

# Data in Head Start and Early Head Start



THE NATIONAL CENTER ON  
**Program Management  
 and Fiscal Operations**

## Sample Action Plan for QRST Early Head Start and Head Start Programs

The sample action plan below, uses an example from a fictional program called QRST Early Head Start and Head Start. The first row on the table contains QRST’s goal for improving attendance. The goal states that the program will increase child attendance so children will develop the habit of attending school regularly, leading to success in kindergarten and opening doors to college. The goal is followed by a related objective which is to increase the rate of attendance for children enrolled in all program options from 85% to 93% by June 20XX.

### Action Plan

Action Step	Evidence	Data Plan Sources and Activities	Time Frame(s)	Person(s) Responsible	Date Completed
Create and launch an agency-wide campaign using the current research to emphasize the importance of children’s attendance; craft the message	Event is held to launch the campaign <b>School Attendance: Even in the Early Years, It Matters</b>		September 20XX	Head Start director (lead), fiscal director (budgetary implications), management team	9/20/20XX  10/1/20XX

Action Step	Evidence	Data Plan Sources and Activities	Time Frame(s)	Person(s) Responsible	Date Completed
Develop a press release	Announcement in local/community newspaper Posting at each Head Start site Announcement on program website in the What's New section Tweet on Twitter Posting on Facebook		October 1–14, 20XX	Community partnerships manager (lead), Head Start director, management team	
Design an awareness training on the importance of children's attendance supported with what the research says	Training design submitted to management team for review and comments  Final product pilot tested with management team		First week of October 20XX  Second week of October 20XX	Family engagement manager and education manager (co-lead), Head Start director, management team	
Present awareness training at designated meetings and training events	Awareness training presented at: <ul style="list-style-type: none"> <li>• Program pre-service (for staff)</li> <li>• First parent meeting (for parents)</li> <li>• First board meeting (for governing body)</li> <li>• First policy council meeting</li> </ul>	Training sign-in sheets to measure how many people in various roles were reached through the training  Training evaluations to show participants' response to the training	Third and fourth weeks of Oct 20XX	Management team members	

Action Step	Evidence	Data Plan Sources and Activities	Time Frame(s)	Person(s) Responsible	Date Completed
	<ul style="list-style-type: none"> <li>• Partners' roundtable (for community partners)</li> <li>• School readiness team meeting</li> <li>• Health services advisory committee meeting</li> </ul>				
Ensure that parent orientations and initial home visits emphasize the importance of regular attendance in Head Start	<p>Orientation protocol revised to include discussion of attendance</p> <p>Protocol for first home visit revised to include discussion of attendance</p>	<p>Parent survey at beginning and end of program (include question about the importance of regular attendance)</p> <p>Monthly tracking of completed home visits by teachers and/or home visitors</p>	During orientation meeting and first home visit	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA manager, supervisors of teachers, and home visitors)	
Track and monitor attendance for all program options	<p>Attendance recorded for center-based programs</p> <p>Frequency and duration of home visits</p> <p>Attendance recorded for socializations</p>	<p>Attendance reports by program options and locations</p> <p>Cross-referencing of attendance data to child outcomes data</p>	Daily, weekly, quarterly	Teachers, home visitors, family engagement staff, education manager	

Action Step	Evidence	Data Plan Sources and Activities	Time Frame(s)	Person(s) Responsible	Date Completed
Conduct required follow-up for unexcused absences, cancelled home visits, or socializations	Documentation in children's and families' files to ascertain reasons for absences  Discussed at case conferencing and at regular staff meetings	Follow-up reports for all children who are absent  Observations of case conferencing  Cross-reference child absences with data on children with chronic health problems	As required throughout program year	Family services staff, teachers, home visitors  ERSEA manager review  Health manager	
Provide quarterly reports of progress towards meeting the attendance goal to policy council, governing body, staff, and school readiness team	Attendance campaign: <b><i>School Attendance: Even in the Early Years, It Matters</i></b> listed as an agenda item and documented in meeting minutes or notes	Quarterly summary reports aggregated and analyzed by child, family, classroom, program, option, and location	November 20XX February 20XX May 20XX August 20XX (EHS)	Head Start director	
Recognize 100% attendance with awards/certificates	Certificates/awards displayed in classrooms for center-based and homes for home-based	Attendance reports analyzed to determine whom to recognize	Monthly	ERSEA manager	
Bi-annual meetings with local education agencies (LEAs) to discuss Head Start graduates' attendance and progress	Agenda and meeting notes	Share quarterly progress reports	Bi-annually	Head Start director	