

## Technology: A Day in the Life – Scenario 1

Head Start director Tess Nology has arrived at her office and is ready to start her day. She checks her email and finds correspondence from the state early education department asking for additional information on a grant she submitted. The department requests that she provide a breakdown of staff salaries and activities to be supported under the grant. Tess asks the program's chief financial officer (CFO) to run a report of staff salaries from the payroll reporting system.

Tess also has an email from the city health department asking for immunization data. She forwards the request to her program's health manager, who is responsible for tracking health-related records and service provision.

Reviewing her calendar, Tess notices her monthly report to the governing board is due today. She checks to be sure all necessary reports have been turned in to her, such as:

- Monthly eligibility, recruitment, selection, enrollment, and attendance (ERSEA) data
- Activity reports from the various program areas
- U.S. Department of Agriculture (USDA) and finance reports
- Credit card expenditures

The CFO provides Tess with monthly financial reports, which are prepared through the automated accounting system, and credit card expenditures from the organization's online banking system. Tess will compile this information into her data report for the board, which will accompany her narrative.

As Tess goes through her inbox, she sees the monthly food delivery invoice is available for her to review and sign along with various purchase orders. She also notices the subscription for the program's online child assessment system is due to be renewed.

When she is finished reviewing her email, she confers with the CFO about key takeaways from the financial reports, including the year-to-date subsidy receipts and year-end balances in line items where additional spending is proposed.

### Discuss

1. How is Tess using technology to carry out her work responsibilities and support program activities?
2. In what other ways could she use technology?
3. Does this differ from how your program uses technology? In what ways?
4. How could you improve the use of technology in your program?

