy to assist you.



Mental Health

Describe the role of the mental health consultant in a manner that reflects the expanded emphasis on mental health in the Performance Standards. Also include that the mental health consultant will advise you on developing or revising policies for children with challenging behavior and expulsion limitations.



Dosage and Duration

Describe how you meet the program dosage and duration requirements and request approval for any changes or conversions that you wish to make in the next program year.



Evidence-Based Programming

Describe in detail evidence-based programs and practices used for curriculum, child assessment, parent education, family outcomes, screening services, nutrition, social emotional support and other program areas.



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