



## NATIONAL CENTER ON Program Management and Fiscal Operations

### Spring 2014 E-Newsletter

Dear Head Start Leaders,

The National Center on Program Management and Fiscal Operations (NCPMFO) is excited to announce two new interactive learning modules: Digging Into Data, the second in the Data in Head Start and Early Head Start series, and the Head Start Governing Body and Tribal Council Certification. Both are now available on the Early Childhood Learning and Knowledge Center (ECLKC). Both are compatible with PCs, Macs, and iPads.

By exploring the practical real-life scenarios in each module, directors, managers, and governing body members can build their understanding of regulations and effective practices. They also will come away with new ideas for enhancing their organization’s management systems.

We hope you will explore these resources and share them with your colleagues and networks.

The PMFO Team

### Upcoming Events

NCPMFO will be presenting at the national events listed below.

- July 7–9, 2014 **Head Start’s 12th National Research Conference on Early Childhood** Washington, DC
- July 28–31, 2014 **Birth to Three Institute** Washington, DC

### New on the ECLKC



#### Data in Head Start and Early Head Start: Digging Into Data

This interactive training module uses real-life scenarios to help program leaders choose and use data for many audiences. Activities include checking the integrity of available information and using a variety of techniques to aggregate and analyze data.

Topics include:

- Sharing data appropriately with different audiences
- Selecting program data to answer specific questions
- Effectively using data to draw conclusions and take action

Select the link to access the module: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/center/data2>



## Head Start Governing Body and Tribal Council Certification

This comprehensive training module is designed for new and current governing body and Tribal Council members, as well as Head Start directors and executive directors. It provides an orientation to their important role in overseeing a Head Start program.

Topics include:

- The history and mission of Head Start
- Head Start governance regulations, systems, and procedures
- The legal and fiscal responsibilities of the governing body

Grantees can use the module to develop a training plan for their governing bodies, as required by Section 642(d)(3) of the Head Start Act and the terms of their five year grant. Participants who successfully complete all of the training will receive a certificate of completion.

Select the link to start exploring: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/center/certification>

## Additional Resources

### Five Steps for Structuring Data-Informed Conversations and Action in Education

Using data to guide decisions and actions can have a positive effect on education practices and processes. This guide from the Department of Education's Institute for Education Sciences provides a five-step process and templates for data use.

## Contact Us

We'd love to hear how you will use these tools in your program. Please send your comments or questions to [PMFOinfo@edc.org](mailto:PMFOinfo@edc.org) or call 1-800-763-6647. Visit the [NCPMFO portal](#) anytime on the ECLKC.



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