

FY 2014



# The Head Start Key Indicator Screenener



**HEAD START**

*This information is considered to be privileged information per Exemption (b)(4) under FOIA and not releasable per 5 U.S.C. § 552(b).*

## Welcome & Agenda

- Welcome
- What is the Head Start Key Indicator (HSKI) Screener
- How the HSKI Screener will be implemented
- How to prepare for the HSKI Screener

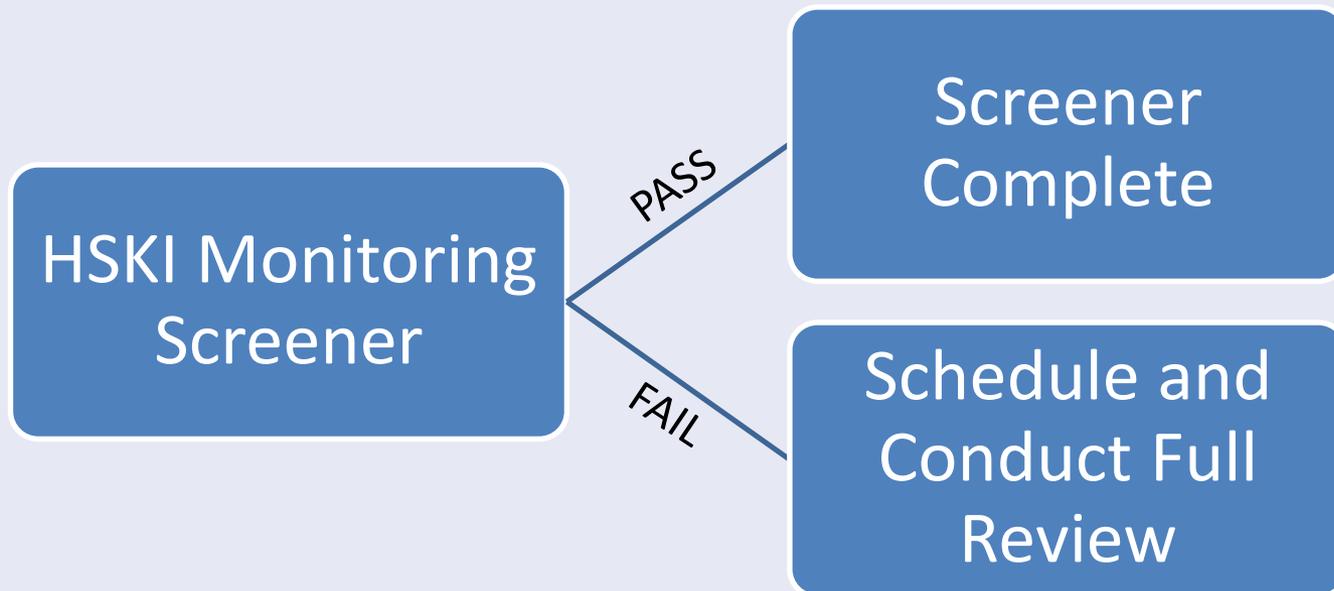


# What is the HSKI Screener?

- The **HSKI Screener** is designed for incumbent grantees
  - Incumbent grantees are those that successfully re-competed for their grant through a competitive award process, as part of the designation renewal process;
  - Incumbent grantees will receive a HSKI Screener;
  - Incumbent grantees who are not successful in passing the HSKI Screener will receive a full review

## What is the HSKI Screener? (cont.)

- The HSKI Screener is:
  - An evidence-based, differential monitoring tool used to monitor grantees
  - Comprised of a subset of Compliance Measures from the OHSMS FY 2014 Monitoring Protocol

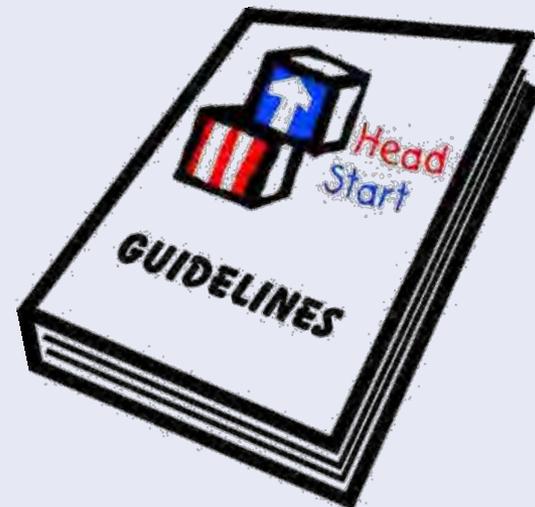


## HSKI Screener Implementation

- HSKI Screener will be conducted in FY2014, beginning in February
- Grantees will receive a letter prior to the beginning of the HSKI Screener visit with:
  - Date of HSKI Screener visit
  - Specific grantee instructions
- There will be 1 HSKI screener who will complete all review tasks
  - Most reviews will be 2-3 days depending on the size of the grantee

## HSKI Screener Implementation (cont.)

- Reviewer's tasks to complete
  - Interviews
    - Head Start Director
    - Health Services Coordinator
    - Policy Council
    - Governing Body
  - Child Files
  - Staff Files
  - Child Health and Safety Observations
- The orientation letter mailed to all grantees in early February lists all of the compliance measures and instructions.



# How to Prepare for the HSKI Screener

- Grantees should update their calendars
  - Email request was sent to update calendar
  - Note all holidays, closures, special events, planned staff absences
  - Update calendar ASAP and then, as needed.
- Update all HSES data to ensure accurate information is available
  - Upload Board Certified Health and Safety Certification Form
  - Upload Class Rosters
- Review FAQs and Child File Checklist available on ECLKC

## How to Prepare for the HSKI Screener (cont.)

- Identify the staff person assigned to accompany the reviewer during the visit
- Ensure that Staff, policy council, and governing body are available for interviews
- Bring information for the child file reviews to a central location (e.g., grantee program office)
- A representative from DANYA will call you to confirm the logistics and interview schedule.

## What happens when your HSKI Screener is completed?

- You will receive written notification from OHS
  - The letter will indicate whether or not a full review is needed
  - The reviewer will ***not*** be able to tell you whether you have passed or failed – OHS makes this determination

## Next steps

- Update your calendar **ASAP**
- Update all HSES data
- Notification Letter with HSKI Screener dates will be sent prior to start of review
- Review materials can be found on ECLKC
- If you have any questions, please send email to:

[headstartreviews@danya.com](mailto:headstartreviews@danya.com)