

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.102 Achieving Program Goals
Subject: Self-Assessment

Policy:

The Head Start/Early Head Start Program will conduct Self-Assessment annually. Policy Council, parents, and community partners will help with the Self-Assessment.

Procedure:

1. The Self-Assessment will be complete by July of each program year.
2. Data collection for the Self-Assessment will take place throughout the current program year.
3. Members who will be requested to serve on the Self-Assessment team will consist of Board members, Policy Council members, Center Directors, and Tri-County Community Council staff, other staff, and parents.
4. Training of the Self-Assessment process or tools needing to be used will be provided as needed for the various areas/data being reviewed.
5. The team members will have various data to review. The team members will be reviewing trends, compliance items, and requirements. All the information will be compiled and list the strengths and weaknesses to be corrected.
6. The person designated by the Head Start/Early Head Start Director will type the findings and timelines for any corrections that need to be made and will include a Self-assessment Improvement Plan.
7. The staff member designated in the plan will work on correcting any found weaknesses.
8. The results of the Self-Assessment will be shared with the Management Team, Policy Council, and Board of Directors.
9. Monitoring of the Self-assessment Improvement Plan will be conducted on a regular basis.