

Guidance for Completing the 2020–2021 PIR in Response to COVID-19

The 2020–2021 PIR must be submitted by August 31, 2021. OHS understands grantees may be concerned about how to report certain program data due to the impact coronavirus disease 2019 (COVID-19) will continue to have on program services and operations. To help address these concerns, the following list provides additional guidance related to completing the 2020–2021 PIR.

- Grantees who used Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to operate a supplemental summer program should not include any data from that summer program in this PIR.
- All children receiving services should be included throughout the PIR whether they are receiving all virtual or remote services, all in-person services, or any combination of virtual or remote and in-person services.
- As a reminder, the PIR is not a compliance tool. The PIR will improve our understanding about the impacts COVID-19 will have on program services during the 2020–2021 program year. For example, staff and child turnover reported in the PIR could look different than in past years as a result of COVID-19.
- This coming year, the data programs have to report on the PIR may look very different than in years past. Programs may face challenges in obtaining all the necessary and timely services for children and families that they typically report in the PIR because of COVID-19. We expect programs will do the best they can and report as accurately as possible.
- Programs should follow definitions in the PIR as best possible. For example, the "at enrollment" definition in the PIR remains the same, including for programs that begin virtually or remotely. However, some programs may not be able to collect data timely for questions intended to capture the status of the enrollee and their family "at enrollment" and "at end of enrollment" that are obtained in-person, such as the Body Mass Index (BMI) of a child at enrollment.
- OHS anticipates grantee program design and the number of children who can actually be served are subject to change throughout the 2020–2021 program year while adhering to health and safety guidelines. Regardless of the actual enrollment capacity, data on funded enrollment reported for PIR questions A1 through A8 should reference the grantee's funded enrollment in their Notice of Award (NOA) that captures the greatest part of the program year as defined by the PIR.
- In Section B of the PIR, staff data should align with their established positions and not the temporary responsibilities they may be assuming during COVID-19. For example, staff hired as center-based classroom teachers are still considered center-based classroom teachers in this PIR even if they are providing services outside of a classroom setting.

PIR question A.22 on attendance is not required in this PIR due to the unintended reporting burden it could create during the pandemic. However, it is still critically important that programs track and analyze the cause of absences for all children regardless of what type of services they are receiving. Head Start programs are encouraged to use attendance data to inform what services they are providing during the pandemic and whether those services are meeting the needs of families.