Community Assessment:
The Foundation for Program Planning in Head Start
Interactive Overview
Step 2: Design the Work

Text Version

Navigation Tips

- This highlighted box tells you which section of the Community Assessment you are in.
- The Contents menu lets you monitor your progress and review section topics.
- Select the Home button to return to the opening page.
- Select PREVIOUS to review previous pages.
- Select NEXT or SUBMIT to advance.

Introduction

- The primary questions that a community assessment team chooses to answer will affect how they gather data.
- It's important to prioritize these questions and identify the sources of data needed to answer them.
- Do you know how to develop primary questions and design data collection?

1 Focus on Core Information

1 Where do the Head Start Program Performance Standards (HSPPS) identify the core information required in a community assessment?
Select the best answer.

Correct	Choice
	A. 45 CFR Part 1301 – Program Governance
X	B. 45 CFR Part 1302 – Program Operations
	C. 45 CFR Part 1303 – Financial and Administrative Requirements
	D. 45 CFR Part 1304 – Federal Administrative Procedures
	E. 45 CFR Part 1305 – Definitions

Feedback when correct:

Correct! The answer is **B**. 45 CFR Part 1302 – Program Operations identifies three types of demographic information programs are required to gather about Head Start-eligible children and families and three types of information about the program's service area.

Feedback when incorrect:

Oops, not quite! The answer is **B**. 45 CFR Part 1302 – Program Operations identifies three types of demographic information programs are required to gather about Head Start-eligible children and families and three types of information about the program's service area.

2 Collect Data on Children

2 According to the HSPPS, on what groups of children must a community assessment provide data?
Select all that apply.

Correct	Choice
X	A. Children experiencing homelessness
	B. Children with access to an automobile
X	C. Children with disabilities
	D. Children in K-8 charter or private schools
X	E. Children in foster care

Feedback when correct:

Correct! The answers are **A**, **C**, and **E**. According to 45 CFR §1302.11(b)(1)(i), programs are required to collect data on children experiencing homelessness, children in foster care, and children with disabilities. While access to transportation and school populations may be addressed in a community assessment, answers B and D are not designated populations.

Feedback when incorrect:

Oops, not quite! The answers are **A**, **C**, and **E**. According to 45 CFR §1302.11(b)(1)(i), programs are required to collect data on children experiencing homelessness, children in foster care, and children with disabilities. While access to transportation and school populations may be addressed in a community assessment, answers B and D are not designated populations.

3 Identify Strengths and Resources

3 Identifying the strengths of the community is an integral and required component of the community assessment.

Correct	Choice
X	True
	False

Feedback when correct:

Correct! According to 45 CFR §1302.11(b)(1)(vi), the statement is **true.** Knowing a community's strengths will help programs identify what supports and services can be accessed by eligible families. It also helps determine what supplemental supports may need to be provided by the grantee.

Feedback when incorrect:

Oops, not quite! According to 45 CFR §1302.11(b)(1)(vi), the statement is **true.** Knowing a community's strengths will help programs identify what supports and services can be accessed by eligible families. It also helps determine what supplemental supports may need to be provided by the grantee.

4   Use Internal and External Data

4   Use internal and external data to answer primary questions.
Drag and drop the type of data into its appropriate category.

Drag Item	Drop Target
Enrolled children demographics	Internal Data
Family engagement outcomes	Internal Data
Child welfare data	External Data
Fiscal reports	Internal Data
Maintenance records	Internal Data
Environmental issues	External Data
Community safety data	External Data
Service area demographics	External Data

Feedback when correct:

Good job! During data collection, the team should consider how to use internal data (e.g., past and current program data) and external data (e.g., information from resources outside a program).

5   Gather Diverse Insights

5   To collect a range of information, it is beneficial to use both open- and closed-ended questions.

Correct	Choice
X	True
	False

Feedback when correct:

Correct! The answer is **True.** Using a combination of open- and closed-ended questions helps programs collect a range of valuable insights. Relying on just one question format does not provide the same variety of in-depth information.

Feedback when incorrect:

Oops, not quite! The answer is **True**. Using a combination of open- and closed-ended questions helps programs collect a range of valuable insights. Relying on just one question format does not provide the same variety of in-depth information.

6   Select Effective Question Design

6   How a question is asked impacts data analysis.
Match the data collection benefit to the appropriate question format.

Drag Item	Drop Target
Encourages deep thinking	Open-ended Questions
Quicker answers and faster results	Closed-ended Questions
Provides comparable data	Closed-ended Questions
Open to unanticipated insights	Open-ended Questions
Easy analysis and visualization	Closed-ended Questions
Scalable to a larger audience	Closed-ended Questions
Elicits a range of responses	Open-ended Questions
Easier to personalize	Open-ended Questions

Feedback when correct:

Good job! Open- and closed-ended questions offer different benefits to your community assessment. Recognize these benefits and be strategic as you plan your data collection.

Next Steps

Results for
1 Focus on Core Information
2 Collect Data on Children
3 Identify Strengths and Resources
4 Use Internal and External Data
5 Gather Diverse Insights
6 Select Effective Question Design

Result slide properties

Passing Score   75%

Success (Slide Layer)

Great job! It looks like you understand how to formulate primary questions and identify sources of data to answer them. Learn more about this process in Step 2: Design the Work of Community Assessment: The Foundation of Program Planning in Head Start. Then, turn to Step 3: Gather Data to identify how you will gather the data and what questions you will ask.

Failure (Slide Layer)

Maybe a little more review is in order. Learn more about formulating questions and identifying sources of data to answer them in Step 2: Design the Work of Community Assessment: The Foundation of Program Planning in Head Start. Then, turn to Step 3: Gather Data to identify how you will gather the data and what questions you will ask.