

HEAD START COMMUNITY PROGRAM OF MORRIS COUNTY, INC.**Policy on the Management of Program Data to Guide Continuous Improvement**

This policy establishes procedures on the management of Head Start and Early Head Start program data to effectively support the availability, usability, integrity, and security of information collected to guide program decisions toward continuous improvement.

The usage of all data collected is subject to applicable confidentiality provisions in accordance with federal, state and local laws and regulations, as well as the Confidentiality Policy of Head Start Community Program of Morris County. Sharing of program data will avoid the disclosure of specific names, addresses, and other personal identifiers of children and families enrolled in the program.

Data will be collected from ongoing monitoring, annual self-assessment, community assessment, program data on teaching practices, staffing and professional development, child-level assessments, family needs assessments, and comprehensive services. Data will be aggregated, analyzed and compared to identify program strengths and needs. Aggregated data will be used evaluate compliance with program performance standards and incorporated into program planning efforts toward continuous improvement.

Ongoing monitoring (OGM) will be facilitated by program management staff to collect data quarterly, or at other necessary intervals, to be shared with Policy Council and Board of Directors at least semi-annually. OGM will collect data in the following program monitoring areas: Governance/Leadership; Management Systems; ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance); Comprehensive Services; Fiscal; Environmental Health and Safety; and School Readiness and CLASS (Classroom Assessment Scoring System).

Annually, a program self-assessment will be conducted in collaboration with governing body, policy council, community members, program staff and parents of enrolled children. Self-assessment will use program outcomes, including aggregated child assessments, professional development information and parent/family engagement data as appropriate to evaluate progress toward meeting the program's goals and measurable objectives in accordance with Head Start Program Performance Standards. Accordingly, child level assessment data will be aggregated and analyzed at least three times a year and will address the needs of dual language learners and children with disabilities. Findings of self-assessment and ensuing program improvement plans will be communicated with governing body and policy council, staff and parents of enrolled children, and submitted to the responsible Health and Human Services officials.

Data collection will also incorporate a Community Assessment, conducted every five years and updated annually, that looks at community strengths, needs and resources in to inform program decisions. The management team, Policy Council and Board of Directors will use information from the Community Assessment to identify strengths and needs within the community.