

<b>Area:</b>	Management Systems
<b>Subject:</b>	MS01 – Program Planning
<b>Reference:</b>	1304.51 (a)(1-2)
<b>Policy:</b>	A systematic, ongoing process of program planning will be implemented and will include consultation with program staff, governing body, policy group and community organizations.

**Procedure:**

1. Each program year a Self Assessment will be completed by program staff to assess program strengths improvements needed and community resources.
2. A Community Assessment is conducted every three years. In each of the two years following the Community Assessment a review is done to determine if there have been significant changes. If so, the Community Assessment will be updated.
3. Program will coordinate the following:
  - a. Community Assessment conducted by Management Staff
  - b. Program Self Assessment conducted by Program staff
4. A summary of the completed Self Assessment will be presented to the Policy Council and Governing Board for review, input and/or approval.
5. Community Assessment and Self Assessment Data will be used by Management Staff to do the following:
  - a. Formulate and update both long term (multi-year) program goals and short term program and financial objectives included in the following:
    - i. Program goals and objectives
    - ii. Program Area Plans
    - iii. Selection of program options
    - iv. Assessment of progress
    - v. Recruitment area to be served
    - vi. Recruitment and selection policies and procedures
  - b. Implement and maintain written plans that address each of the following:
    - i. Development and approval of Program Area Plans (MHS)
    - ii. Program timetables and major service events
    - iii. Preparation of internal reports
    - iv. Planning cycle to include training, input, and approval by Policy Council
    - v. Documentation of internal records and support manuals
    - vi. Budget trainings, preparation, and approval processes
    - vii. Program assessment and monitoring
6. When required, written plans will be submitted to Policy Council and/or Governing Board for approval.
7. Program Staff will implement all approved plans and will monitor plans on an ongoing basis (daily, weekly, monthly) to ensure compliance.
8. Management Staff will revise and update written plans as needed throughout the program year and acquire the necessary approvals when applicable.

**Supervised by:** Executive Director, Director II

**Performed by:** Child Development Supervisor, Project Specialist I, Program Staff  
(Center level), Child Care Planning Coordinator

**Forms needed:** Community Assessment Packet, Self Assessment Packet

**Frequency:** Annually and as needed