

Community Assessment: (1302.11 Determining community strengths, needs, and resources)

Policy

The Bourbon County Preschool Head Start will conduct a comprehensive community assessment at least once over the five-year grant period and annually review and, where needed, update any significant shifts in community demographics, needs, and resources that may impact program design and service delivery.

When determining what data to acquire the program will consider what information is most relevant to inform services for families most in need. Data gathering will help inform the program of the community and is intentionally designed to help the program identify community strengths, needs, and resources and used to plan the program accordingly, to ensure equitable, inclusive, and accessible service delivery that reflects the needs and diversity of the community. The information will be used to inform the enrollment recruitment and selection process to prioritize the enrollment of those populations with relevant circumstances. It will also be used to identify the communication methods and modalities available to the program that best engage with prospective and enrolled families in accessible ways.

Data from the community assessment will be used to understand barriers to enrollment and identify the population of eligible children and families and potential barriers to enrollment and attendance, including using data to understand access to transportation of the highest-need families.

The program will consider results from the self-assessment and annual funding application to inform this process.

The annual update review must consider at a minimum changes related to children and families experiencing homelessness, how the program addresses equity, accessibility, and inclusiveness in its provision of services, and changes in the availability of publicly funded pre-kindergarten and whether it meets the needs of families. The program will consider how the annual review and update can inform and support management approaches for continuous quality improvement program goals and ongoing oversight. The program will consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program-eligible funded enrollment. The program will not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment. The program will utilize community partners and existing available data sources relevant to the local community.

The Community Assessment will include data that identifies populations most in need of services including prevalent social or economic factors, challenges, and barriers experienced by families and children.

The Community Assessment will include data that describes community strengths, needs, and resources and include a minimum of:

- Relevant demographic data about eligible children and expectant mothers include:
 - Race and ethnicity
 - Children living in poverty
 - Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons
 - Children in Foster Care
 - Children with disabilities including types of disabilities and relevant services and resources provided to these children by community agencies
 - Geographic location and languages they speak
 - The education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs.
 - Typical work, school, and training schedule of parents with eligible children
 - Other child development and child care centers and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served and their ages.
 - Strengths of the community
 - Gaps in community resources in areas relevant to addressing the needs of eligible children and their families such as gaps in health and human services, housing assistance, food assistance, employment assistance, early childhood development, and social services.

Identify strengths and resources in the community that can be leveraged for service delivery, coordination, and partnership efforts for education, health, nutrition, and referrals to social services to eligible children and families.

Procedures

Activity	Person(s) Responsible	Date to be Completed	Evidence of Completion
Conduct a Community Assessment in accordance with Performance Standard 1302.11	Director Management Team	Every 5 year grant cycle (March)	Completed Community Assessment

Collect data on the demographic makeup of eligible children and families	Director Management Team	annual/ February	Completed Community Assessment
Collect data on other child development and child care programs serving Head Start-eligible children	Director Management Team	annual/ February	Completed Community Assessment
Collect data on the estimated number of children with disabilities four years of age and younger	Director Management Team	annual/ February	Completed Community Assessment
Collect data regarding education, health, nutrition, and social service needs of eligible Head Start children and families and the institutions that provide these services	Director Management Team	annual/ February	Completed Community Assessment
Collect data on the resources in the community that can address the needs of Head Start-eligible children and families including the availability and accessibility.	Director Management Team	November – January of every year	Completed Community Assessment
Identify long and short-range program goals, objectives, component services, and program options most needed in the community	Director Management Team Policy Council Governing Board	annual/ February	Meeting Minutes
Set criteria for priority for recruitment and selection	Director Management Team Policy Council Governing Board	annual/ February	Meeting Minutes
Approve program goals, objectives, component services, program options and selection criteria	Policy Council Governing Board	Annual/ February	Meeting Minutes Signed documents

Review Community Assessment to determine if information needs to be updated for planning purposes	Director Management Team	Annual/ February	Meeting Minutes
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This policy complies with Head Start Performance Standard 1302.11

Policy Council Approval: 10/10/16

Board Approval: 10/20/16