

Central Texas 4C, Inc. Head Start 0 - 5

Data Collection Plan

Purpose	Question	Method	Resources	Lead Person	Time Frame
Staff Development	-Are teacher receiving the mandatory staff development hours? -Is the agency reaching the educational requirements for teachers and teacher assistants in all programs?	-PROMIS -Staff Development Plan	Teachers HR Director Head Start Director	Marina Tharpe	-Annual & As needed -Follow-up with Staff Development Plan
Child Outcome & School Readiness	-How are the children doing in terms of the Child Development and Early Learning Outcomes Framework & School Readiness?	-Teaching Strategy Gold	Teachers Education Coordinator Consultant Mentor/Coach	Melissa Gilchrist	-Weekly, ongoing -Outcome Reports: HS 3 x per year, EHS 4 x per year
Child Outcome & School Readiness	-How many children meet or exceed the Kindergarten Entrance Requirements?	-Kindergarten Entrance Test	Kindergarten Readiness System (KRS) eREADI School	Melissa Gilchrist Marina Tharpe	Once a year Work in progress, have not received any info from the ISD at this time
T/C Interaction	-Are teachers reaching the children with their method of interaction and intentionality?	-CLASS HS & EHS	Directors Mentor Coach	Melissa Gilchrist	2 x per year
Environment	-Is the environment conducive to children's learning and wellbeing?	-ITERS/ECERS	Directors	Melissa Gilchrist	2 x per year
Health	-Are children receiving Health services, screenings & follow-up?	-PIR/PROMIS	Family Community Advocate & Health Coordinator	Nancy Gutierrez Brianna Merritt	-Within 45 days of enrollment -And ongoing

Mental Health	-How many children received Mental Health observations and further counseling/therapy?	-PIR/PROMIS -Mental Health Therapy Log	Family Community Advocate & Mental Health/Disability Coordinator	Margetta Shaw	-Within 45 days of enrollment -And as needed, suspected, diagnosed -Monthly
Disability	-How many children are diagnosed with a disability, referred and/or receiving services with the LEA? -How many children are receiving services with entities other than the LEA?	-PIR/PROMIS	Family Community Advocate & Mental Health/Disability Coordinator	Margetta Shaw	-Within 45 days of enrollment -And as needed, suspected, diagnosed -Monthly
Parent Involvement	<u>Volunteer/In-Kind</u> -How many parents are involved in their child's education and the Head Start program?	-PROMIS -Committee and Council Membership	Family Community Advocate & Family Engagement Coordinator	Julene Figueroa	Monthly
Family Engagement	<u>Strength & Needs</u> -What level of support is needed to help families become empowered?	-Family Strength & Needs Assessment	Family Community Advocate & Family Engagement Coordinator	Julene Figueroa	3 X per year
In-kind	<u>Matching Fund (20%)</u> (Space, Mentor/Teachers) -Is this agency able to meet the "Matching Fund" directive?	-Excel Spread Sheet -PROMIS -MIP (Fund Accounting Software)	Administrative Assistant Finance Director	Beatriz Mena Timothy Rivers	Monthly

<p>Nutrition</p>	<p><u>Meals Served</u> -How many meals are served to children and adults? -How much is the cost per meal?</p>	<p>-PROMIS -Point-of-Service Attendance Form -MIP (Fund Accounting Software)</p>	<p>Teachers Center Directors USDA Clerk Administrative Assistant Nutrition Director Finance Director Finance Clerk</p>	<p>Johnnie Lavan-Rayson Timothy Rivers</p>	<p>Daily Weekly Monthly</p>
<p>ERSEA</p>	<p><u>Eligibility, Enrollment, Attendance, Reason for Absenteeism</u> -How many children are on this agency's waiting list? -How many children are income eligible? -Are we fully enrolled? -How many children are in attendance? -What is the reason for absenteeism?</p>	<p>-PROMIS -Attendance Form</p>	<p>Teachers Directors FCAs Family Engagement Coordinator ERSEA Clerk ERSEA Coordinator</p>	<p>Paulette Jeter</p>	<p>Daily Monthly</p>

Regular reports on the above data are provided to the Executive Director, Board of Directors and Parent Policy Council for oversight.