

A Closer Look

Tools for Collecting Data

A host of proven data collection tools can help community assessment teams focus their efforts and act upon their findings.

The **Sample Head Start Parent Survey** offers an efficient way to collect a lot of information fast about the pre-school families programs serve. See [Appendix B-1.1](#).

Sample Head Start Parent Survey
Data Collection: Preschool Head Start Parent Survey

This survey is being completed by:
 Father
 Mother
 Both parents
 Guardian
 Other (Relationship: _____)

White
 Black/African American
 Hispanic
 Asian/Pacific Islander
 Native American
 Other (_____)

Name of Head Start: _____

Directions: Check Yes or No.

	Yes	No
1. The location of my Head Start center was convenient for my family's participation.		
2. The Head Start program provided transportation for my child.		
3. Information provided by Head Start included materials for both fathers and mothers.		
4. The current program schedule met the needs of my family.		
5. Our family's needs would be better served with a 12-month Head Start program.		
6. Our family's needs would be better served with a 5-day per week Head Start program.		
7. Our family's needs would be better served with a 8-10 hour per day Head Start program.		

Directions: Check the box that best describes how YOU feel about the following statements.

	Agree	Neutral	Disagree	Don't know
8. I am satisfied with the Head Start services my family receives from:				
a. Classroom staff				
b. Administration				
c. Family service providers				
d. Health staff				
9. Head Start has helped my child get ready for school by:				
a. Becoming more independent				
b. Learning basic concepts in language				
c. Learning basic concepts in math				
d. Learning to share and cooperate				

The **Community Assessment Matrix** helps staff collect community information and identify the diverse needs of families who may receive services. See [Appendix A-1](#).

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

Community Assessment Analysis

The CA process is part of program planning. It is used as a basis for making decisions, as a foundation for establishing strategic long-term goals and measurable objectives, and to inform strategic and ongoing planning. Your CA team can use this worksheet while collecting and reviewing data and developing recommendations. As you go through the CA process, ask:

COMMUNITY ASSESSMENT PROCESS REVIEW

Does our process include:	Yes	No
1. Information collection and analysis of:		
A. Demographics, including:		
a. Eligible infants, toddlers, preschool-age children, and expectant mothers?		
b. Children experiencing homelessness?		
c. Children in foster care?		
d. Children with disabilities?		
i. Types of disabilities?		
ii. Relevant services provided by community agencies?		
iii. Resources provided by community agencies?		
B. Needs of eligible children and their families for:		
a. Education?		
b. Health?		
c. Nutrition?		
d. Social Services?		
C. Schedules of parents with eligible children:		
a. Work?		
b. School?		
c. Training?		
D. Other child development programs serving eligible children, including:		
a. Child care centers?		
b. Family child care programs?		
c. Public pre-K programs?		
d. Home visiting programs?		
E. Resources available in the community?		
F. Strengths of the community?		
2. Identification of trends?		
3. An annual review and update to the CA, and the undertaking of a new CA every five years?		
4. The effective integration of the CA process and data into ongoing program planning?		

The **Community Assessment Analysis** can help establish strategic long-term goals and measurable objectives. See [Appendix A-3](#).

