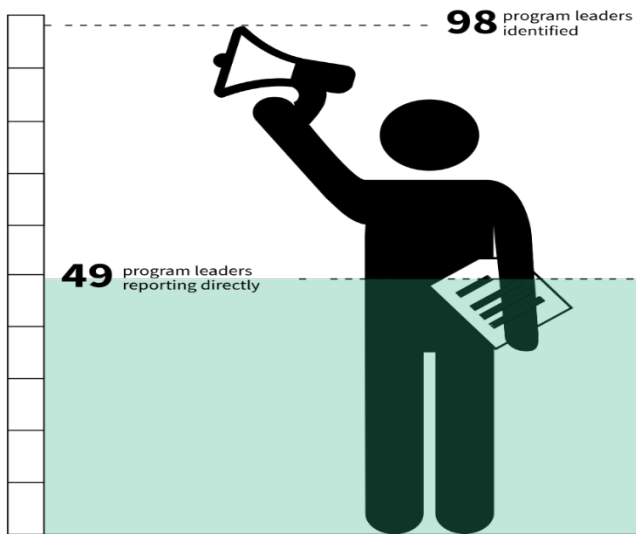


Developing a Process that Meets the Needs of the Program, Policy Council and Tribal Council



REPORT



Anticipated Objectives

During this webinar session, participants will:

- Learn about Program Reporting requirements for the Governing Entities and Program Reporting to the Regional Office with Notification provided to the Governing Entities.
- Explore Content Area Services and Decision-Making Analysis while interpreting the Program Reporting Calendar and Monitoring Timelines. Participants will recognize the Annual Report Requirements.



Program Reporting requirements for the Governing Entities from the Head Start Act 642 (d)(2)(A-I)



Program Information Summary

- (A) monthly financial statements, including credit card expenditures;**
- (B) monthly program information summaries;**
- (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;**
- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;**
- (E) the financial audit;**
- (F) the annual self-assessment, including any findings related to such assessment;**
- (G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;**
- (H) communication and guidance from the Secretary; and**
- (I) the program information reports.**



ACTIVITY:

The Head Start Teams create an Activity (song, skit, game, riddle, etc.) for the assigned Program Reporting Requirements Use the resource information provided.

- Come to a consensus on the activity
- Define who is responsible for what role
- Implement the resource information
- Practice teaching the information
- Report the information presenting the activity



B. Monthly Program Information Summary



C. Enrollment Reports

Program Enrollment Reports, including Attendance Reports for Children whose Care is Partially Subsidized by another Public Agency.



D. Meals & Snacks

Monthly Reports of Meals and Snacks provided through Programs of the Department of Agriculture.



E. Financial Audit



If an agency receives \$750,000+ in federal funding an annual audit is required

- Independent firm reports an opinion on whether the financials APPEAR to be accurately stated
- Must be made public and sent to all required parties
- Three types of audit reports:
 - Single Audit
 - Workers' Compensation
 - Retirement

7



An auditee that is an Indian Tribe or Tribal organization may opt not to authorize the Federal Audit Clearinghouse (FAC) to make the reporting package publicly available on their website.



45 CFR 75.512(2)

G. Community Assessment

The Communitywide Strategic Planning and Needs Assessment of the Head Start Agency, including any Applicable Updates.



Determining Community Strengths, Needs, and Resources

1302.11 (b) (i)-(vi) *Community wide strategic planning and needs assessment*

(b) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.

The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

- (i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:



Community Assessment, Continued

(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A))

(B) Children in [foster care](#)

(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agency

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being.

(iii) Typical work, school, and training schedules of parents with eligible children.



Community Assessment, Continued

- (iv) Other child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served.
- (v) Resources that are available in the community to address the needs of eligible children and their families
- (vi) Strengths of the community.



F. Self-Assessment

Annual Self-Assessment, including any Findings related to such Assessment.



Communications and Guidance from the Health and Human Services Secretary

Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies ACF-PI-HS-20-07

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-PI-HS-20-07	2. Issuance Date: 12/04/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

INSTRUCTION:

The Office of Head Start (OHS) [announced in the Federal Register](#) [C](#) an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees ACF-IM-HS-20-05

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-20-05	2. Issuance Date: 09/24/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; CLASS®; COVID-19; FY 2021	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees

INFORMATION:

Sec. [641A](#) of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

While prevalence or risk of COVID-19 varies from community to community, OHS recognizes that each program's energies are focused on making innovative programmatic changes in a fluid environment to serve as many children and families as safely as possible. OHS does not wish to distract from those critical efforts by adding the burden of planning and accommodating an on-site federal review team. OHS believes a virtual monitoring protocol more appropriately balances the need for monitoring with the on-the-ground challenges to which programs are actively responding at this time. Secondly, and as important, OHS is committed to protecting the health and safety of children and staff in OHS programs. It understands that having outside monitors visit programs, in some locations, may increase the risk of exposure to COVID-19. Limiting visitors to Head Start facilities is consistent with guidance on best practices from the U.S. Centers for Disease Control and Prevention on safely providing child care in group settings during the pandemic. Given the availability of a suitable virtual alternative, on-site OHS monitoring reviews as a general practice present an unnecessary risk at this unique time. However, OHS reserves the right to conduct special off-site or on-site reviews if they are determined to be necessary.

[FY 2021 Monitoring Review](#)



Head Start Regional TTA Network

“Communications from the HHS Secretary”?

- a) Program Instructions (PI)
- b) Funding Guidance letter (FGL)
- c) Notice of Award (NOA)
- d) Information Memorandum (IM)

I. Program Information Report (PIR)



2020-2021 HEAD START PROGRAM INFORMATION REPORT

Background and Purpose

In 1978, Head Start began the first uniform collection of Head Start program data to describe the nation's programs. From the mid-1980s on, the Head Start Program Information Report (PIR) has been the principal source of basic information about Head Start services. The PIR is not intended to assess compliance with the Head Start Program Performance Standards or other regulations. The primary purpose of the PIR is to make data available about local Head Start programs to a broad audience including the public, researchers, policymakers, Congress, local and state early childhood entities, Head Start staff, and many others. For example, the PIR makes data publicly available on the number of enrolled children experiencing homelessness, in foster care, and with disabilities. The PIR shows how program data changes or remains stable over time, which may impact policies, research papers, public perception, federal initiatives, and much more.

Head Start programs are flexible by design and in their approach to meet the needs of their community. Head Start programs gather data via self-assessments, set goals and track progress towards those goals, and use data to continuously improve. As such, the PIR provides data on select foundational elements of the program and is not intended to reflect the robust data individual programs collect and track to inform their operations and long-term planning. For example, the PIR provides general information about teacher qualifications, but local Head Start programs collect more detail about their staffing credentials and professional development.

Reporting Requirements

The annual Head Start Program Information Report (PIR) must be completed by all programs funded by the federal government to operate Head Start (HS) and Early Head Start (EHS) programs. A separate PIR must be completed for each grantee and each delegate agency. Separate reports must be completed for HS and EHS Programs.

Deadline

The 2020-2021 PIR is due no later than **August 31, 2021**. Programs are encouraged to submit their reports as soon as their program year is complete.

Submitting the PIR

All programs are required to submit PIR data electronically using the Head Start Enterprise System (HSES), located at <http://hses.ohs.acf.hhs.gov/hsprograms>.

Delegate programs submit PIRs to the grantee for review and approval in HSES. Grantees submit their grantee and delegate program PIRs through HSES.

There are three steps to submitting the PIR:

1. Input or upload the PIR, review and answer all questions
2. Use the system validation functions to check the program's PIR for errors and make any necessary corrections
3. If validation is successful, mark the PIR complete

Guidance and Reference Materials

2020-2021 PIR guidance, reference materials, change highlights, and frequently asked questions are available at <http://eclkc.ohs.acf.hhs.gov/pir>.

Programs are encouraged to reference this copy of the 2020-2021 PIR Form as they are collecting and preparing their data for submission.

Assistance and Support

Please contact the HSES Help Desk at help@hsesinfo.org or (866) 771-4737 if you require assistance with reporting.



Head Start Regional TTA Network

Leading Decision Making in Program Reporting Calendar/System for Providing Required Information to the Governing Bodies and the Regional Office

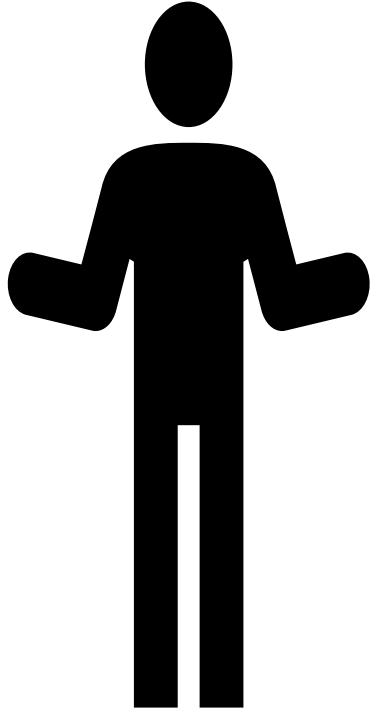


Sample Reporting At-A-Glance

September	October	November	December	January	February
☐ 1 - First Day of New Grant Year	☐ 6 – Monthly Reporting	☐ Monthly Reports to PC/Board	☐ Monthly Reports to PC/Board	☐ Monthly Reports to PC/Board	☐ Monthly Reports to PC/Board
☐ Monthly Reports to PC/Board	☐ Annual Report	☐ 1 st Quarterly Ongoing Monitoring	☐ HS Semi-Annual Data Reports to PC/Board		☐ 2 nd Quarterly Ongoing Monitoring
		☐ HS Child Outcomes Data (Checkpoint I)	☐ SF 425, 428, and 429 Final through PMS		☐ Quarterly Review of Five-Year Goals & Objectives
		☐ HS/EHS Family Outcomes Data Analysis I			☐ HS Child Outcomes Data (Checkpoint II)
		☐ Quarterly Review of Five-Year Goals & Objectives			☐ HS Family Outcomes Data Analysis II
					☐ SF 425 through PMS
					☐ HS Semi-Annual Data Reports to PC/Board

Sample Reporting, Continued

March	April	May	June	July	August
Monthly Reports to PC/Board	<input type="checkbox"/> Monthly Reports to PC/Board	<input type="checkbox"/> Monthly Reports to PC/Board	<input type="checkbox"/> Monthly Reports to PC/Board	<input type="checkbox"/> Monthly Reports to PC/Board	<input type="checkbox"/> Monthly Reports to PC/Board
<input type="checkbox"/> Community Assessment (Update)	<input type="checkbox"/> Begin Self-Assessment	<input type="checkbox"/> 3 rd Quarterly Ongoing Monitoring	<input type="checkbox"/> HS Semi-Annual Data Reports to PC/Board		<input type="checkbox"/> 4 th Quarterly Ongoing Monitoring
		<input type="checkbox"/> Compile and Analyze Ongoing Monitoring Results			<input type="checkbox"/> 15 - Quarterly Review of Five-Year Goals & Objectives
		<input type="checkbox"/> HS/EHS Child Outcomes Data (Checkpoint III)			<input type="checkbox"/> HS Family Outcomes Data Analysis
		<input type="checkbox"/> HS/EHS Family Outcomes Data Analysis II			HS Semi-Annual Data Reports to PC/Board
		<input type="checkbox"/> Quarterly Review of Five-Year Goals & Objectives			<input type="checkbox"/> SF 425 through PMS
		<input type="checkbox"/> Self-Assessment Complete			<input type="checkbox"/> 31 – PIR
					Begin CACFP Grant Application



Leading Decision Making

As a leader, you are only as good as your last decision.

Others observe how leaders make decisions and how they respond to the results of the decisions they make.

Decision Making Analysis Questions

- Why do I need to make this decision?
- Who will be impacted by the decision?
- How will this decision influence them?
- What will they experience if I don't make this decision?
- What is the outcome of each action step?



ACTIVITY: Analysis of Content Area Monitoring

The team reviews the information, including

- Two-sample calendars
- Use the Activity Analysis questions for discussion
- Bullet answers to applicable questions



Head Start Regional TTA Network

Program Reporting to the Regional Office and to the Governing Entities from HSPPS 1302.102 (d)(1)(i)-(ii)



ACTIVITY:

Table Teams Create an OHS Report shared with Governing Entities

HSPPS 1302.102 (d)(1)(i)-(ii)



Status Report – Ongoing Oversight Data

(i) Status Reports, determined by ongoing oversight data, to the Governing Body and Policy Council, at least Semi-Annually



Health & Safety & Financial Viability

(ii) Reports, as appropriate, to the Responsible HHS Official Immediately or as soon as Practicable:

- Significant Incidents Affecting the Health and Safety of Program Participants
- Circumstances Affecting the Financial Viability of the Program
- Breaches of Personally Identifiable Information



HSPPS 1302.102



Child Abuse & Neglect or Sex Offenders

(A) Any Report regarding Agency Staff or Volunteer Compliance with Federal, State, Tribal, or Local Laws addressing Child Abuse and Neglect or Laws Governing Sex Offenders.



Program or Center Closure

(B) Incidents that Require Classrooms or Centers to be Closed for any Reason



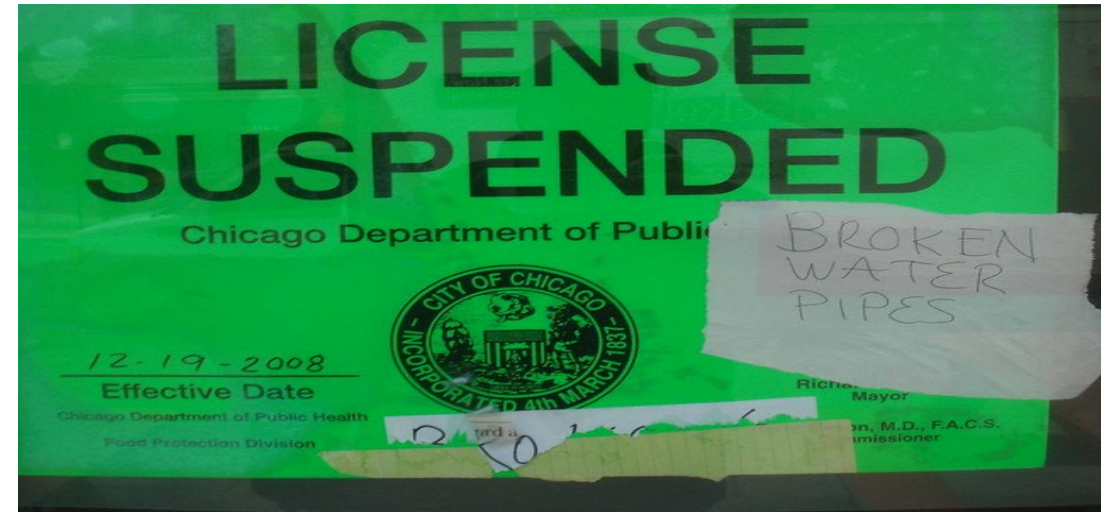
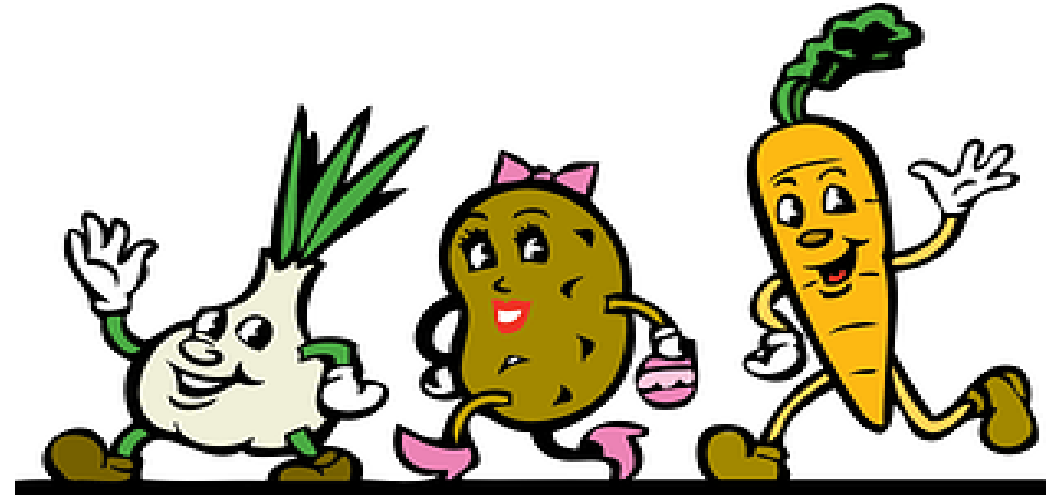
Legal Proceedings

(C) Legal Proceedings by any Party that are Directly related to Program Operations



Disqualification from the CACFP or License Revocation

(D) All conditions required to be reported under 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and License Revocation.



Grant Reporting under Certain Conditions - 1304.12 (A)(a)-(d)

A. Head Start Agency must Report in Writing to the Responsible HHS Official within 10 Working days of Occurrence of any of the Following Events:



Revocation of a License

(a) The Agency has had a Revocation of a License to Operate a Center by a State or Local Licensing Entity.



(b) The Agency has Filed for Bankruptcy or Agreed to a Reorganization Plan as Part of a Bankruptcy Settlement.



Debarred from Receiving Federal or State Funds

(c) The Agency has been Debarred from Receiving Federal or State Funds from any Federal or State Department or Agency or has been Disqualified from the Child and Adult Care Food Program (CACFP).



Risk of Organizational Failure

(d) The Agency has Received an Audit, Audit Review, Investigation or Inspection Report from the Agency's Auditor, a State Agency, or the Cognizant Federal Audit Agency Containing a Determination that the Agency is at Risk for Ceasing to be a Going Concern.



Part 4: Annual Report



ACTIVITY: Recognize the Annual Report

- ☐ Join one large circle
- ☐ Create a Web with Yarn
- ☐ Toss the Yarn to a Person
- ☐ Partners on the Right & Left of the Person with the Yarn can join in answering the question
- ☐ Toss the Yarn to Another Person
- ☐ Repeat the Process



Annual Report (Contents)

The Head Start Act section 644 (a)(2) requires each agency to make available to the public, at least once in each fiscal year a report that contains eight elements. They are:

- A. The total amount of public and private funds received and the amount of each source.
- B. An explanation of budgetary expenditures and proposed budget for the fiscal year.
- C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.



Annual Report (Contents, Continued)

- D. The results of the recent review by the Secretary and the financial audit.
- E. The percentage of enrolled children that received medical and dental exams
- F. Information about parent involvement activities.
- G. The agency's efforts to prepare children for kindergarten.
- H. Any other information required by the HHS secretary.



How is your annual report made available to the public?



Questions



Thank You



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Head Start Regional TTA Network