Proactive Planning to Support A Culture of Continuous Improvement

1. Become familiar with the Head Start Program Planning Cycle
2. Identify Stakeholders involved in the Planning Process
3. Identify Definitions for the Language in Data
4. Recognize how striving for continuous improvement can support proactive planning
5. Develop an Annual Program Planning Calendar

1. Data in Planning
   - Integrating Data into Program Planning
   - Using the Aggregated and Analyzed Data
   - Goals, Plan of Action, Budget, Monitoring and Evaluation
2. Play Data Bingo
3. Break 3:00 to 3:30
4. Continuous Quality Improvement Conceptual Framework
   - Moving from Compliance to Learning
   - Organizational Readiness for Continuous Learning and Improvements
   - Engaging Staff and Stakeholders
5. Develop an Annual Program Planning Calendar
   - Fiscal Year versus Calendar Year
   - Actions Leading up to the Funding Application Submittal

Anticipated Objectives

- Become familiar with the Head Start Program Planning Cycle
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Agenda

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Getting to Know Your Motivation for Selecting this Presentation

Why are you here?

What questions are you hoping to get answered?

Linking Planning, OGM, and SA

Select:
- Analyze Community Assessment & other relevant data
- Review recommendations from SA report
- Develop long-term program objectives
- Develop objectives
- Develop action plans for objectives
  - Identify indicators & measures to monitor
  - Develop data collection plan
  - Plan for regular progress reports to staff, GB, and PC
  - Develop service plans, ensuring they reflect new goals/objektives

Collect:
- KJLA data, OGM data, PIR, child outcomes data, results of OGM for all systems, services, goals & objectives
- Review OGM data with managers
- Make course corrections
- Develop new data measures & indicators
- Schedule & follow up on course corrections
- Modify & adjust data collection plan
- Develop data collection plan
- Request GB and PC to analyze persistent systems issues

Plan:
- Develop objectives
- Develop action plans for objectives
- Identify indicators & measures to monitor
- Develop data collection plan
- Plan for regular progress reports to staff, GB, and PC
- Develop service plans, ensuring they reflect new goals/objektives

Analyze:
- Analyze information presented (OGM summaries, OGM monitoring results, other info shared)
- Identify strengths and make recommendations for improvement
- Request GB and PC to analyze persistent systems issues

Ensure:
- Evaluate & follow up on course corrections
- Verify accuracy of and data
- Develop data collection plan
- Plan for regular progress reports to staff, GB, and PC

Common Features of Head Start Plans

Plans describe how the local program intends to implement the Head Start Act and the Head Start Program Performance Standards (HSPPS) to respond to its community’s unique needs and resources.

Plans are developed with input of and approval by the Tribal Council and Policy Council. Plans are also frequently shaped and informed through feedback from community partners, parents, and such groups as the Health Services Advisory Committee.

Your Program Plans

- Organization-Wide Strategic Plans
- Annual Action Plans
- School Readiness Plans
- Training/Technical Assistance Plans (T/TA)

Five-Year Plans

- Broad Outlines of what the program intends to accomplish over the 5-year project period.
- Establish 5-year goals: BROAD Goals, SMART Objectives and expected outcomes.
Implement a management system that ensures program, fiscal, human resources structure that provides effective management & oversight in the delivery of high quality services.

Provides regular & ongoing supervision to support individual staff professional development & continuous program quality improvement.

Ensures budget & staffing patterns that promote continuity of care for all children and allow sufficient time for staff training.

Maintains an automated accounting and record keeping system adequate for effective oversight.

A program must design & implement a program-wide coordinated approach that ensures training & professional development, full & effective participation of children who are dual language learners, full & effective participation of children with disabilities & management of program data to effectively support availability, usability, integrity & security of data.

In collaboration with the Tribal Government and Policy Council, establish Program Goals.

Ongoing compliance oversight and correction.

Ongoing assessment of program goals.

Using data for continuous improvement.

Reporting to Tribal Government and Policy Council and when applicable to the responsible HHS official.
• Curiosity – asking the “how” and “why” questions about children and families in your program;
• Reflection – continuously reviewing program policies and seeking feedback, applying when necessary;
• Tolerance of failure and vulnerability – recognizing when things are not working and making appropriate course corrections;
• Use of feedback – using data to assess whether or not strategies or programs are making a difference for children and families;
• Systems thinking – stepping back and considering the broader context in which Head Start programs operate an understanding that change is incremental.
Our Organization:
• Has clarity about what we want to accomplish in the short term (e.g., one to five-years) and what success will look like;
• Has staff who are experienced in data collection, data use, and different stakeholders’ information needs;
• Values learning. Demonstrated by staff actively asking questions, gathering information, and thinking critically about how to improve their work;
• Modifies its course of action based on findings from program data;
• Looks at program data as an important input to help them improve staff performance and manage results; and
• Integrates findings from program data into the decision-making when deciding which policy options and strategies to pursue.

1. Identify outcomes that need attention
2. Identify client groups that need attention
3. Identify service procedures and policies that need improvement
4. Identify possible improvements for service delivery
5. Identify successful practices and achievement
6. Identify staff’s technical assistance and training needs
7. Determine budget allocations priorities

Types of Data Head Start Requires

- Community Assessment
- Ongoing Record Keeping
- Self-Assessment
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSA)
- Program Information Report (PIR)
- Ongoing Monitoring Reports
- Annual Report
### Annual Program Calendar

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<th>JAN</th>
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<th>MAR</th>
<th>APR</th>
<th>MAY</th>
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- **Program Planning Cycle Calendar**

### Action Steps

- Develop an Action Plan and Budget that reflects goals.
- Five Year Goals (Quarterly review & revise if needed and generate objectives and expected outcomes).
- Compile and Analyze Ongoing Monitoring Results.
- Monthly Ongoing Monitoring.
- Monthly Reports to PC/Board – Tribal Council.
- Quarterly Ongoing Monitoring.
- Monthly Enrollment Reporting (ACF-FY15-06).
- SF 425 through Grants Solutions (ACF-FY16-01 Changes in Federal Reporting).
- PR.

- Review, Revise and submit for approval Service Area Work Plans.
- Enrollment Selection Criteria Review and Submit to Policy Council.
- Policy Council Elections.
- Eligibility Rule HSSPS 1302.12(m) Training for Governing Body.
- Health Services Advisory Committee Meetings.
- Annual Report.
- T/TA Plan & Ongoing Monitoring of the T/TA Plan.
- Child Outcomes Data Analysis (3 times annually).
- Family Outcomes Data Analysis (3 times annually).
- Semi-Annual Data Reports to Policy Council & Tribal Council.

### Reflective Discussion and/or Questions?
• Moving from a Culture of Compliance to a Culture of Continuous Improvement - https://www.acf.hhs.gov/opre/resource/a-resource-guide-for-head-start-programs-moving-from-a-culture-of-compliance-to-a-culture-of-continuous-improvement
• Five-year Plans - http://eclkc.ohs.acf.hhs.gov/hslc/grants/5-yr-cycle
• School Readiness Plans - http://eclkc.ohs.acf.hhs.gov/hslc/hs/sr/steps