Community Assessment:
The Foundation for Program Planning in Head Start
Interactive Overview
Step 1: Plan and Organize

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

Introduction

- Planning for the community assessment involves key stakeholders from the start and maps the entire process.
- A well-articulated plan ensures your community assessment is thorough, accurate, and efficient.
- Do you know how to plan and organize for your community assessment?

1   Involve Key Stakeholders

1   When conducting a community assessment, it is best to involve just a few key stakeholders. *(True/False, 10 points, 1 attempt permitted)*

Correct	Choice
	True
X	False

Correct! (Slide Layer)

Correct! The answer is **False.** A team approach is beneficial because it distributes the effort among many people and adds a variety of perspectives. Plus, Head Start families and the broader community are more likely to trust a process and support the results when the plan is driven by a representative planning team.

Oops, not quite! (Slide Layer)

Oops, not quite! The answer is **False.** A team approach is beneficial because it distributes the effort among many people and adds a variety of perspectives. Plus, Head Start families and the broader community are more likely to trust a process and support the results when the plan is driven by a representative planning team.

2 Assign Team Responsibilities

2 Who does what?
Match a key community assessment responsibility to each team member.
(Drag and Drop, 10 points, 1 attempt permitted)

Drag Item	Drop Target
Ensures the process is comprehensive and the findings inform planning	Head Start Director
Represent all program areas and engage staff in providing feedback	Managers and Key Staff
Kept informed during the process, provides input, and reviews findings	Policy Group Representatives
Serve as key advisors and represent views from eligible families	Parents
Bring information from local agencies and share their own community data	Community Partners

Good job! (Slide Layer)

Good job! To cultivate a collaborative team, be sure all participants understand the process, their role, and the impact the community assessment will have on the program's services.

3 Inform Program Planning

3 Community assessment data can help programs do which of the following?
Select all that apply.
(Multiple Response, 10 points, 1 attempt permitted)

Correct	Choice
X	A. Prioritize key issues
X	B. Determine unmet needs
X	C. Identify vulnerable populations
X	D. Locate recruitment areas
X	E. Recognize community strengths
X	F. Establish community resources

Correct! (Slide Layer)

Correct! The answer is **all of these**. 45 CFR §1302.11(b)(1)(i–iv) specifies the types of information a community assessment should collect in order to address all of these needs.

Oops, not quite! (Slide Layer)

Oops, not quite! The answer is **all of these**. 45 CFR §1302.11(b)(1)(i–iv) specifies the types of information a community assessment should collect in order to address all of these needs.

4 Survey the Service Area

4 The community assessment must provide information on the entire service area, not just the recruitment areas.
(True/False, 10 points, 1 attempt permitted)

Correct	Choice
X	True
	False

Correct! (Slide Layer)

Correct! The answer is **True.** The community assessment addresses the entire service area, which may include places that are not currently identified for recruitment.

Oops, not quite! (Slide Layer)

Oops, not quite! The answer is **True.** The community assessment addresses the entire service area, which may include places that are not currently identified for recruitment.

5 Consider Strategic Timing

5 Community assessments should be strategically timed to allow for which of the following?
Select all that apply.
(Multiple Response, 10 points, 1 attempt permitted)

Correct	Choice
X	Organizing the team and identifying resources
X	Gathering information from a variety of sources
X	Writing a comprehensive report
X	Using the findings to inform the grant application

Correct! (Slide Layer)

Correct! The answer is **all of these**. It's important to plan ahead. The time it takes to complete the process varies depending on the size and complexity of the grantee and the service area. An annual planning calendar, coordinated with your funding timeline, helps ensure these activities happen in a timely fashion.

Oops, not quite! (Slide Layer)

Oops, not quite! The answer is **all of these**. It's important to plan ahead. The time it takes to complete the process varies depending on the size and complexity of the grantee and the service area. An annual planning calendar, coordinated with your funding timeline, helps ensure these activities happen in a timely fashion.

6   Share Process and Findings

6   It is important to be transparent and publicize the community assessment process and its findings.
(True/False, 10 points, 1 attempt permitted)

Correct	Choice
X	True
	False

Correct (Slide Layer)

Correct! The answer is **True**. A well-publicized community assessment is more likely to generate enthusiasm from staff and stakeholders. You'll need this buy-in to build engagement. Spread the news widely via social media, public service announcements, and newsletters, and in meetings with staff and partners. Keep stakeholders up to date on the process and share the results.

Oops, not quite! (Slide Layer)

Oops, not quite! The answer is **True**. A well-publicized community assessment is more likely to generate enthusiasm from staff and stakeholders. You'll need this buy-in to build engagement. Spread the news widely via social media, public service announcements, and newsletters, and in meetings with staff and partners. Keep stakeholders up to date on the process and share the results.

Next Steps
(Results Slide, 0 points, 1 attempt permitted)

Results for
1 Involve Key Stakeholders
2 Assign Key Responsibilities
3 Inform Program Planning
4 Survey the Service Area
5 Consider Strategic Timing
6 Share Process and Findings

Result slide properties

Passing Score   75%

Success (Slide Layer)

Great job! It looks like you understand the importance of planning and organizing a community assessment. Learn more about this process in "Step 1: Plan and Organize" of Community Assessment: The Foundation of Program Planning in Head Start. Then, turn to "Step 2: Design the Work" to clarify what you want to learn from the community assessment and how best to gather the data that will inform those answers.

Failure (Slide Layer)

Maybe a little more review is in order. Learn more about this planning process in "Step 1: Plan and Organize" of Community Assessment: The Foundation of Program Planning in Head Start. Then, turn to "Step 2: Design the Work" to clarify what you want to learn from the community assessment and how best to gather the data that will inform those answers.