

FY 2008 Monitoring Protocol Compliance Questions on Community Assessments

Program Design and Management	
Section 7. Planning	
PDM 7 A. Compliance Question:	
Have the grantee and delegate developed a written plan or plans for implementing services in early childhood development and health, family and community partnerships, and program design and management?	
Performance Standards relating to Compliance Question 7A:	
	CFR #:
Management systems and procedures.	1304.51
Program planning.	1304.51 a
Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include:	1304.51 a 1
The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program's annual self-assessment; and	1304.51 a 1 ii
The development of written plan(s) for implementing services in each of the program areas covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management). See the requirements of parts 1305, 1306, and 1308.	1304.51 a 1 iii
All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed.	1304.51 a 2

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PDM 7 B. Compliance Question:	
Has the grantee conducted a Community Assessment within the required timeframe and with the required follow-up review to ensure that changes within its service areas are reflected in the Community Assessment?	
<i>Applies Only to Grantees</i>	
Performance Standards relating to Compliance Question 7B:	CFR #:
Determining community strengths and needs.	1305.3
Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:	1305.3 c
The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;	1305.3 c 1
Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;	1305.3 c 2
The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;	1305.3 c 3
Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;	1305.3 c 4
The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;	1305.3 c 5
Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.	1305.3 c 6
In each of the two years following completion of the Community Assessment the grantee must conduct a review to determine whether there have been significant changes in the information described in paragraph b of this section. If so, the Community Assessment must be updated and the decisions described in paragraph c of this section must be reconsidered.	1305.3 e

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PDM 7 C. Compliance Question:	
Does grantee planning include a Community Assessment that encompasses the collection and analysis of the elements described in 1305.3 c?	
<i>Applies Only to Grantees</i>	
Performance Standards relating to Compliance Question 7C:	CFR #:
Determining community strengths and needs.	1305.3
Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:	1305.3 c
The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;	1305.3 c 1
Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;	1305.3 c 2
The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;	1305.3 c 3
The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;	1305.3 c 5
Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.	1305.3 c 6

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PDM 7 D. Compliance Question:	
Does grantee planning use and incorporate information from the Community Assessment?	
<i>Applies Only to Grantees</i>	
Performance Standards relating to Compliance Question 7D:	
	CFR #:
Determining community strengths and needs.	1305.3
The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to:	1305.3 d
Help determine the grantee's philosophy, and its long-range and short-range program objectives;	1305.3 d 1
Determine the type of component services that are most needed and the program option or options that will be implemented;	1305.3 d 2
Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area;	1305.3 d 3
If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency;	1305.3 d 4
Determine appropriate locations for centers and the areas to be served by home-based programs; and	1305.3 d 5
Set criteria that define the types of children and families who will be given priority for recruitment and selection.	1305.3 d 6