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**Subject: Joint Decision Making Process**

**Source: Head Start Performance Standard 1304.50(a)(1)**

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## Policy

Individuals or groups who have the responsibility of making a decision will follow this process.

## Procedure

1. Recognize and explain the issue.
2. Determine which individuals or groups should be consulted.
3. Collect opinions and facts about issue.
  1. Raise questions of each other about the issue and value each others information, advice and assistance.
  2. Differentiate opinions from facts.
4. Develop alternative solutions to the issue.
  1. Respect the proposal or possible solutions that have been offered.
  2. Identify the consequences of each alternative solution to the issue.
    1. Acquire information from parents, community and other individuals or groups.
    2. Acquire technical advice and assistance from professional consultants and staff to help identify potential consequences of alternative solutions.
    3. Seek out advice from those individuals or groups who are needed to help carry out or implement the decision.
5. Make a decision.
  1. Make the choice or decision that has the least amount of potential negative effects or consequences on the program and/or on the individuals who are served by or work for the program.
  2. The decision should be the one that is best for all concerned and the organization, and children and families.
6. Evaluate the outcome of the decision.
  1. The responsible individuals or groups should check to see that the decision was carried out properly.
  2. If necessary go back to one of the above steps and possibly change the decision if the outcome of the original decision is not satisfactory.