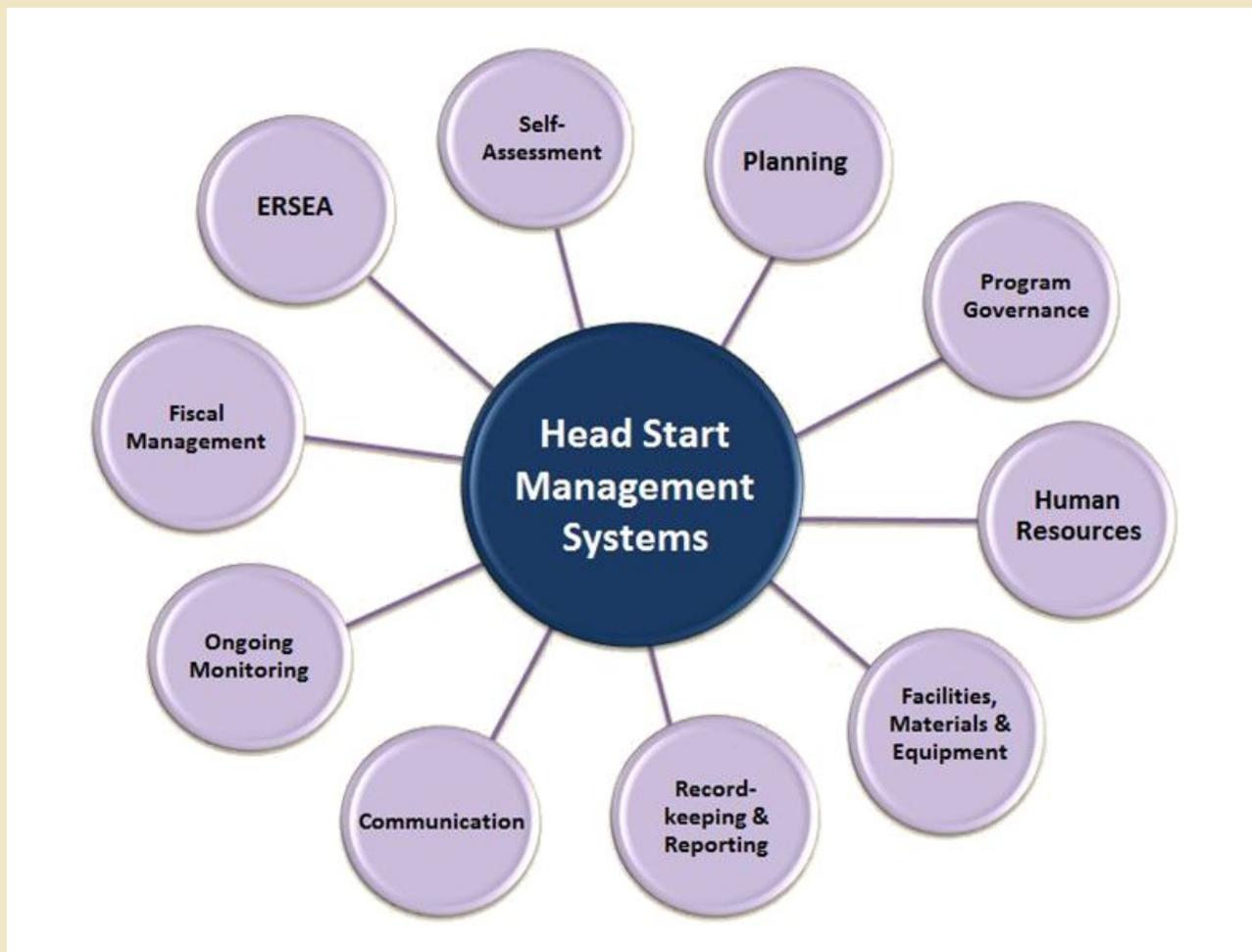


Head Start Management Systems: Questions to Ask



Head Start has 10 core management systems that provide programs with the infrastructure they need to deliver high-quality services. The table below lists the management systems and suggests questions programs might ask in order to evaluate the effectiveness of each.

Management System	Questions to Ask
Self-Assessment	<ul style="list-style-type: none"> • Does our Self-Assessment system include all sectors of our Head Start program as well as external partners and community members to provide a fresh perspective? • Does our Self-Assessment entail reviewing and analyzing data over time? • Does our Self-Assessment look at overall progress in implementing regulations and achieving program goals and school readiness goals? • Do we use the Self-Assessment results and recommendations to inform our program planning process?
Planning	<ul style="list-style-type: none"> • Does our planning system use program data, school readiness data, Self-Assessment and community assessment results, and other data sources to develop broad, five-year program goals and school readiness goals?
Governance	<ul style="list-style-type: none"> • Does our governance system ensure that all governing body or Tribal Council and Policy Council members understand and exercise their roles and responsibilities as Head Start leaders?
Human Resources	<ul style="list-style-type: none"> • Does our organizational structure support our staffing needs? • Do our staff members have appropriate credentials and obtain the competencies they need through professional development, supervision, and support?

Facilities, Materials, and Equipment	<ul style="list-style-type: none"> • Does our system for managing facilities, materials, and equipment ensure that we meet health and safety requirements? • Do our facilities, materials, and equipment support the needs of children, families, and staff? • Do we maintain and repair our facilities, materials, and equipment in a timely fashion?
Recordkeeping and Reporting	<ul style="list-style-type: none"> • Is our recordkeeping and reporting system making adequate use of technology to ensure accurate and timely reporting? • Is this system generating data that is being used to improve program services?
Communication	<ul style="list-style-type: none"> • Does our communication system address both internal and external communication among and between staff, families, and the community? • Do we use a variety of media to ensure two-way communication and accessibility to diverse audiences?
Ongoing Monitoring	<ul style="list-style-type: none"> • Does our ongoing monitoring system enable Head Start managers and other leaders to regularly review reports? • Do we use ongoing monitoring information to initiate course corrections when we see areas where we are not making the progress we had expected?
Fiscal Management	<ul style="list-style-type: none"> • Does our fiscal management system ensure accountability for federal assets, regulations, and internal controls?
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)	<ul style="list-style-type: none"> • Does our ERSEA system effectively reach all eligible families in our service area? • Is the selection criteria tied to our community assessment? • Do we maintain funded enrollment and ensure 10 percent enrollment of children with disabilities? • Do we monitor daily attendance, analyze causes of absenteeism, and provide follow-up and support as needed?