

Using the Head Start Enterprise System (HSES) for Program Information Report (PIR) Data

Narrator: The Office of Head Start Program Information Report, or the PIR, provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. All grantees and delegates are required to submit their PIR data each year. The grantee and delegate enters the information through the Head Start Enterprise System, or HSES. The public may contact the HSES Help Desk for an account to access PIR data. The contact information can be found on the ECLKC website, which is the Office of Head Start's official website.

If you have an existing login for HSES, there is no need to contact the Help Desk since you already have access to the PIR data. In this video, we'll focus on HSES and how to use it for PIR data. Before we dive in, we will walk you through information available without needing access to HSES.

The PIR form and changes to the form for the most recent year is available on the ECLKC website. Advanced copies of the PIR form may also be available. The Office of Head Start releases fact sheets, reports, and services snapshots highlighting data collected in the PIR. The fact sheets provide national- and state-level data by fiscal year. In the program service reports, we find services snapshots that summarize annual PIR data on demographics and services for a specific program. These services snapshots are also available at the national level.

After gaining access to HSES, you will find that the homepage has four links. We will only cover the link for PIR data. After you click on the PIR link into your login, you will arrive at the PIR homepage. The homepage describes information you will find on this section of HSES: availability of PIR forms and system requirements. We will go to the Reports tab, where the PIR data is available. The PIR Performance Indicator Reports highlight annual PIR data in areas of frequent interest and are not intended to serve as a full summary of program performance.

The PIR Summary Report is the most comprehensive report, with data on all PIR questions. The Summary Report provides data on enrollment, staff qualifications, health services, disabilities services, family information, demographics, and education services. In this PIR Summary Report on Early Head Start, we can see that there were about 150,000 cumulative enrolled children during the 2012-13 school year. Of these children, about 142,000 had health insurance at the beginning of enrollment.

To download this report, we go to the Reports tab on HSES. We click on the national level to include the full population served. We select the PIR year and program type. When selecting a program, the term Head Start refers to the Head Start services to preschool. Early Head Start refers to the services to infants, toddlers, and pregnant women. Migrant and Seasonal Head Start refers to the services to families by Migrant and Seasonal Head Start programs. Migrant and Seasonal Head Start programs serve children ages birth to 5. Some also serve pregnant women through Early Head Start grants.

Once you select your PIR year and program type, then you can click "Run report." A pop-up screen will indicate that your request is being processed. Please be patient while the program dynamically builds the report from the latest data in the system. The PIR year, report name, level of data, and selections are at the top of each report. We will go over some critical information about pulling reports in HSES that will help you use these reports to their full potential.

All reports are available at different levels. We will start with the top level. The national level summarizes all program responses into a single national-level response. The regional level summarizes all program responses within an ACF-defined region into a single response. The ACF regions include 10 geographic regions and two non-geographic regions. The two non-geographic regions are American Indian and Alaska Native programs and Migrant and Seasonal Head Start programs. These two programs support children and families who receive services in various states.

The state level summarizes all program responses within a state into a single state-level response. The grant level summarizes all program responses within a grant into a single grant-level response. The program level lists information for a selected program. As a simple example, one grantee can have two program-level reports, one for their Head Start program and one for their Early Head Start program. These are not center-based reports. One Head Start program can represent multiple centers. Center-level reports are not available. On the other hand, center listings and locations are available for download on ECLKC using the Head Start Locator.

The PIR reports on HSES are automatically generated in PDF form, but you can change the format to HTML, XML, Excel, and back to PDF by clicking the drop-down at the top right of the report. The "Filter" button is useful in screens with multiple selections. For example, if you want to run a report for every state in Region V, then you can go to the state-level report and select Region V on the region drop-down menu. Now, you can click "Filter." When you click "Filter," the states are limited to Region V states. When you run the report, you will generate a PDF with six summary reports, one for each state in Region V.

Something to keep in mind: If you select a program state and do not select a region, the state-level report will include services in the two non-geographic regions, Regions XI and XII. As you may notice, the PIR Summary Report can be over 20 pages long. When we ran the Summary Report for all states in Region V, the PDF was over 130 pages long. Solutions are available on the Reports tab when trying to better adjust your needs. You can generate reports for a specific area of interest, such as staff qualifications or health services. If you identify a specific area of interest, you can also generate multi-year reports over the most recent three years. The pre-programmed reports are useful, not only as a convenience, but also as assurance the data has been pre-calculated so misconceptions are less likely due to errant combinations.

Lastly, you can run a PIR Data Extract to selectively include data in an output. The PIR Data Extract is a powerful tool for slicing and dicing the data. We recommend having a printed copy of the PIR form when using this screen. When you first open the PIR Data Extract, to the right you'll see two selections: one for PIR category and one for PIR section. Let's say you were only interested in data on program staff and qualifications. We can select the category and click "Filter." After clicking "Filter," only sections related to program staff and qualifications are included. It also displayed the sub-section and question check boxes. If you click on "Run report," you will generate a report with all questions listed. All questions will appear if you do not select at least one check box.

In this next scenario, we just want data on child development staff qualifications. We made a mistake and selected the wrong boxes. We can deselect all and then select the correct boxes. We click "Filter" to view the relevant questions. We review the questions alongside the PIR form. Okay, we decided to include all of them. We can either select all questions or we could not select a check box to make all questions appear in the report. We also want data since 2012. Now, we are ready to run the report.

Thank you, and we hope you found this introduction to HSES helpful. If you need additional help, a User Guide for using the PIR section is available in the Instructions tab. Also, please contact Help@HSEInfo.org for any assistance. We are always an email away.