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**Subject : Program Self Assessment**

**Source: Head Start Performance Standard 1304.51**

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## **Policy**

Early Head Start will conduct a program self assessment annually using staff, parents, governing bodies and the community to evaluate the effectiveness and progress in meeting program goals and in implementing Federal and State Performance Standards and regulations.

## **Procedure**

1. Executive Director and Content Area Managers will coordinate the annual self assessment.
2. The self assessment will be conducted over a six to eight week period. The Executive Director and Content Area Managers will determine the month.
  - Executive Director and Content Area Managers will select staff team members. Parents, governing bodies and the community will be asked to participate in appropriate areas. When possible, community “experts” will be used to review specific areas (ex: fiscal).
3. Teams will be comprised of one to two people per area.
  - When parents volunteer, they will be paired with a staff person.
4. Training will be provided to all participants in their respective review area (health, education, family services, administration). Executive Director and Content Area Managers are responsible for the training.
  1. Each person will receive, at a minimum:
    1. Current self-assessment tool
    2. In-Kind form for volunteers
    3. Schedule showing place, time and team members
    4. Survey on how the process worked
    5. Guidance on where evidence can be found.
  2. Assigned review team members, at least one from each area, will take notes and forward these to the Executive Director and/ or Content Area Managers.
5. Executive Director and Content Area Managers are team leaders of the actual assessment.
6. Teams will complete the site assessment using the current assessment tool and guidance sheets; turn in results to the team leader.
  1. Staff and parents will not review their own classroom or classrooms with relatives.
  2. Supervisors will not review the program options they supervise and managers will not review the area in which they manage.
7. Executive Director and Content Area Managers will compile all information gathered, analyze the findings and submit a written report within 30 days from the completion of the self assessment.
  - Information will be shared with staff, Policy Council and Board of Directors.
8. A program improvement plan will be written outlining:
  1. Performance standard number
  2. Specific steps to correct issue
  3. Responsible person(s)
  4. Timeline, and

5. Completion date
  
9. Program will retain a program improvement plan in a file for Regional Office and/or for the Federal Review Team.
10. Ongoing monitoring will be established and maintained using:
  1. Checklists
  2. Tracking databases
  3. Site visits
  4. Reports