

**HEAD START PROCEDURES FOR
ANNUAL SELF ASSESSMENT
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 1.0 **Scope: Performance Standard 1302.102(b)(2) Ongoing Assessment of Program Goals**

- 2.0 **Responsibility:**
 - 2.1 Head Start Director
 - 2.2 ESC Head Start Staff

- 3.0 **Resources:**
 - 3.1 Self Assessment

- 4.0 **Procedures:**
 - 4.1 Participants in this Self-Assessment will be the ESC Board, Policy Council members, Head Start parents, ESC Head Start Staff members and community members
 - 4.2 The following areas will be reviewed:
 - 4.2.1 Program Design and Management (including Fiscal)
 - 4.2.2 Health
 - 4.2.3 Nutrition
 - 4.2.4 Disabilities Services
 - 4.2.5 Curriculum & Assessment
 - 4.2.6 Family Partnerships
 - 4.2.7 Mental Health
 - 4.2.8 ERSEA
 - 4.2.9 Health & Safety
 - 4.2.10 Child and Family Records
 - 4.3 Grantee/Delegate Head Start staff and other consultants will:
 - 4.3.1 Inform all members of the Head Start Community of the purpose, methods and confidentiality policy regarding the self-assessment process.
 - 4.3.2 Assign roles to participants and provide training as needed.
 - 4.3.3 Complete the annual self-assessment through analyzing the budget, PROMIS web-based data system documentation, the Community Assessment, the Self-Assessment findings, content areas, program evaluation parent surveys, visit reports and other documents.
 - 4.3.4 Analyze the results
 - 4.3.5 Develop and implement a Program Improvement Action Plan
 - 4.3.6 Share the findings with the Policy Council and Grantee/Delegate ESC Board
 - 4.3.7 Meet with on-site staff to maintain continuous support of program goals.

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5.0 Associated Documents:

5.1 Various Review Tools

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Tools used for the year	Print	ESC Filing Cabinet	7 years	Shredded	Locked unit

7.0 Monitoring:

7.1 Annually

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
11-2012		Reviewed
8-2015		Reviewed
10-2015	4.1, 4.3, 4.3.6	Added "Grantee/Delegate"
6-2016		Reviewed
5-2017		Changed title
5-2018		Reviewed
6-2019		Reviewed
4-2022		Reviewed
12/2022	4.0, 4.3, 4.3.3	remove "PROMIS" replace with "web-based data system"