NHSA
NATIONAL HEAD START ASSOCIATION

Our mission is to coalesce, inspire and support the Head Start field as a leader in early childhood development and education.

Developing Data Capacity

Assessing Data Needs Checklist

The following checklist is a starting point for you to consider how your program currently uses data. While each program's management team is structured differently, this exercise is best completed as a full team (if not too large) or with a smaller committee, with managers from at least three of the major departments (eg. ERSEA, health, disabilities, family engagement, etc.) Work through the follwing questions as a team.

Once you have finished this worksheet, you can begin prioritizing items based on how important they are for your program to address and what your current capacity for tackling them is. Consider any items for which your program currently does not use data or for which your program only scratches the surface of what is possible. The patterns you see in these questions and your answers should guide your prioritization and planning.

Do you use data to complete the following tasks?

☐ Inform parents about their child's developmental progress, strengths, and needs?

☐ Help parents set specific goals for contributing to their child's growth for the year?

☐ Identify a child's needs upon entry to Head Start?

☐ Track a child's developmental progress throughout the year?

☐ Identify patterns among subgroups of children?

☐ Evaluate the appropriateness of various programs and services for individual children?

☐ Assess whether children are safe in your program?

Assessing Data Needs Checklist

☐ Identify families' strengths and needs?

☐ Measure families' progress throughout the year?

☐ Track a child's developmental progress throughout the year?

☐ Identify strengths and professional development needs of staff?

☐ Track progress and growth in staff over multiple years?

☐ Gauge changes in the community year-to-year?

☐ Adapt your eligibility prioritization strategy?

☐ Measure how well your program is meeting the community's needs?

☐ Allocate your budget each year?

☐ Track compliance against local, state, and federal regulations?

☐ Identify patterns of non-compliance?