

Area: Management Systems

Subject: MS30 – HSES & COPA

Reference:

Policy: Head Start Enterprise System (HSES) and Child Outcomes Planning Administration (COPA) will be updated as program changes occur.

Procedure:

1. Prior to the start of each program year (February for MSHS, July for RHS/EHS), Head Start Enterprise will be updated to reflect approved Program Service Plans submitted with the refunding application submitted for that year.
2. When the program year has started, Designated Coordinator of Early Childhood Programs will notify the Planning & Information Management by email (pim@stancoe.org) when approved changes to Program Service Plan occur.
3. Once approved, Coordinator of Early Childhood Programs will also notify the delegate agency or grantee operated program and they will make changes in COPA within 3 business days.
4. Child/Family Services Planning Coordinator will make changes in the Head Start Enterprise System and mark the center as complete within 3 business days of receipt of emailed notification.
5. Child/Family Services Planning Coordinator will confirm that the appropriate changes in COPA have been made by the delegate agency or grantee operated program within 3 business days.
6. When changes are complete in the Head Start Enterprise System and COPA, Child/Family Services Planning Coordinator will notify the Coordinator of Early Childhood Programs.
7. Coordinator of Early Childhood Programs will review the Head Start Enterprise System for accuracy and mark the center as verified.
8. Coordinator of Early Childhood Programs will notify applicable internal and external persons of the change.

Supervised by: Director II, Coordinator of Early Childhood Programs

Performed by: Coordinator of Early Childhood Programs, Child/Family Services Planning Coordinator

Forms needed:

Frequency: At each occurrence