

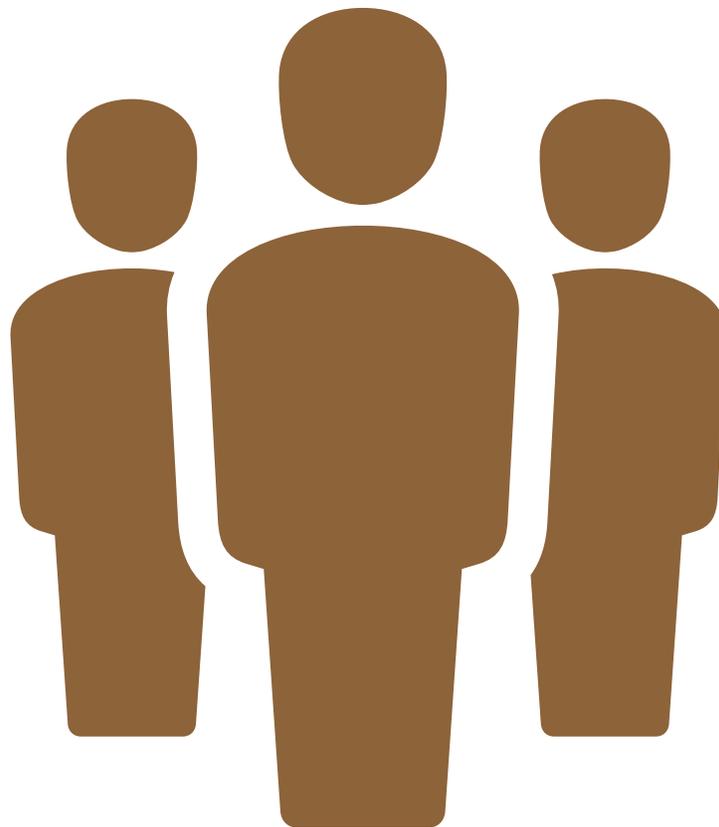


Administration for Children and Families
U.S. Department of Health and Human Services



FY 2016 Office of Head Start Leadership, Governance, Management Systems Monitoring Protocol

Policy Council Interview Guide



Policy Council Interview Guide
FY 2016 LGMS Monitoring Protocol

Key Performance Area #1—Program Planning

Planning

- ▶ Think about your participation in planning and decision-making to ensure the program provides high-quality comprehensive services to children and families.

TQ: How do the plans for providing services align with the community’s needs (e.g., are services provided in the necessary languages; are they culturally sensitive)?

The Policy Council should describe:

- *Its familiarity with the program’s plans*
- *How the program’s plans meet community needs*
- *How it created, reviewed, or provided feedback on the program’s plans*

- ▶ Think about how you participate in planning and decision-making to ensure the program ensures the health and safety of children at the program.

TQ: How do the plans ensure that children are healthy and safe?

The Policy Council should describe:

- *Its familiarity with the program’s plans and how they meet the health and safety needs of children*
- *How it created, reviewed, or provided feedback on the program’s plans*

Key Performance Area #2—Developing and Organizing Resources

Engaging the Governing Body and the Policy Council

TQ: How are new Policy Council members selected?

Policy Council members should explain:

- *How Policy Council members are elected by parents of children currently in the program*

TQ: What training have you received? How has it helped you make decisions and provide leadership for the Head Start program?

Policy Council members should describe:

- *The types of training they have received*
- *How they use the information provided in training*
- *What skills or information provided in training support them in fulfilling their leadership role*

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Key Performance Area #2—Developing and Organizing Resources

Engaging the Governing Body and the Policy Council (continued)

- ▶ Review training documentation (e.g., meeting agendas and minutes) to confirm the training described by the Policy Council occurred.

TQ: How do you help the program address the needs of families and the community? How does the program use your skills, resources, and connections?

Policy Council members should describe their involvement in:

- *Parental involvement activities (e.g., parenting class topics, parent participation in the classroom, Fatherhood Initiatives)*
- *Ensuring program services respond to family and community needs and are culturally relevant (e.g., providing English classes)*
- *Recruiting Head Start-eligible families (e.g., suggesting recruitment locations)*
- *Decisions regarding program staff (e.g., participating in discussions regarding hiring/termination of grantee staff)*

TQ: How are you involved in the budget-planning process?

TQ: How often do you review the program’s budget?

TQ: How do you use the information about the budget that is shared with you?

Policy Council members should explain:

- *Their active involvement in the budget-planning process, including reviewing proposed program expenditures*
- *How they submit the budget to the governing body for approval*
- *How they ensure the program’s money is used appropriately*
- *How, when an issue arose in the budget-planning process, it was addressed*

TQ: How might the program better utilize your skills, resources, and connections?

Key Performance Area #4—Evaluating Performance and Stimulating Ongoing Improvement

Oversight of Program Evaluation

TQ: How do you know that the program is providing quality comprehensive services?

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Key Performance Area #4—Evaluating Performance and Stimulating Ongoing Improvement

Oversight of Program Evaluation (continued)

TQ: What types of information do you receive to help you understand whether the program is delivering quality services and meeting the needs of the community? How do you use the information you receive?

The Policy Council should describe the following reports and explain how they use the information:

Annual Reports

- *The Self-Assessment, including any related findings*
- *The Program Information Report (PIR)*

Monthly Reports

- *Program information summaries*
- *Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency*
- *Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)*

Additional Reports

- *Every 3 years, the Community Assessment*
- *Applicable current updates from the Secretary (e.g., Program Instructions, Information Memoranda)*

TQ: How do you know that the program is using money received from the OHS for its intended purpose?

The Policy Council should describe the following reports and explain how it uses the information:

- *The annual financial audit*
- *Monthly financial statements, including credit card expenditures (if the program uses credit cards)*

TQ: How do you feel the program is doing at providing services to meet the community's needs? Are you satisfied with the progress?