

Crossroads Head Start and Early Head Start

Data Plan

2022-2023

§ 1302.100 Purpose

A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.

Crossroads Head Start/Early Head Start will utilize the Self-Assessment Improvement Plan, Community Needs Assessment, monthly MBI reports, education data, family outcomes data, mental health & disabilities data and health data to ensure continuing progress towards the five-year goals that have been established. Crossroads Head Start and Early Head Start will continue to utilize data-driven decision-making in every content area.

§1302.101 Management Systems

- (a) **Coordinated approaches.** At the beginning of each program year, and on an ongoing basis throughout the year, a program must design and implement program-wide coordinated approaches...

(4) The management of program data to effectively support the availability, usability, integrity, and security of data. A program must establish procedures on data management, and have them approved by the governing body and policy council, in areas such as quality of data and effective use and sharing of data, while protecting the privacy of child records in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws.

The management of data is the responsibility of the Assistant Director of Compliance & Quality Outcomes, as well as the ERSEA/Data Management Specialists. The collection, usability and integrity of data is the responsibility of all employees of Crossroads Head Start/Early Head Start, as outlined in job descriptions and the Crossroads' Policies & Procedures Manual. All staff will receive training on data integrity during Pre-Service and/or New Staff Orientation.

§ 1302.102 Achieving program goals.

- (b) **Monitoring program performance.**
- (1) **Ongoing compliance oversight and correction.** In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must:
- (i) **Collect and use data to inform this process.**

In order to accurately monitor program performance, Crossroads Head Start and Early Head Start will collect the following data during the school year:

- COR Observations
- CLASS Observations

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- Monthly/Quarterly Folder Checks (completed by teachers, Center Directors, and HS/EHS Management Team)
- Monthly/Quarterly Student Attendance Reports
- Monthly MBI Reports (disaggregated by classroom/center/county)
- Parent Meeting Participation Tracking
- Mid-Year and End of the Year Parent Surveys
- Referral Documentation Tracking (ChildPlus)
- ~~Staff Attendance Reports* *Note: During the 2021-2022 program year, only classrooms identified by the HS/EHS Leadership Team will be tracked.*~~
- Staff Satisfaction Survey
- Self-Assessment
- Teacher Success Rubric (TSR) Evaluations
- Tracking of Intensive Coaching Sessions
- Tracking goals created and reached by families

(ii) Correct quality and compliance issues immediately, or as quickly as possible;

Issues related to data that has been identified throughout the school year will be discussed at the appropriate staffing levels and/or staff meetings and will be corrected as soon as possible. These meetings include (but are not limited to):

- Policy Council Meetings
- Board of Directors Meetings
- Leadership Team Meetings
- Area Supervisor Meetings
- Center Director Meetings
- Monthly Staff In-Service Trainings
- Pre-Service Training
- Data Task Force Meetings

Data sources will be used to determine if additional corrections are needed.

(iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight...

The Head Start/Early Head Start Program Director will present a cumulative monthly report to the governing body and policy council containing data from all applicable data sources. Comments, concerns and suggestions made by policy council and governing board members will be discussed at monthly Leadership Team meetings, with actions being taken on an as-needed basis.

(i) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

The Self-Assessment Program Improvement Plan will be utilized to systematically correct any findings and compliance issues. Any finding requiring immediate action will

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be handled at the discretion of the Executive Director, the Head Start/Early Head Start Program Director, and any additional staff members deemed necessary.

(2) Ongoing assessment of program goals. A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;**
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and**
- (iii) Submit finding of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.**

The annual Self-Assessment will be completed each year during April or May. The Self-Assessment team will consist of the Head Start/Early Head Start Leadership Team, Policy Council Members, Board of Directors, and center-level staff (if available).

(c) Using data for continuous improvement.

- (i) A program must implement a process for using data to identify program strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals described in paragraph (a) of this section.**

In addition to the data management process described in this plan, Crossroads Head Start/Early Head Start will utilize ChildPlus software as the primary data source for the program. Additional spreadsheets, charts, and graphs will be produced on an as-needed basis. Every effort will be made to compile data in ChildPlus before utilizing any additional software. Leadership Team members and center-level staff are encouraged to seek out additional training and software support from members of the ERSEA/Data Management team.

(2) This process must:

- (i) Ensure data is aggregated, analyzed, and compared in such a way to assist agencies in identifying risks and informing strategies for continuous improvement in all program service areas;**

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(ii) Ensure child-level assessment data is aggregated and analyzed at least three times a year, including for sub-groups, such as dual language learners and children with disabilities, as appropriate, except in programs operating fewer than 90 days, and used with other program data described in paragraph (c)(2)(iv) of this section to direct continuous improvement related to curriculum choice and implementation, teaching practices, professional development, program design and other program decisions, including changing or targeting scope of services; and,

Crossroads Head Start/Early Head Start will continue to use the Classroom Observation Record (COR) for child-level assessment data. COR will be aggregated three times a year and the results will be presented to the Head Start/Early Head Start Leadership Team, Policy Council and Governing Board.

CLASS scoring will be completed in the fall and spring of each school year. Results will be analyzed by classroom, center, county and program-wide. Results, including a comparison of Crossroads CLASS scores to the national CLASS average and the most recent federal CLASS monitoring results for Crossroads Head Start will be presented to the Head Start/Early Head Start Leadership Team, Policy Council and Governing Board.

Any identified areas of improvement will be targeted and tracked through coaching sessions, monthly in-service trainings, and other interventions as needed. Improvement efforts will be tracked on the 2023 Self-Assessment Program Improvement Plan.

(iv) Use information from ongoing monitoring and the annual self-assessment, and program data on teaching practice, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services, to identify program needs, and develop and implement plans for program improvement; and,

The Self-Assessment Program Improvement Plan will be utilized to systematically correct any findings and compliance issues. In addition, bi-weekly Leadership Team Meetings and monthly Data Task Force meetings will allow for ongoing monitoring of all program components. Any finding requiring immediate action will be handled at the discretion of the Executive Director, the Head Start/Early Head Start Program Director, and any additional staff members deemed necessary.

(v) Use program improvement plans as needed to either strengthen or adjust content and strategies for professional development, change program scope and services, refine school readiness and other program goals, and adapt strategies to better address the needs of sub-groups.

Crossroads Head Start/Early Head Start will use the 2021 Self-Assessment Program Improvement Plan to strengthen areas of improvement that were identified during the self-assessment process. Please refer to the 2022 Self-Assessment Program Improvement Plan for detailed information.

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Data-100 ASQ Database Instructions

Data-101 Child Attendance and Meals Instructions

Data-102 Child Care Subsidy in Childplus Instructions

Data-103 Childplus Calendars Instructions

Data-104 Childplus Dashboard Instructions

Data-105 Childplus Health and Safety Checklist Instructions

Data-106 Childplus Lesson Plan Instructions