



## Selection Criteria Development Worksheet

Data-informed selection criteria are an important factor in developing effective eligibility, recruitment, selection, enrollment, and attendance (ERSEA) services. Programs are required to annually establish selection criteria that weigh the prioritization of selection of participants, based on findings from the community needs assessment ([45 CFR §1302.14\(a\)\(1\)](#)). A program's internal and external data (e.g., parent and partner surveys, referrals, self-assessment, community assessment) inform the development of these selection criteria. Reviewing and revising selection criteria annually supports the equitable selection of children and ensures programs are serving the families with the most need.

Use this worksheet to identify and evaluate the sources of data used to develop your program's selection criteria. The crosswalk guides you through the process of identifying your current selection criteria, describing changes in your community and program using multiple data sources, and then updating the criteria to address demographic shifts. Consider the following points as you complete the worksheet.

- It is not necessary to collect information for each item. Select the items that are most relevant to your program and community.
- Consider using different approaches to report data. The strategic presentation of data can add clarity and purpose.

Check out these ERSEA resources and guiding questions as you develop your selection criteria.

### Selection: Prioritizing Families with Responsive Policies and Criteria



How does your program's data and evaluation system support staff's ability to assess the selection process and inform future planning and improvement?



How does your program make sure selection criteria reflect up-to-date community assessment data?

### ERSEA Assessment Tool

- SE1.** The program uses up-to-date, reliable, and aggregated community assessment data to establish the selection criteria, developed by a diverse representation of families, staff, and community.
- SE2.** Up-to-date criteria are used for the selection of participants and contain, at a minimum, consideration for the required elements, such as family income, children experiencing homelessness or in foster care, age, and special needs.
- SE3.** Selection criteria include a scoring mechanism that is transparent and weighs risk factors that are supported by grant recipient data, such as parent incarceration, teen parents, drug and alcohol misuse, and domestic violence.
- SE11.** The program has a process in place for testing the validity of selection criteria and waiting list to make sure priority is given to children most in need of services.



## Instructions

Use this worksheet to guide discussions with related stakeholders including the Policy Council and governing body or Tribal Council. Fill out and save this worksheet to document how your selection criteria were updated.

**Step 1:** Add your program's current selection criteria and point values to the first two columns of the Current Selection Criteria table. Review your community assessment update, annual self-assessment summary, and other data related to each criterion and add the data source in the third column. Use the fourth column to record the impact that change had on the community. In the fifth column, indicate what the selection criteria's weighted point value will be for the upcoming year.

**Step 2:** Discuss new environmental factors and community and program needs that could inform new selection criteria.

**Step 3:** Add the new selection criteria to the New Selection Criteria table and note the data source in the second column. Document the impacts on the community in the third column. In the fourth column, indicate how the selection criteria will change for the upcoming year. Indicate the point values in the last column.

**Step 4:** Combine the updated selection criteria and point values from the Current Selection Criteria and New Selection Criteria tables. Share the finalized selection criteria for review and approval by the Policy Council and then the governing body or Tribal Council. If using a Data Management Information System, enter in the final criteria and values once approved.





