MPR PROJECT #: 8300-207

OMB #: 0970-0143

Expiration Date: 10/31/99

STAFF ID:

FIELD(15)



EARLY HEAD START SURVEY

Self-Administered Questionnaire for Staff

NOTIFICATION TO RESPONDENT OF ESTIMATED BURDEN

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to ACF Reports Clearance Officer, Paperwork Reduction Project (OMB #0970-0143), Administration for Children and Families, Office of Information Services, 370 L'Enfant Promenade, S.W., Washington, DC 20447.

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INTRODUCTION

The National Early Head Start Research and Evaluation Project, sponsored by the U.S. Department of Health and Human Services, Administration for Children and Families, is conducting a longitudinal study of infants and toddlers in low-income families. Mathematica Policy Research, Inc., a national leader in social policy research, has been contracted to conduct this study.

The staff survey is one part of the data collection for this evaluation. It will be administered during site visits to selected Early Head Start programs in 1997 and 1999. The purpose of the staff survey is to gather information on the background, working conditions, and accomplishments of Early Head Start staff. The survey includes sections on your role in the Early Head Start program, working conditions, your professional development, physical and mental health, your background, and staff turnover (for Project Directors only). You may refuse to answer any question you do not wish to answer by writing "REFUSED" next to the question.

The answers you provide on the questionnaire will be held in strict confidence. Statistical analysis will be conducted on the combined answers from all returned questionnaires and presented in reports to the U.S. Department of Health and Human Services, Administration for Children and Families. Your local research team may also conduct statistical analyses of the data and present them in research reports or program improvement materials.

INSTRUCTIONS

The staff questionnaire will be distributed to all staff members in advance of the evaluation site visit. Please detach the front cover with your signed consent and seal the completed survey in the envelope provided to ensure confidentiality. Return both—the signed consent and the completed survey—to your program director prior to the end of the evaluator's site visit. If you are unable to return the consent form and survey to your program director before the evaluator leaves, please make arrangements to send them to Mathematica Policy Research, Inc. in Princeton, NJ.

Thank you for your cooperation in completing the questionnaire. Your answers will assist us in providing a comprehensive evaluation of the contribution of the Early Head Start program to staff development.

GNATURE	
I have read the survey introduction and instructions and I agree that to survey may be used for the national and local Early Head Start Research	-
	Signature
	Printed Name
	Date

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EARLY HEAD START QUESTIONNAIRE

SECTION A: YOUR ROLE IN THE EARLY HEAD START PROGRAM

A1.	On what date did you start working for the Early Head Start program? (This question is specifically about the Early Head Start program and is not necessarily the same date you started working for the grantee agency.)
A2.	What is your current job title for Early Head Start?
	OFFICE USE ONLY
A3.	When did you begin working in this position?
A4.	What are your primary job responsibilities?
A5.	In your current position, approximately how much of your time is spent working directly with families (parents and children together)?
	0-25 percent
	26-50 percent
	51-75 percent
	76-100 percent

A6.	In your current position, approximately how much of your time is spent doing administrative tasks?
	0-25 percent
	26-50 percent
	51-75 percent
	76-100 percent
A7.	How many days per week do you usually work for Early Head Start?
	L DAYS PER WEEK
A8.	On the days that you work, how many hours are you usually scheduled to work per day?
	_ HOURS PER DAY
A9.	Do you usually bring home work or work extra hours beyond those for which you are scheduled?
	YES
	NO (GO TO A11)
A10.	How many extra hours do you typically work?
	EXTRA HOURS PER WEEK
	PER DAY \square 2
A11.	What is your current employment status?
	Permanent full-time
	Permanent part-time
	Temporary full-time
	Temporary part-time
	On-call

A12. What is your current hourly rate of pay? \$ _ PER HOUR (GO TO A14) Unknown 9 A13. If your hourly rate is unknown, please indicate either your weekly or yearly salary. \$ _ PER WEEK 1 \$ _ PER YEAR 2 Unknown 9	A18. What were your primary job responsibilities in that position? A19. What was your hourly rate of pay for that position? \$ PER HOUR (GO TO A21) Unknown
A14. In the last 12 months, have you held other positions with the Early Head Start program? (Do not include previous positions with the grantee agency that were not related to Early Head Start.) YES	\$ _ PER WEEK
A15. What was your job title for the Early Head Start position that you held just prior to your current position? OFFICE USE ONLY	Received additional credential
A16. When did you begin working in that position?	OFFICE USE ONLY
A17. When did you stop working in that position?	A22. Altogether, how long have you worked in your current field of health, child development, family development, or home services? AND (Years) (Months)

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A23. List all positions, including any with the grantee agency, you have held in your field prior to starting work with the Early Head Start program. Please start with your most recent position and include positions you have held in the last ten years. If more space is needed, please use the back of this sheet.

If you have not held any positions in your field prior to starting work with the Early Head Start program, please check this box \square and continue on to Section B.

a. Position Title	b. Dates Employed (Your best estimate of month and year is fine)	c. Major Responsibility	d. Employer
	From: To:		
	From: To:		
	From: To:		
	From: To:		

SECTION B: WORKING CONDITIONS

B1. As part of your employment with the Early Head Start program, which of the following do you receive:

	CHECK YES OR NO ON E	ACH LINE
a.	Educational stipends to cover workshops Yes \square_1	N o □ 0
o.	Retirement or pension plan Yes \square 1	No □ 0
Э.	$Life \ insurance \ \dots \ Yes \ \square_1$	No □ 0
d.	Disability leave for child birth Yes \square 1	No □ 0
е.	Leave to care for newborns for mothers or fathers Yes \square 1	No □ 0
f.	Paid health insurance (fully or partially paid) Yes 🗆 1	No □ 0
g.	Paid health insurance for dependents (fully or partially paid) Yes □ 1	No □ 0
h.	Dental insurance Yes 🗆 1	No □ 0
i.	Paid sick leave Yes 🗆 1	No □ 0
j.	Sick leave to care for family members, either paid or unpaid Yes \square 1	No □ 0
k.	Paid holidays when the center is closed Yes □ 1	No □ 0
l.	Paid vacations Yes 🗆 1	No □ 0
m.	Paid time to attend staff meetings Yes 🗆 ı	No □ 0
n.	Paid release time to attend training Yes □ 1	No □ 0
э.	Compensation for overtime Yes \square 1	N o □ 0
p.	Periodic cost of living increases Yes \square 1	No □ 0
q .	Periodic merit increases Yes \square 1	No □ 0
ſ.	Paid breaks	No □ 0
S.	Paid lunch time Yes \square 1	N o □ 0
.	Paid preparation or planning time Yes \square 1	N o □ 0
ı.	Written job description Yes □ 1	No □ 0
v.	Formal grievance procedure	No □ 0
w.	Written contract	No □ 0
Χ.	Written salary schedule Yes □ ı	N o □ 0
y.	Child care for your own children Yes □ 1	No □ 0

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	next 15 statements have to do with the current workplaces indicate if you strongly disagree, disagree, are uncertainty		•	art program.	. After ea	ch statement
CH	ECK ONE BOX IN EACH ROW.					
		Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree
a.	I am satisfied with my salary	🗆 1		□ 3	□ 4	□ 5
b.	Routine duties and paperwork interfere with my job		\square 2	□ 3	□ 4	□ 5
c.	Necessary materials are available to the staff		\square 2	□ 3	□ 4	□ 5
d.	I have to follow rules in this program that					
	conflict with my best professional judgement	🗆 1	□ 2	☐ 3	☐ 4	☐ 5
e.	Most staff and administrators of the program are receptive to change and experimentation	🗆 1		☐ 3	□ 4	□ 5
f.	Staff frequently share ideas with each other		□ 2	□ 3	□ 4	□ 5
g.	Staff and program administrators work collaboratively to identify needs for		2	5		_ 3
	improvement for the program	🗆 1	\square 2	□ 3	□ 4	□ 5
h.	The program administrators collaborate with other staff to make decisions	🗆 1	□ 2	□ 3	□ 4	□ 5
i.	The program administrators encourage staff to become involved in staff development activities	□ 1	□ 2	□ 3	□ 4	□ 5
j.	Program staff have enough opportunity to influence decisions that affect their work	🗆 1	□ 2	☐ 3	□ 4	□ 5
k.	The program director communicates a clear vision of what the program should accomplish	🗆 1	□ 2	□ 3	□ 4	□ 5
1.	The Early Head Start program is a pleasant place to work	🗆 1	□ 2	☐ 3	□ 4	□ 5
m.	The program director recognizes when I do a good job	□1	□ 2	☐ 3	□ 4	□ 5
n.	The program director keeps me informed of the things I need to know to do my job well	🗆 1	□ 2	□ 3	□ 4	□ 5
0.	The program director has expectations of my performance on the job that are realistic	□ 1	□ 2	□ 3	□ 4	□ 5
Che	ck the box in the column that best describes your relation	nships with each	of the follow	ving individu	als or gro	ups.
СН	ECK ONE BOX IN EACH ROW.					
	Not <u>Cooperative</u>	Somewhat Cooperative	<u>Cooperativ</u>	Ve <u>ve Coope</u>	•	Not Applicable
a.	Parents	☐ 2	☐ 3		4	☐ 5
b.	Program director	\square 2	☐ 3		4	☐ 5
c.	Community-based organizations					
	in service area	□ 2	□ 3		4	☐ 5
d.	Other Early Head Start program staff 🗆 1	\square 2	□ 3		L	□ 5

SECTION C: PROFESSIONAL DEVELOPMENT

C1.	What is the highest level of education you have already completed? ENTER ONLY ONE GRADE LEVEL.	
	Eighth grade or lower (GO TO C3A)	1
	Some high school	2
	High school graduate or GED (GO TO C3A)	3

Some college courses (GO TO C3A)

Two-year college degree(GO TO C3A)6Four-year college degree(GO TO C3A)7Some graduate school8

 $IF\ SOME\ GRADUATE\ SCHOOL,\ GRADUATE\ DEGREE(S)\ OR\ POST\ BACCALAUREATE/MASTER'S\ CERTIFICATE\ ARE\ CHECKED\ ABOVE,\ ANSWER\ C2,\ OTHER\ WISE\ GO\ TO\ C3A$

C2. Please indicate below each postsecondary degree you have received, when it was received, and the area of your major concentration.

a. DEGREE (distinguish type, i.e MA, MSW, MPH)	b. YEAR RECEIVED	c. MAJOR OR CONCENTRATION
OFFICE USE ONLY		

Yes . No C3. The following activity you a	(GO TO) g table is about t	C6) he professional indicate the type	training a	y professional training activities? activities you have participated in during ng, the sponsor of the training, the number edit. If more space is needed, please atta	er of sessions you attended, the l	
a. TYPE OF TRAINING	b. SPONSOR OF TRAINING	c. NUMBER OF SESSIONS ATTENDED	d. HOURS PER SESSION	e. WHY PARTICIPATED	f. PAYMENT RESPONSIBILITY	g. CREDITS
				CHECK ALL THAT APPLY Job requirement	CHECK ONE Free 1 Respondent paid 2 Early Head Start program paid 3 Other (SPECIFY) 0	Received credits toward a degree or credential
				CHECK ALL THAT APPLY Job requirement	CHECK ONE Free 1 Respondent paid 2 Early Head Start program paid 3 Other (SPECIFY) 0	CHECK ONE Received credits toward a degree or credential □ 1 Did not receive credits □ 2
				CHECK ALL THAT APPLY Job requirement	CHECK ONE Free	CHECK ONE Received credits toward a degree or credential

credentials or degree 3

Other (SPECIFY) \square 0

activities? Very beneficial Somewhat beneficial	eficial were these training	C9. Which endorsement do you have? Center-based preschool
conferences, or staff to in the past twelve more what you do in your w Very likely	and format of the workshops, raining meetings you have attended aths, how likely are you to change rork?	C10. Did you have to receive instruction through the CDA Professional Preparation Program? Yes
your job? Yes	d other training activities related to O TO C8)	C11. Where did you do your course work for the CDA credential?
Required for my job. Interested in learning working with children Enjoy the social aspec Need additional credit or certification program To update my skills.	and families	C12. When did you receive your credential? GO TO C17 C13. Are you currently participating, or do you plan to participate, in the CDA program? Yes, currently participating
credential? Yes	Development Associate (CDA)	C15. When do you expect to receive your certificate?

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C16.	Why are you not planning to participate in the CDA program?	IF NOT CURRENTLY PARTICIPATING IN A
	Already have an equivalent or higher degree $\dots \square$	CDA PROGRAM, GO TO C22
	Do not have a high school degree or GED	C20A. Do you receive benefits because you got or are working toward your CDA credential? Yes
	Do not have transportation to training	C20. Which of the following benefits have you received because of obtaining or working toward your CDA credential? Promotion 2 Wage increase 3 Bonus 4 Other (SPECIFY TYPE) 0
	Office Use ONLY	OFFICE USE ONLY
	GO TO C22	IF WAGE INCREASE OR BONUS CHECKED ABOVE, ANSWER C21, OTHERWISE GO TO C22
C17.	Did or will you receive your CDA credential or start taking classes while you were working for the Early Head Start program?	C21. How much was the wage increase or bonus you received?
	Yes	\$ _ _ PER HOUR 1 YEAR 2
C18.	Did or will you receive financial help in paying for the program?	TOTAL \square 3 C22. What motivated you to work in the field of child or
	Yes	family education or development?
	No	CHECK ALL THAT APPLY
C10	Which sources did or will you use for financial	Wanted to work with children
C17.	assistance to pay for the CDA program?	Wanted to help mothers and families \dots 2
	CHECK ALL THAT APPLY	It is the only job I feel qualified to do \square 3
	Loan	Wanted to make a difference/to give back to the community
	Tuition reimbursement from Early Head Start program	Prevent/reduce social risks and problems
	Scholarship (SPECIFY TYPE)	Chance to work with my own children
	Family 5 Other (SPECIFY TYPE) 0	A former client asked to take position
	OFFICE USE ONLY	_ OFFICE USE ONLY
		OFFICE USE ONLY

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CHECK Control of the child of samily development field is see my current position as a first step in the child of family development field is see my current position as a stepping-stone to work in another related field is see my current position as temporary until a better job is available is available in the child of family development field is see my current position as temporary until a better job is available in the child of family development field is see my current position as temporary until a better job is available in the child of family development field is see my current position as a stepping-stone to work in another related field is see my current position as temporary until a better job is available in the child of family development field is see my current position as a stepping-stone to work in another related field is see my current position as temporary until a better job is available in the child of family development field is see my current position as temporary until a better job is available in the child of family development field is see my current position as temporary until a better job is available in the child of family development field in	Yes No Maybe Not Know N/A a. I intend to leave this field in the next year	CHE	CCK ONE BOX ON EACH LINE.				
b. I put a lot of effort into my work	b. I put a lot of effort into my work		<u>Yes</u>	<u>No</u>	<u>Maybe</u>		<u>N/A</u>
c. I frequently feel like quitting	c. I frequently feel like quitting	a. I	intend to leave this field in the next year $\dots \square$	\square 2	□ 3	☐ 4	□ 5
d. I feel committed to working in this field	d. I feel committed to working in this field	b. I	put a lot of effort into my work	☐ 2	□ 3	☐ 4	☐ 5
e. I feel stuck in this position due to few other employment opportunities	e. I feel stuck in this position due to few other employment opportunities	c. I	frequently feel like quitting	☐ 2	□ 3	☐ 4	☐ 5
employment opportunities 1	employment opportunities	d. I	feel committed to working in this field	□ 2	□ 3	□ 4	□ 5
CHECK Of I see my current position as my chosen occupation I see my current position as a first step in the child or family development field I see my current position as a stepping-stone to work in another related field I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as temporary until a better job is available I see my current position as a stepping and the my current position as a	CHECK Control of the aboves (SPECIFY) I see my current position as my chosen occupation I see my current position as a first step in the child or family development field I see my current position as a stepping-stone to work in another related field I see my current position as temporary until a better job is available None of the aboves (SPECIFY)			☐ 2	□ 3	☐ 4	☐ 5
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I see my current position as a first step in the child or family development field I see my current position as a stepping-stone to work in another related field I see my current position as temporary until a better job is available None of the aboves (SPECIFY)	I see my current position as a first step in the child or family development field		an statement best describes now you view your current position with	the Early I	Head State p	rogram?	
I see my current position as a stepping-stone to work in another related field	I see my current position as a stepping-stone to work in another related field			·	•	C	
I see my current position as temporary until a better job is available	I see my current position as temporary until a better job is available		I see my current position as my chosen occupation			C	
None of the aboves (SPECIFY)	None of the aboves (SPECIFY)		I see my current position as my chosen occupation I see my current position as a first step in the child or family deve	lopment fie	ld	C	🗆
			I see my current position as my chosen occupation	lopment fie		C	
OFFICE USE ONLY	OFFICE USE ONLY		I see my current position as my chosen occupation	lopment fie lated field	ld	C	
OFFICE USE ONLY	OFFICE USE ONLY		I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
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			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	
			I see my current position as my chosen occupation	lopment fie lated field	ld	C	

SECTION	N D: PHYSICAL AND MENTAL HEALTH
Mos A	TEMS DELETED FROM THIS VERSION TO PROTECT AUTHOR/PUBLISHER COPYRIGHT. SEE PAGE ii FOR FULL CITATION.

FIELD(19)			
			•
	INTENTION	LLY BLANK	

	ECK ONE BOX ON EACH LINE.					
		Strongly <u>Disagree</u>	<u>Disagree</u>	<u>Uncertain</u>	<u>Agree</u>	Strongly Agree
a.	I enjoy my work	🗆 1	□ 2	□ 3	□ 4	□ 5
b.	I find my work worthwhile	🗆 1	□ 2	□ 3	□ 4	□ 5
C.	I find the work that I do is hard	□ 1	□ 2	□ з	□ 4	□ 5
d.	I find my work boring	□ 1	□ 2	□ 3	□ 4	□ 5
e.	The work I do uses my skills	□ 1	□ 2	□ 3	□ 4	□ 5
f.	I am satisfied with my position with the Early Head Start Program	🗆 1	□ 2	З	□ 4	□ 5

SECTION E: BACKGROUND

This section is about your personal background. E1. What is your birth date? (Month) (Day) (Year)	E4. Were you born in the United States? Yes
E2. What is your sex? Male □ 1 Female □ 2 E3. Are you of Hispanic origin or descent? Yes □ 1 No (GO TO E3B) □ 0 Not Sure □ 9	E5. In what city and state were you born? City State GO TO E8 E6. In what city, state/province, and country were you born?
E3A. Are you Central American,	City State/Province Country E7. How old were you when you moved to the US? YEARS OLD
E3B. How do you primarily identify your racial background? ASIAN OR PACIFIC ISLANDER, INCLUDING NATIVE HAWAIIAN	E8. Which languages do you speak? English

FIELD	(15
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E9. What is your current marital status? Married	E15. Do you currently live in a neighborhood served by the Early Head Start program? Yes
Yes	Early Head Start program? Yes
E12. Have any of your children participated in Early Head Start or Head Start? Yes	SECTION F: FOR PROJECT DIRECTORS ONLY F1. How many Early Head Start staff are employed by this center in each of the following statuses? ENTER NUMBER OF STAFF Permanent full-time

FIELD(15)

F3. For each position vacated in the last 12 months, indicate in the table below the position title, reason for leaving, whether the position has been filled, and if unfilled, the reason why. If more space is needed, please use the back of the sheet.

POSITIONS VACATED IN THE PAST 12 MONTHS

a. Position Title	b. Reason for Leaving	c. Position Filled	d. Reason Not Filled (If applicable)
al	b1	c1	d1
OFFICE USE ONLY	Fired or dismissed for inadequate performance	Yes	No qualified candidates
a2	b2	c2	d2
	Fired or dismissed for inadequate performance	Yes	No qualified candidates
OFFICE USE ONLY	OFFICE USE ONLY		

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POSITIONS VACATED IN THE PAST 12 MONTHS

a. Position Title	b. Reason for Leaving	c. Position Filled	d. Reason Not Filled (If applicable)
a3	b3	c3	d3
_ OFFICE USE ONLY	Fired or dismissed for inadequate performance	Yes	No qualified candidates
a4	b4	c4	d4
OFFICE USE ONLY	Fired or dismissed for inadequate performance	Yes	No qualified candidates

POSITIONS VACATED IN THE PAST 12 MONTHS

a. Position Title	b. Reason for Leaving	c. Position Filled	d. Reason Not Filled (If applicable)
a5	b5	c5	d5
	Fired or dismissed for inadequate performance	Yes	No qualified candidates
OFFICE USE ONLY	OFFICE USE ONLY		
аб	b6	с6	d6
_ OFFICE USE ONLY	Fired or dismissed for inadequate performance	Yes	No qualified candidates

YOU HAVE COMPLETED THE SURVEY. THANK YOU.