

Mercer County Head Start Policies and Procedures

P/P Topic:	Community Assessment	P/P #:	011
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Program Design and Management	Last Reviewed Date:	10/23/2008
Section Title(s):	Management Systems and Procedures	Implementation Responsibility:	Family and Community Partnership Manager
Related Performance Standard(s):	1304.51 (a)	Monitoring Responsibility:	Executive Director

(A) Policy	Every three years a community needs assessment will be conducted to collect data about community strengths, needs and resources. Data will be updated each year as needed.
(B) Responsibility	Family and Community Partnership Manager
(C) Procedure	<ul style="list-style-type: none"> • Every three years Head Start will conduct a community needs assessment in accordance with Performance Standard 1304.51 that will include: <ol style="list-style-type: none"> 1. Demographic make-up of Head Start eligible families, including number, geographic location, and racial/ethnic composition. 2. Other child development and child care programs serving Head Start eligible children. 3. Estimated number of children with disabilities four years and under. 4. Data including education, health, nutrition and social service needs of Head Start eligible families. 5. Resources in the community that could address these needs. • The annual grant planning and budget process will include a review and update of the strengths, needs and resources of the various communities throughout Mercer County. • Updated and reviewed information will utilize information from surveys to staff, community service providers and parents. In addition, information from local, state and federal sources including the Ohio Department of Education, Ohio Department of Jobs and Family Services, Department of Health, and other local and state agencies will be utilized. • Analysis of the assessment information will be used in developing long and short term goals in the strategic and

	<p>grant planning process, including locations of sites, program options, staffing patterns and identifying areas of need.</p> <ul style="list-style-type: none">• The data collected will be used to assist with the development of long and short term goals, selection criteria, the type of services provided for children and families and to determine collaboration possibilities with other agencies.• To the greatest extent able, the Family Community Partnership Manager will be involved in the combined Community Assessment.• Community Assessment will be used to:<ol style="list-style-type: none">1. Help determine the grantee's philosophy, and its long and short-range program objectives.2. Determine the type of component services that are most needed and the program option or options that will be implemented.3. Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.4. N/A5. Determine appropriate locations for centers and the areas to be served by home-based programs.6. Set criteria that define the types of children and families who will be given priority for recruitment and selection.• In each of the two years following completion of the community assessment, a review will be conducted to determine whether there have been significant changes in the information described above. If so, the community assessment will be amended to reflect the updated information and agency decisions will be reconsidered.
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