



On the Road to School Readiness

*Office of Head Start
Summit*

February 15 – 17, 2011

Baltimore, MD



Program Planning

*Presented by
Mavany Verdugo
Rincon Head Start*

Synthesize Data

- Gather information from Head Start data sources and surrounding community to inform program planning. Review each data source and record statistics or facts that give information about the program without analyzing or drawing conclusions about what the data tells. The data sources could include

- Latest Monitoring Report
- Latest Tribal Audit
- Child Records and Outcome Data
- Community Assessment
- Program Information Report

- Program Self Assessment
- Staff Performance Appraisals
- Family Partnership Records
- CLASS Observations
- Health Services Advisory Committee Reports

- Community Partnerships Shared Information
- Local School Districts
- National Statistics

Analyze Data/Chart Goals and Priorities

- Review the findings collected from each data source looking for critical themes or significant findings that point to program improvement needs or staff development from each data source. A graph can be developed to clearly see how the results were tabulated making it easier to develop and prioritize program long and short range goals for improvements and staff development.

Reflect on Systems for Data Collection

- The planning team can then consider the amount and type of data currently available from each data source then assess how it can improve the program's data collection systems to ensure that adequate, reliable data is available for the next planning cycle.

Develop a Program Improvement and/or Staff Development Plan & Budget

- The planning team develops action steps and timelines for each goal identified. Staff is assigned to ensure action step is completed and identifies resources such as funds, technical assistance, trainings and materials that are needed to achieve the goal. A budget is prepared based on the goals and the resources available.

Approve and Proceed

- The plan is ready for presentation to policy council and tribal council if necessary for approval to move forward. This may involve submitting a grant application for one time funds, continuation grant, T/TA plan, tribal budget, or collaboration with other community partners.

Reap the Benefit of Data Put to Work

- Data analysis focused on the increase in early onset of child obesity and diabetes in Indian Children. Rincon Head Start sought and received training on I Am Moving, I Am Learning. Staff in turn trained the others and the curriculum was implemented.

- Menus were changed to eliminate processed foods. Only fresh fruits and vegetables are served. No more chicken nuggets or fish sticks, only baked turkey breast and tilapia. Each classroom has a garden bed and the cook has two. Composting has been added to the curriculum.
- Data analysis focused on the need for language and culture retention.

Health Screenings

- Data was repeatedly showing less than 100% of children were getting the required medical and dental screenings required in the 90 day time frame. This became a top priority focus and with the help of community partners, we are at 100% for two years now.

Language & Culture Retention

- Data analysis focused on the need for language and culture retention. Parent surveys, community surveys, and our public schools were pointing to a need to revitalize the language and culture in our program for both children and parents. Today we have a special teacher who comes in to share with the children as well as youth and parents.



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