

OUTCOME MEASURES TRACKING POLICY

PURPOSE:

To develop and maintain a systematic identification and tracking program of Aresults-based performance measures for individual children enrolled in the Head Start/Early Head Start (as required) programs. Each child will be observed and assessed according to their individual developmental skill level, including children with disabilities.

PROCEDURES:

To ensure curriculum planning provides for children's development across all eight domains, a variety of assessment and screening tools may be used to monitor, measure, and track progress. These tools may include:

- Ages and Stages Questionnaire
- Ages and Stages Questionnaire – Social Emotional
- DECA Behavior Scale (2 – 5 years)
- Portage Birth to Six
- Parent assessment of child's strengths and needs:
 - Recruitment notes
 - Comprehensive Parent/Staff Conference form
 - Informal interview
 - Participation in the Portage checklist
 - Parent's observations
- Formal observation using approved format
- Informal observations (recorded weekly on the Lesson Plan and/or Child Individualization Sheet)
- Portfolios of child's work samples

OUTCOME MEASURES GUIDELINES

Outcomes guidelines for the program will be maintained in the Curriculum Guide (Curriculum Plans) and utilized by staff and parents as a blueprint for developmental expectations. These Curriculum Plans will be available in both Spanish and English and translated into other languages as the need arises and program enrollment dictates. In addition to the Curriculum Plans, staff may use the "Indicators for Child Outcomes" sheet to assist in developing appropriate goals across the domains.

TRACKING AND DOCUMENTATION OF ACCOMPLISHED TASKS

Tracking completion of goals related to expected outcomes will be required for each child served by Umatilla Morrow Head Start, Inc. Documentation of tracking will be maintained in the Lesson Planning book (current month) and child's file (past months) utilizing the Individual Goal Tracking sheet. Criteria for scoring be as follows: less than 10% demonstration constitutes a "1", between 10% and 80% demonstration rate constitutes a "2", and 80% or more demonstration rate of a skill will constitute a "3" on the outcomes measures assessment.

Staff will report outcomes status for each child 3 times yearly using the Outcomes Data Tracking Worksheet. Information from worksheets will be entered into the database and used to determine success rates, strengths, opportunities for growth, and training/resource needs for the program. (see assessment schedule.)

USE OF OUTCOME DATA FOR PROGRAM IMPROVEMENT

The Education/Disabilities Director will aggregate outcome data from our database for agency-wide information and individual classroom results. Overall program data will be developed into reports and shared with Board, Policy Council, partnering LEAs, and staff. Individual class data will be distributed to the appropriate Education Manager to be discussed with each of their staff and used to develop appropriate professional development plans for each teacher. The data will be reviewed for the purposes of identifying that developmental gains are consistent across all domain areas from one outcome reporting period to another. Data will be reviewed from the perspective of the whole program and from the perspective of individual classrooms/staff.

Data reports will be used to identify staff training needs. Based on individual classroom results, it will be determined whether the training is an agency-wide need or can be addressed in cluster sessions or through coaching/mentoring with individual staff. In addition to identifying training needs, Education Managers will work with classroom staff to identify needs for materials, resources, and equipment to enhance the learning opportunities within the environment.

The spring Outcome Measures report will be used during the annual Strategic Planning Retreat for the purpose of updating and developing goals regarding increased outcomes during the next program year.

I:\Administration\Administration - Final Public Copy\Work Plan\Education\E 07 Screening and On-Going Assessment\Outcomes\IDENTIFYING AND TRACKING OUTCOME-PERFORMANCE MEASURES.doc Reviewed/Updated 6/27/11