



PIR Reports User Guide

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1. Reports Main Page

Reports are grouped by category. Click any link to go to the report filter screen. Note that the last section *PIR Data – Data as of Date Report by PIR Year* goes directly to a PDF summarizing the data of the last completed survey update for a PIR calendar year.


Office of Head Start / Head Start Enterprise System

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REPORTS
DOWNLOADS
FEEDBACK

Reports

Reports

- Performance Indicators**
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- Summary Report**
- [Summary Report](#)
- Enrollment and Program Options**
- [Enrollment Statistics Report](#)
- [Enrollment Statistics Multi Region Report](#)
- Staff Qualifications**
- [Staff Qualifications Report](#)
- Dental, Health and Disability Services**
- [Dental Services Report](#)
- [Health Services Report](#)
- [Disability Services Report](#)
- Family Information**
- [Family Information Report](#)
- Education Services**
- [Center-based Curricula](#)
- [Family Child Care Curricula](#)
- [Home-based Curricula](#)
- [Pregnant Women Curricula](#)
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- [Screening Tools](#)
- [Staff-Child Interaction Observation Tools](#)
- Administration**
- [Management Information Software](#)
- PIR Data**
- [Data as of Date Report - by PIR Year](#)
- Snapshot**
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2. Report Filter Screen

The report filter screen allows you to select program year, program acronyms, program types, and level. Select **Download Report** to download a report based on the filter criteria; select **Return** to go back to the Reports Main Page.

Use the **select all** and **select none** links to check or uncheck all checkboxes in the section.

2.1. Program Acronyms

In order to limit the PIRs in the output to specific grant types, use the program acronym filter. Acronyms can be selected in any combination. For best results, however, align the selection of other filters consistently—for example, so that all Early Head Start programs are included, or only Migrant children are counted, etc.

Include PIRs from the following Head Start and/or Early Head Start grants:

CH	Region 01 – 10 grants and Interim grants
CI	Region 11 American Indian and Alaska Native (AIAN) grants
CM	Region 12 Migrant and Seasonal Head Start (MSHS) grants

Include PIRs from the following Early Head Start Child Care Partnership grants:

HP	Region 01 – 10 EHS-CCP grants and EHS-CCP Interim grants
HI	Region 11 American Indian and Alaska Native (AIAN) EHS-CCP grants
HM	Region 12 Migrant and Seasonal Head Start (MSHS) EHS-CCP grants

2.2.Program Types

The program filter can be selected in any combination to limit the PIRs in the output to specific program types: HS only, EHS only, Migrant HS only, and other combinations. For best results, care should be used to align selection of other filters consistently.

Include PIRs from the following program types:

HS	Head Start Programs from Region 01 – 10 grants and Interim grants
EHS	Early Head Start Programs from Region 01 – 10 grants and Interim grants
AIAN HS	Head Start Programs from Region 11 American Indian and Alaska Native grants
AIAN EHS	Early Head Start Programs from Region 11 American Indian and Alaska Native grants
Migrant HS	Head Start and Early Head Start Programs from Region 12 Migrant and Seasonal Head Start (MSHS) grants Note: These PIRs include both HS & EHS questions

3. Level Selection

In general, reports can be downloaded at the levels below. The Dental Services Report is only available at the Region and State level. The Snapshot Report is only available at the Grant level.

- National
- Region
- State
- Grant
- Program

3.1.National

National Level summarizes information from all program responses that meet the filter criteria into a single national-level response.

Reports

Health Services Report

Filter

Program Year: 2016 ▼

Program Acronyms:* CH CI CM HI HM HP

[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS

[select all](#) | [select none](#)

Level: National ▼

Return
Download PDF
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3.2.Region

Region Level summarizes information from all program responses within a region that meet the filter criteria to a single region-level response. This level can be used for one region or you may select multiple regions using the checkboxes.

Reports

Health Services Report

Filter	
Program Year:	2016 ▼
Program Acronyms:*	<input checked="" type="checkbox"/> CH <input checked="" type="checkbox"/> CI <input checked="" type="checkbox"/> CM <input checked="" type="checkbox"/> HI <input checked="" type="checkbox"/> HM <input checked="" type="checkbox"/> HP select all select none
Program Types:*	<input checked="" type="checkbox"/> HS <input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> Migrant HS <input checked="" type="checkbox"/> AIAN HS <input checked="" type="checkbox"/> AIAN EHS select all select none
Level:	Region ▼
Region:*	<input checked="" type="checkbox"/> Region 01 <input checked="" type="checkbox"/> Region 02 <input checked="" type="checkbox"/> Region 03 <input checked="" type="checkbox"/> Region 04 <input checked="" type="checkbox"/> Region 05 <input checked="" type="checkbox"/> Region 06 <input checked="" type="checkbox"/> Region 07 <input checked="" type="checkbox"/> Region 08 <input checked="" type="checkbox"/> Region 09 <input checked="" type="checkbox"/> Region 10 <input checked="" type="checkbox"/> Region 11 - AIAN <input checked="" type="checkbox"/> Region 12 - MSHS <input checked="" type="checkbox"/> Interim Grants select all select none

Return
Download PDF
Download Excel

3.3.State

The state level summarizes information from all program responses within a state that meet the filter criteria, to a single state-level response. This level can be used for one state or you may select multiple states using the checkboxes.

Reports

Health Services Report

Filter

Program Year: 2016 ▾

Program Acronyms:* CH CI CM HI HM HP

[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS

[select all](#) | [select none](#)

Level: State ▾

State:*

<input checked="" type="checkbox"/> AK	<input checked="" type="checkbox"/> AL	<input checked="" type="checkbox"/> AR	<input checked="" type="checkbox"/> AS	<input checked="" type="checkbox"/> AZ	<input checked="" type="checkbox"/> CA	<input checked="" type="checkbox"/> CO	<input checked="" type="checkbox"/> CT	<input checked="" type="checkbox"/> DC	<input checked="" type="checkbox"/> DE
<input checked="" type="checkbox"/> FL	<input checked="" type="checkbox"/> GA	<input checked="" type="checkbox"/> GU	<input checked="" type="checkbox"/> HI	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> IL	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> KS	<input checked="" type="checkbox"/> KY
<input checked="" type="checkbox"/> LA	<input checked="" type="checkbox"/> MA	<input checked="" type="checkbox"/> MD	<input checked="" type="checkbox"/> ME	<input checked="" type="checkbox"/> MI	<input checked="" type="checkbox"/> MN	<input checked="" type="checkbox"/> MO	<input checked="" type="checkbox"/> MP	<input checked="" type="checkbox"/> MS	<input checked="" type="checkbox"/> MT
<input checked="" type="checkbox"/> NC	<input checked="" type="checkbox"/> ND	<input checked="" type="checkbox"/> NE	<input checked="" type="checkbox"/> NH	<input checked="" type="checkbox"/> NJ	<input checked="" type="checkbox"/> NM	<input checked="" type="checkbox"/> NV	<input checked="" type="checkbox"/> NY	<input checked="" type="checkbox"/> OH	<input checked="" type="checkbox"/> OK
<input checked="" type="checkbox"/> OR	<input checked="" type="checkbox"/> PA	<input checked="" type="checkbox"/> PR	<input checked="" type="checkbox"/> PW	<input checked="" type="checkbox"/> RI	<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SD	<input checked="" type="checkbox"/> TN	<input checked="" type="checkbox"/> TX	<input checked="" type="checkbox"/> UT
<input checked="" type="checkbox"/> VA	<input checked="" type="checkbox"/> VI	<input checked="" type="checkbox"/> VT	<input checked="" type="checkbox"/> WA	<input checked="" type="checkbox"/> WI	<input checked="" type="checkbox"/> WV	<input checked="" type="checkbox"/> WY			

[select all](#) | [select none](#)

Return
Download PDF
Download Excel

3.4. Grant

Grant Level summarizes information from all program responses within grants that meet the filter criteria to a single grant-level response.

Use the **Criteria** dropdown to select *All*, *Grantee Number*, or *Grantee Name* as your search criteria. The **Comparison** dropdown allows you to select *Contains*, *Equals*, *Starts with*, *Ends with*. The *Value* text field allows you to enter a value to filter on. Click **Filter** to filter on your selection criteria or click **Reset** to reset it. The filtered grants will appear in the **Grants Available** table.

Use the checkboxes to select the grants you wish to include and then use the **Add** button to add them to your report. They can be removed from the **Grants Selected** list with the **Remove** button.

The screenshot shows the 'Health Services Report' interface. At the top, there's a 'Filter' section with the following options:

- Program Year: 2016
- Program Acronyms: CH CI CM HI HM HP
- Program Types: HS EHS Migrant HS AIAN HS AIAN EHS
- Level: Grant

Below the filter section is a search area with three dropdowns: 'Criteria' (set to 'All'), 'Comparison' (set to 'Contains'), and 'Value' (empty). There are 'Filter' and 'Reset' buttons next to it. This search area is highlighted with a red box.

Below the search area is a table titled 'Grants Available' with columns 'Grant Number' and 'Grantee Name'. The table lists 10 grants, each with a checkbox in the right margin. This table is also highlighted with a red box.

To the right of the 'Grants Available' table is a 'Grants Selected' section with columns 'Grant Number' and 'Grantee Name'. It currently shows 'No Records Found'. Below this section are two buttons: 'Add >' and '< Remove', which are also highlighted with a red box.

At the bottom of the interface, there is a 'Return' button.

For example, to find all grants with Chicago in the name, select *Grantee Name* in the **Criteria** dropdown, select *Contains* in the **Comparison** dropdown, and type Chicago into the value field, then click the **Filter** button.

Next, use the check boxes in the **Grants Available** list to select the grants you wish to include in your report, then click the **Add** button.

Criteria: Grantee Name | Comparison: Contains | Value: Chicago | Filter | Reset

Showing 1 to 3 of 3

Grants Available		
Grant Number	Grantee Name	<input type="checkbox"/>
05CH8288	Chicago Commons Association	<input type="checkbox"/>
05CH8460	City of Chicago	<input checked="" type="checkbox"/>
05HP0001	City of Chicago	<input checked="" type="checkbox"/>

Showing: 20 Per page

Return

Add >

< Remove

Grants Selected		
Grant Number	Grantee Name	<input type="checkbox"/>
No Records Found		

Once the grants have been added, the **Download Report** button appears. Clicking it will generate a PDF report for the grants you have selected.

Criteria: Grantee Name | Comparison: Contains | Value: Chicago | Filter | Reset

Showing 1 to 1 of 1

Grants Available		
Grant Number	Grantee Name	<input type="checkbox"/>
05CH8288	Chicago Commons Association	<input type="checkbox"/>

Showing: 20 Per page

Return

Download Report

Showing 1 to 2 of 2

Grants Selected		
Grant Number	Grantee Name	<input type="checkbox"/>
05CH8460	City of Chicago	<input type="checkbox"/>
05HP0001	City of Chicago	<input type="checkbox"/>

Showing: 20 Per page

3.5.Program

Program level lists information for all program responses that meet the filter criteria. This level functions identically to the Grant level described above.

Reports

Health Services Report

Filter

Program Year: 2016

Program Acronyms:* CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level: Program

Criteria: All

Comparison: Contains

Value:

Filter

Reset

Showing 1 to 10 of 3238

Programs Available		
Grant Number	Program Name	
01CH010226	000 - PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.	<input type="checkbox"/>
01CH010234	000 - Education Connection	<input type="checkbox"/>
01CH010234	200 - Education Connection	<input type="checkbox"/>
01CH010242	000 - Self Help, Inc.	<input type="checkbox"/>
01CH010243	000 - Community Teamwork, Inc.	<input type="checkbox"/>
01CH010243	200 - Community Teamwork, Inc.	<input type="checkbox"/>
01CH010244	000 - Montachusett Opportunity Council, Inc.	<input type="checkbox"/>
01CH010271	000 - Tri-Town Economic Opportunity Committee	<input type="checkbox"/>
01CH010271	200 - Tri-Town Economic Opportunity Committee	<input type="checkbox"/>
01CH010282	000 - Child and Family Opportunities, Inc.	<input type="checkbox"/>

Showing: 10 Per page << < 1 2 3 4 5 6 7 8 9 10 > >>

Programs Selected

Grant Number	Program Name	
No Records Found		

Add >

< Remove

Return