Session Description

Regular communication between HS program staff, policy council and governing body or tribal council is key to successful program operation. Section 642 of the Head Start Act outlines specific sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations. During the session we will learn about the types of information to gather, ways to format and disseminate each month from HS Managers and Tribal partners. During Part 1 we will explore the types of information that we need to gather such as financial, program, meals and snacks through DOA, enrollment, and Part 2 we will explore ways to present information in easily understood formats.

Monthly Reports for Policy Council and Governing Body
(Part 1 and Part 2)

Head Start Regional TTA Network

Welcome

Special Welcome to All Tribal Leaders, Policy Council Members, Fiscal Staff, and Program Staff

Head Start Regional TTA Network

Learning Objectives

Review the types of information Policy Council needs to receive from Head Start management to be able to fulfill their role of "setting direction".

Learn how to display data in different ways to make information understandable to audience.

Have some fun and meet folks from other recipients.

Head Start Regional TTA Network

Icebreaker Activity – Table Talk

1. Introduce yourself. Share your name and where you are from. Share if you are on the Policy Council, a staff member, a tribal leader or what your involvement is what Head Start.

 2. If you have been part of a policy council, describe when your policy council runs smoothly, like a shiny new car. What makes it run smoothly?

3. Describe when the policy council runs like an old vehicle that is often not running or breaks down a lot. What happened and what have you tried to make things better?

Head Start Regional TTA Network

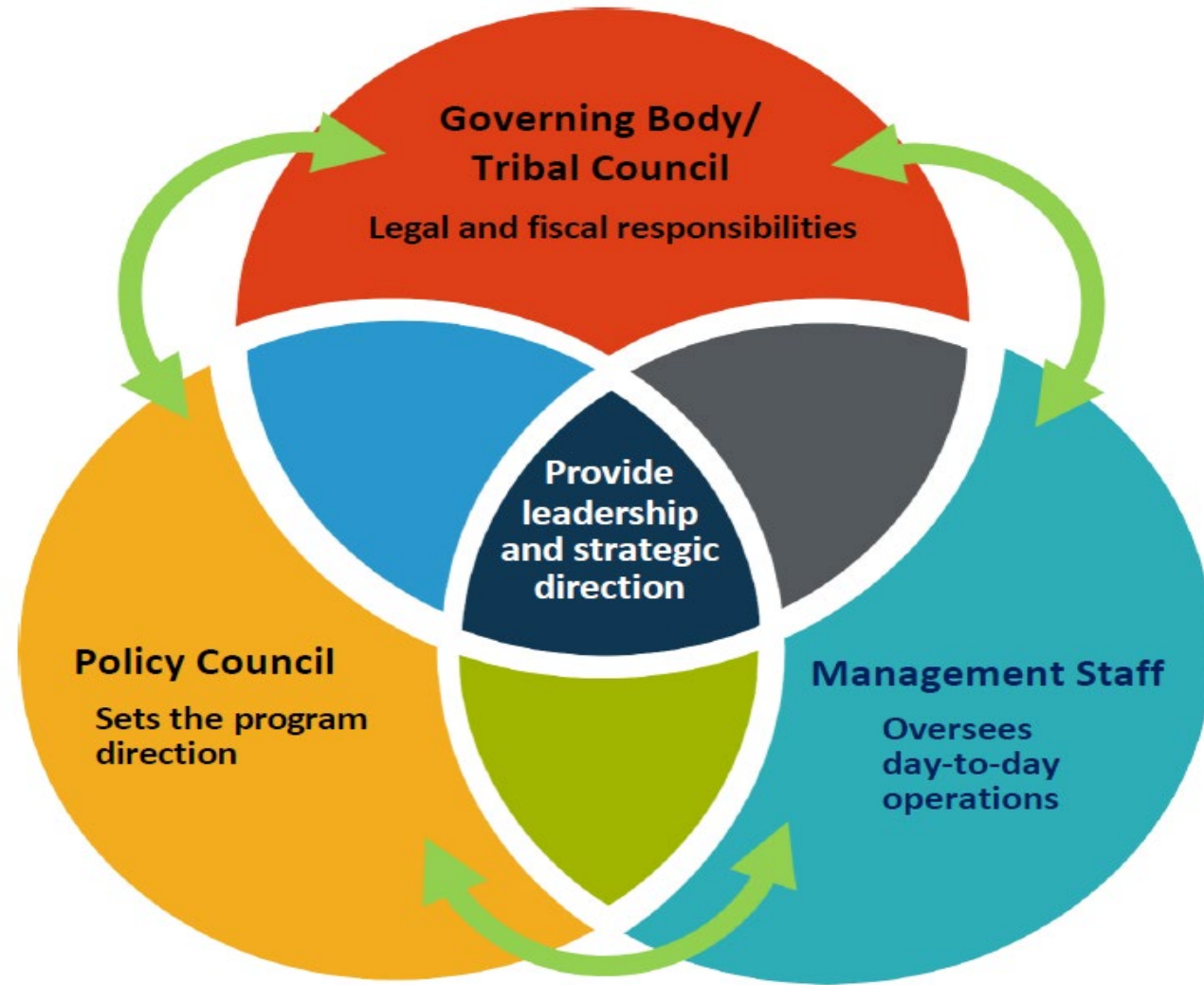# Legislative & Regulatory Requirements
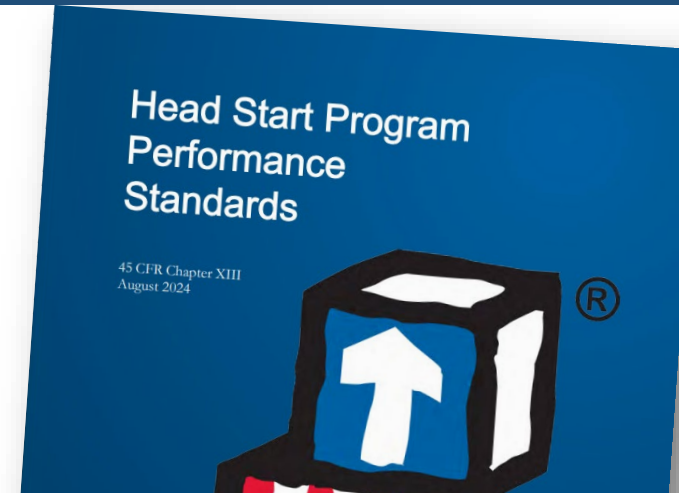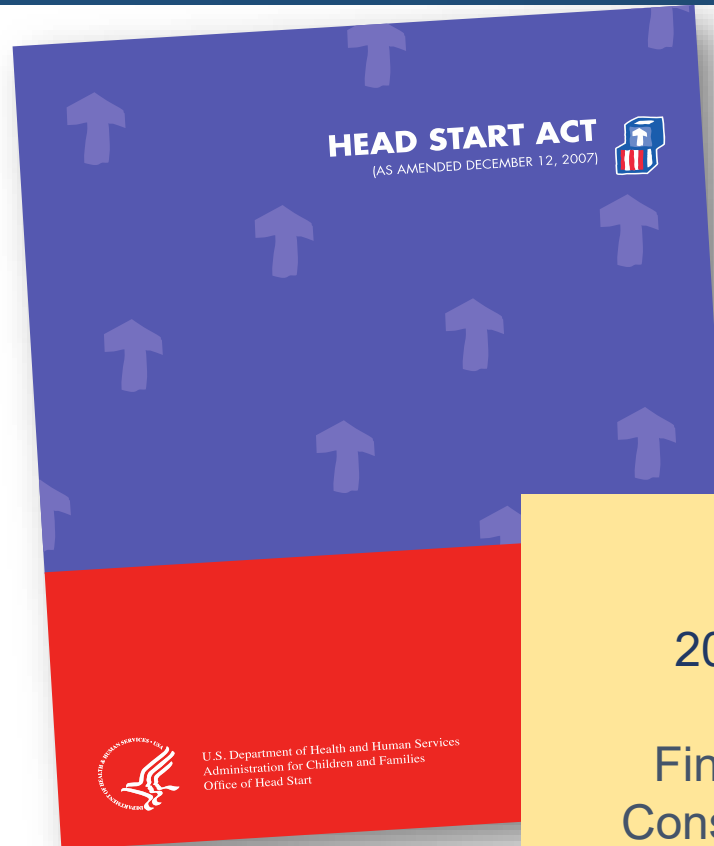
The Head Start Act

2024 Head Start Program Performance Standards

Final Rule Supporting the Head Start Workforce and Consistent Quality Programming (released 8//21/2024)

Head Start Regional TTA Network

Governing Body/Tribal Council
Legal and fiscal responsibilities

Provide leadership and strategic direction

Policy Council
Sets the program direction

Management Staff
Oversees day-to-day operations

Head Start Regional TTA Network

These materials were developed for OHS/Region XI Training and Technical Assistance Network under Contract No. 140D0420C0086 by ICF.

7

Policy Council : Sets Direction

1301.3 Policy council and policy committee.
(a) *Establishing policy councils and policy committees*. Each agency must establish and maintain a policy council responsible for the <mark>**direction of the Head Start program**</mark> at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start program to one delegate agency, the policy council and policy committee may be the same body.

To set direction for Head Start Program Policy Council needs to receive timely and accurate information.

The information needs to be in a format that is easy to understand.

Head Start Regional TTA Network

Policy Council Responsibilities

(D) RESPONSIBILITIES- The policy council shall approve and submit to the governing body decisions about each of the following activities:

(i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.

(ii) Program recruitment, selection, and enrollment priorities.

(iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.

(iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

(v) Bylaws for the operation of the policy council.

(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

(vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.

(viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

Head Start Regional TTA Network

Let's start by looking at the monthly report including fiscal report.

Monthly Report

Fiscal Reports (Budget to Actual) Monthly

Head Start Regional TTA Network

Monthly Report – Key Areas

Program summaries

Financial budget to actuals

Enrollment

USDA

Monthly Report: Enrollment

- Enrollment-Total # of children and families served; average monthly enrollment; percentage of eligible children served

- Program recruitment activities
- Selection
- Attendance

- If on Full Enrollment Initiative – update
- What other data is important to share?

Enrollment

Who in your program is the key person to collect and aggregate enrollment data each month?

What data sources are available?

Monthly Report: Program Summaries

Child Development/Education

Health Information-medical and dental

Family Engagement Activities

Mental Health Services

Transportation

Nutrition

Human Resources – staffing

Other key program summaries for your recipient

Program Summaries

Who in your program is the key person or people to collect and aggregate enrollment data each month?

What data sources are available?

Head Start Regional TTA Network

15

Monthly Report

A budget is a projection of costs and is submitted with grant application.

It is most helpful to show a projected budget in relationship to actual expenditures.

Include all funding sources for HS/EHS.

Include non-federal share budget.

Head Start Regional TTA Network

Financial

Who in your program is the key person to collect and aggregate enrollment data each month?

What data sources are available?

Fiscal Reports

Head Start Regional TTA Network

USDA administers the Child and Adult Care Program (CACFP).

CACFP reimburses Head Start programs for meals and snacks served at the full cost of serving children nutritious meals.

Monthly Report

Monthly Reports to PC would show anticipated reimbursement amounts and actual reimbursement rates to date.

This is an important part of budget.

(# of meals claimed X reimbursement rates)

Monthly Report-Discuss as large group

Management Team Tasks:

- Agreement on monthly report format
- Timeline for submission of monthly data for collation for report
- Point person for assembling all monthly data (narrative and numbers)
- Final Review of Monthly Report before sending to Policy Council and then Governing Body

- Who sends the Monthly Report sent to PC members along with agenda and other documents? What is the deadline to send prior to meeting?

Head Start Regional TTA Network

Monthly Reports – Activity

Divide into two groups by roles.
You can create two or more groups of each role depending on # of participants.

Group One: Policy Council Members, Parents, and Tribal Council Members
Group Two: Management Team and Staff

Discuss the Monthly Report from your perspective.
        Are you getting monthly reports as PC members?
        Make notes of what would be helpful from your role about monthly reports.
        What questions do you have?
        Did you learn anything new?

Share notes with other group or groups.

Head Start Regional TTA Network

Documents Check

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Annual Report

Head Start Regional TTA Network

Annual Report

The Head Start Act requires each agency to publish an annual report to the public. It must include eight specific items, which are spelled out in Sec. 644(a)(2). The Act dictates what kinds of numbers and facts you must include in your annual report. However, it's up to you to make them meaningful and interesting. Your annual report should tell a story.

Head Start Regional TTA Network

These materials were developed for OHS/Region XI Training and Technical Assistance Network under Contract No. 140D0420C0086 by ICF.

24

Annual Report

Each Head Start agency shall make available to the public a report published at *least once in each fiscal year* that discloses the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

(A) The *total amount of public and private funds* received and the amount from *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*.

(D) The results of the most 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 Secretary.

Head Start Regional TTA Network

Table Talk- Head Start Annual Report

- Depending on your role in your Head Start Program you may or may not have seen the Head Start Annual Report.

- Some recipients post the Annual Report on their website.

- At your table discuss if you have seen the Annual Report, are involved in the Annual Report or this is brand new information.

- If you are familiar with the Annual Report share with your table how it is created in your program.

- If you are not familiar with it, make a plan to inquire about past Annual Reports when you return to your program.

Head Start Regional TTA Network

Documents Check-PIR

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Program Information Report (PIR)

The Office of Head Start (OHS) provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All recipients and delegates must submit a for their Head Start programs.

Head Start Regional TTA Network

PIR-Program Information Report

The Office of Head Start (OHS) PIR provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All recipients and delegates must submit a PIR for their Head Start programs.

The data needed for PIR is collected by the recipient throughout the program year. Typically, the new PIR is released in July and recipients enter data and submit by a deadline in August.

Head Start Regional TTA Network

Documents Check-Grant Application

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Grant Application

Head Start Regional TTA Network

Table Talk

Head Start Recipients are funded for a five-year grant. The recipient submits a baseline grant application and then a continuation grant once each year for the remaining four years. The grant application includes a program narrative, budget and budget narrative and supporting documents.

At your table discuss what the Policy Council's role is for the Five-Year Grant Application?

Head Start Regional TTA Network

These materials were developed for OHS/Region XI Training and Technical Assistance Network under Contract No. 140D0420C0086 by ICF.

30

Documents Check- Community Assessment

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Community Assessment

Table Talk – Community Assessment

What Is a Community Assessment?

The community assessment (CA) is the collection and analysis of data related to the needs and characteristics of Head Start-eligible children and families in the grantee service area (i.e., geographic area). It identifies program and community resources available to meet their needs and specifies where there are gaps. It provides important community demographic data you can use to direct your recruitment efforts to those children and families most in need of Head Start services.

The community assessment also helps you identify and understand the most significant issues and trends affecting families with young children in your service area.

Ultimately, the information from the community assessment is used to inform programmatic decisions, including planning, service delivery, and evaluation, both at the grantee level and the federal level.

Head Start Regional TTA Network

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Organizational Chart

Documents Check-Monitoring Reports

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

Monitoring

Reports

Head Start Monitoring

- The Head Start Act requires periodic federal review of all Head Start programs.

- Head Start.gov has a section dedicated to the federal monitoring process.

- You can learn about federal monitoring and understand all the necessary requirements to prepare for the federal review of your program's systems and services. Explore a wide range of information for Head Start programs and monitoring reviewers, including an introduction to monitoring, review protocols, reviewer resources, and reports. Be sure to sign up for and visit the Aligned Monitoring Virtual Expo section, which gives grant recipients, Regional Office staff, and training and technical assistance (TTA) staff the necessary knowledge and tools related to federal monitoring.

Head Start Regional TTA Network

Documents Check-Grant Application

What Documents Do Policy Council Members Need to Stay Informed about HS/EHS ?

OHS Program Information(PI)

OHS Information Memorandum (IM)

Head Start Regional TTA Network

Documents Check

Questions on any of these documents?

Community Assessment	Organizational Chart	Monthly Report	Program Information Report (PIR)	Annual Report
Monitoring Results	OHS Program Information(PI) Publications	OHS Information Memorandums (IM)	Monthly Fiscal Reports (Budget to Actual)	Grant Applications

Head Start Regional TTA Network

Activity – Matching Game

Deck of "Cards"

- Match the card with the name of the document with the card with the correct definition of it.

- Example: PIR (Program Information Report) matches to card that says "The Office of Head Start (OHS) provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All recipients and delegates must submit a for their Head Start programs".

Head Start Regional TTA Network

- Data is all around us.

- What type of data display works best for you when you want to understand data quickly and accurately?

- What do you need to see to get a clear picture of the data story being told?

Head Start Regional TTA Network

Displaying the Data

Activity

- Each Table will have a set of data and markers.

- Each Table will create 3 ways to display the same data using the supplies.

    Pie Chart, Bar chart, graph, area chart, indicator, pivot table or
        scatter map.

Data Attribute – Activity

Did we meet our mark?

Review the types of information Policy Council needs to receive from Head Start management to be able to fulfill their role of "setting direction".

Learn how to display data in different ways to make information understandable to audience.

Have some fun and meet folks from other recipients.

Head Start Regional TTA Network

THANK YOU