

[Community Assessment:](#)
[The Foundation for Program Planning in Head Start](#)
[Interactive Overview](#)

Step 3: Gather Data

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 PREV to review previous pages.
- Select NEXT or SUBMIT to advance.

Introduction

- Data collection needs to be strategic. Logistical and cultural considerations impact how data is gathered.
- A program's ability to effectively manage data impacts the quality of a community assessment.
- Do you know how to design a data collection plan and create tools to gather data?

1 Identify Primary Goals

1 An effective data collection plan typically incorporates multiple data collection strategies.

Correct	Choice
X	True
	False

Feedback when correct:

Correct! The answer is **True**. Different groups will be more forthcoming depending on the data collection strategy. Written surveys, focus groups, and one-on-one interviews, either in-person or over the phone, are all effective strategies for gathering data.

Feedback when incorrect:

Oops, not quite! The answer is **True**. Different groups will be more forthcoming depending on the data collection strategy. Written surveys, focus groups, and one-on-one interviews, either in-person or over the phone, are all effective strategies for gathering data.



2 Strategize Data Collection

2 Every data collection method has costs and benefits.

Match the statement with the corresponding data collection method.

Drag Item	Drop Target
Can be widely distributed but requires reading and writing skills	Written survey or questionnaire
Allows for in-depth responses but time-consuming to conduct	In-person interview
Supports language needs but requires access to a telephone	Phone interview
Feedback from select participants but requires meeting space	Focus group
Offers a variety of perspectives but can be difficult to code and analyze	Large-group meeting

Feedback when correct:

Good job! These strategies have different costs and benefits. Programs may want to combine methods to gather additional details. For example, after a focus group, participants could be asked to fill out a survey.

3 Locate Required Information

3 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.



4 Consider Key Demographics

4 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.

5 Craft Smart Questions

5 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.

6 Create a Data Collection Plan

6 What questions should the data collection plan address?

Select all that apply.

Correct	Choice
X	How will the collected data be tracked?
X	How will the data be made accessible to team members?
X	How will certain data be kept confidential?
X	How will data be collected and integrated over time?

Feedback when correct:

Correct! **All of these questions** should be considered. Systematically addressing these issues ahead of time will minimize distractions as community assessment teams analyze and interpret the data.

Feedback when incorrect:

Oops, not quite! **All of these questions** should be considered. Systematically addressing these issues ahead of time will minimize distractions as community assessment teams analyze and interpret the data.

Next Steps

Results for
1 Identify Primary Goals
2 Strategize Data Collection
3 Locate Required Information
4 Consider Key Demographics
5 Craft Smart Questions
6 Create a Data Collection Plan

Result slide properties

Passing Score

75%

Failure (Slide Layer)

Maybe a little more review is in order. Learn more about how to gather data and what questions to ask in Step 3: Gather Data of Community Assessment: The Foundation of Program Planning in Head Start. Then, turn to Step 4: Analyze and Make Decisions to learn how to make sense of the information gathered and use it to inform decision-making.

Success (Slide Layer)

Great job! It looks like you understand how to gather data and ask questions. Learn more about this process in Step 3: Gather Data of Community Assessment: The Foundation of Program Planning in Head Start. Then turn to Step 4: Analyze and Make Decisions to learn how to make sense of the information gathered and use it to inform decision-making.