

Community Assessment Matrix

The community assessment describes the context in which a Head Start and/or Early Head Start program operates and is useful for ensuring that the right services are provided to the right population. This resource can assist program staff in coordinating their efforts to gather information required for a community assessment. The assessment paints a picture of the community and describes the diverse needs of families who may receive services. In addition, the community assessment covers the community's history, its economic and political scene, and the community's strengths and challenges. Note: Italicized items are required by the Determining community strengths, needs, and resources, 45 CFR §1302.11(b)(1) Subpart A.

"Triggers" for Data Collection <i>(Customize this list and add information not listed. What do you want to know?)</i>	Information Source <i>(Who/What agency or resource can assist you in gathering the information you need for your community assessment?)</i>	<i>These columns can be completed upon return to your programs</i>		
		Responsible CA Team Member	Date Initiated	Date Completed
General Area Description – Demographics				
<ul style="list-style-type: none"> • <i>Proposed service area– Geographic boundaries (size, counties, distinguishing characteristics)</i> • <i>Governing structure</i> • <i>Population and related trends</i> • <i>Racial and ethnic composition</i> • <i>Language spoken by families and children</i> • <i>Gender, ages</i> • <i>Household composition</i> • <i>Economic activities</i> • <i>Future trends</i> • <i>Median income level</i> • <i>Principle source of income</i> • <i>Number / percentage below poverty level</i> 				
Head Start ELIGIBLE Children and Families				
<ul style="list-style-type: none"> • <i>General</i> <ul style="list-style-type: none"> ○ <i>Number of eligible infants, toddlers, preschool age children and expectant mothers</i> ○ <i>Geographic location</i> ○ <i>Race and ethnicity</i> ○ <i>Languages spoken</i> ○ <i>Number of children experiencing homelessness</i> 				



<ul style="list-style-type: none"> ○ <i>Number of children in foster care</i> ○ Household composition ○ Principle source of income ○ Median income level / employment ○ Number of children living below poverty level ○ Number of public assistance recipients ○ Number of children who are DLLs 				
Education Needs of Eligible Families				
<ul style="list-style-type: none"> ● Education ● Adult educational attainment ● Drop-out rates ● Information on functional literacy levels 				
Health and Social Service Needs of Eligible Families				
<ul style="list-style-type: none"> ● Incidence of child abuse and neglect ● Reports of domestic violence ● <i>Number of children with disabilities, including types of disabilities, including types of disabilities</i> ● Rates of drug and alcohol abuse ● Number of children born to addicted mothers ● Infant and child death rates ● Number of low-birth weight babies ● Teen pregnancy rates ● Number / percentage of women receiving prenatal healthcare ● Immunization rates among school children ● Prevalent health problems ● Communicable diseases ● Air and water quality 				
Nutrition Needs of Eligible Families				
<ul style="list-style-type: none"> ● Number / percentage of children receiving free lunch and breakfast ● Number / percentage of food stamp recipients ● Number / percentage who participate in Women, Infants and Children (WIC) program participants 				



<ul style="list-style-type: none"> • Number / percentage who participate in food distribution programs • Availability of low-cost food 				
Housing and Homelessness				
<ul style="list-style-type: none"> • Overcrowding/availability • Affordability • Conditions • HUD housing • Utilities • Homeless count • Mobility • Other prevalent social or economic factors 				
Child Care Availability				
<ul style="list-style-type: none"> • Number of child development centers, child care centers, and family child care programs, including home visiting, publicly funded state and local preschool programs • Approximate number of Head Start-eligible children served in identified programs • Number or percent of working mothers • Typical work, school, or training schedules 				
Transportation and Communication				
<ul style="list-style-type: none"> • Vehicle ownership • Relevant aspects of road conditions, climate, and weather relating to jobs, services, and isolation • Availability as in jobs, services, and isolation of public transportation services • Percentage of population with telephones/cell phones/televisions/computers 				
Resources available to address needs of eligible children and families				
<ul style="list-style-type: none"> • Social services and mental health services • Health, dental health, and nutrition resources • Disability services and resources 				
Community Strengths				
<ul style="list-style-type: none"> • Positive community attributes 				



Head Start ENROLLED Children and Families				
<ul style="list-style-type: none"> • Recruitment area • Center location • Number and location of enrolled children • Ages of enrolled children • Tribal/racial/ethnic composition of enrolled children • Number of enrolled children who are DLLs • Attendance/waiting lists/over-income children • Parent involvement and recruitment experience • Number of foster children enrolled • Number of homeless children enrolled • Number of enrolled children with disabilities • Types of disabilities (by diagnostic category) of enrolled children • Resources provided to enrolled children with disabilities by other agencies 				
Head Start Staff				
<ul style="list-style-type: none"> • Racial, ethnic, tribal composition • Languages spoken • Educational attainment 				
Relevant Opinions of Community Needs				
<ul style="list-style-type: none"> • Opinions of parents • Prevalent community problems • Knowledge of existing resources • Accessibility of available resources • Adequacy of services provided by existing resources • Additional resources needed • Opinions of community leaders/institutions • Prevalent community problems • Knowledge of existing resources • Accessibility of available resources • Adequacy of services provided by existing resources • Suggestions for improving services • Additional resources needed • Opinions of Head Start staff 				



<ul style="list-style-type: none">• Prevalent community problems• Knowledge of existing resources• Accessibility of available resources• Adequacy of services provided by existing resources• Suggestions for improving services• Additional resources needed				
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Community Assessment Annual Update

The Head Start Program Performance Standards require programs to review and update the community assessment annually to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered full school day), rates of family and child homelessness, and significant shifts in community demographics and resources. Determining community strengths, needs, and resources, 45 CFR §1302.11(b)(2) Subpart A.

Source: Adapted from AIAN Region QIC Resource

