Area: Management Systems

Subject: MS14 – Self Assessment

Reference: 1304.51 (i)(1-3)

Policy: At least once each program year, program staff will conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives to implement Federal and State regulations.

Procedure:

1. Grantee will be involved in delegate agencies' self assessments on a rotating basis.
2. Review the Federal Monitoring Instrument.
3. Develop Self-Assessment review teams consisting of program staff, parents, and community partners as appropriate to conduct a review of the program's systems. Use the Team Member Roster Form to document who is on the self-assessment team and which area they will be reviewing for example, Child Development or Family/Community Partnerships. One staff person will take the role as team leader for their program area. Every effort should be made to have parents represented in each program area.
4. Develop a Self-Assessment schedule, allowing for 2-5 days for the review depending on size of program.
5. Use the Federal Monitoring Instrument document to conduct the Self-Assessment. Provide copies to each team member and refer to Team Member Roster Form to determine what sections each team will be reviewing.
6. Provide Self-Assessment training for all team members, (program staff and parents) and review the General Guidelines for Reviewers. Have all team members sign in using the Self-Assessment Training Sign-In Form.
7. Have all team members sign the Confidentiality Agreement Form**.**
8. Provide all team members access to a copy of the Head Start Performance Standards, Plan of Action, (RHS) or Program Area Plans (CCMHS), Title 22, and the previous year's Self-Assessment.
9. Review teams will determine how State and Federal regulations (Head Start Performance Standards) are implemented in Child Care Centers, and the Central Office by relying on multiple modes of inquiry (i.e., Interviews, Observations, Documentation review and analysis).
10. Have all team members sign in on the Self-Assessment Participation Sign-In Sheet including sites visited.
11. Team consensus is vital in the self-assessment process. Ensure each team member agrees with findings or recommendations prior to sharing with entire group on final day.
12. Self-Assessment Teams determine which systems will be highlighted as exemplary, and which will be cited with recommendations or findings during the final debriefing session. Once a consensus is reached on findings and exemplary practices by all Self-Assessment Review teams complete the following:
    a. Summarize major program area strengths and major program area weaknesses.
    b. Use the "Findings Requiring Action" form to address substantially out-of-compliance findings by program area. Document the program area substantially out of compliance in the "Findings Requiring Action" column. Note the corresponding Performance Standard number in the appropriate column.

Document the specific out of compliance findings in the "Systematic Issues and Findings Requiring Action" column. List the site(s). Avoid naming individuals. If reference to specific roles is necessary, use job titles only.

c. Use the Program Strengths and Exemplary Practices form to provide a written summary of strengths by program area for items that exceed regulatory minimums.
d. Use the Recommendations for Continuous Improvement form for items that meet minimum standards but could be improved. Recommendations are optional. Begin all "recommendations" with action words. .
e. Obtain signatures of team members on sign-in sheets and top right section of "Program Strengths and Exemplary Practices", "Findings Requiring Action", and "Recommendations for Continuous Improvement" forms, (page 1 only).

13. Teams will present final decision at the exit interview meeting. Identify team member who will be program area spokesperson to present reports during exit interview.
14. Organize all documents to be turned in following exit interview.
15. Have all team members complete Self-Assessment Reviewer Evaluation Form (available in English and Spanish).
16. Upon completion, all forms, notes, and information from Self-Assessment will be placed in Self-Assessment Binder that is kept in central location at H Street (RHS)and Celeste office (CCMHS).
17. Staff must develop Corrective Plan of Action for all findings in each area in conjunction with parents. Policy groups must approve corrective plans to address findings prior to submitting to Grantee office.
18. Inform parents, policy group, governing body and community members about the self-assessment process/outcome at Policy Council, Board meetings, Parent Committee meetings and Health Advisory Committee meetings.

Supervised by: Director II

Performed by: Coordinator of EC Programs, Child Development Supervisor II, Child Development Supervisor I, Program Staff, Parents and Community Agency Representatives

Forms needed: Team Member Roster, Self-Assessment Schedule, Self-Assessment Training Sign-In Sheet, Confidentiality Agreement, Self-Assessment Participant Sign-In Sheet, Federal Monitoring Instrument, Program Area Meeting Checklist, Reviewer Evaluation Forms, Exit Interview Attendance Sheet, Findings Requiring Action, Recommendations for Continuous Improvement, Program Strengths and Exemplary Practices, Corrective Plan of Action

Frequency: Annually