

## NEIGHBORIMPACT HEAD START & EARLY HEAD START

### Policy & Procedure

**Policy #:** HS-19  
**Title:** Community Assessment  
**Section:** Program Design & Management

**Approval Date:** 5/8/2025  
**Procedure Revision Date:**  
**Most Recent Board Review:** 5/8/2025  
**PC Approval Date:** 10/17/2024

**Forms Required:** None

**Performance Standards:** 1302.11

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**Policy:** NeighborImpact Head Start & Early Head Start will conduct a community assessment, at least once over the five-year grant period, to collect data about community strengths, needs and resources as they relate to Head Start & EHS eligible children and families.

**Purpose:** The Policy Council, Board and staff need current and accurate data on the needs of eligible children and available community resources available to children and families in order to determine:

- the type of component services that are most needed
- program option or options that will be implemented.
- the recruitment area that will be served by the program
- appropriate locations for centers
- criteria that define the types of children and families who will be given priority for recruitment and selection
- program goals and philosophy
- development and/or revision of work plans
- collaboration and partnership opportunities with other agencies.

**Procedure:**

- A. Every five years (at least once over the federal grant cycle) the Head Start & EHS program conducts a full Community Assessment in accordance with Performance Standard 1302.11. When possible this process is coordinated with the agency (NeighborImpact) needs assessment process.
- B. In other years of the federal grant cycle, the annual Head Start & EHS program planning cycle will include a review and update of the Community Assessment.
- C. The Community Assessment process is coordinated by the Business Analyst and overseen by the Deputy Director of Early Care and Education.
- D. For the full Community Assessment, the Business Analyst recruits and convenes a steering committee which includes representatives from the NeighborImpact Board of Directors, Head Start Policy Council and staff. This committee provides oversight in the planning, data gathering, evaluation and report phases of the assessment.
- E. Sources of data gathered for the full Community Assessment will include at a minimum, input from NeighborImpact staff, surveys (&/or interviews) with community service providers and Head Start & EHS parents, Head Start & EHS program child and family service data, and demographic, community need and community services data from various sources (i.e. Oregon Department of Education, US Census Bureau, PSU Center for Population Statistics, DHS Employment Division, Crook and Deschutes Commissions on Children and Families, local school districts, local governments, Deschutes and Crook County Health Departments, DHS Adult and Family Services, and local news sources)

- F. In collaboration with the steering committee, the Business Analyst coordinates the preparation of a draft report summarizing and analyzing the data gathered and including all report components required by Head Start regulations.
- G. The draft report is presented to the Head Start & EHS management team, NeighborImpact Board, Early Care and Education Committee and the Policy Council for review and comment.
- H. The Business Analyst coordinates preparation of a final draft report and submits it to the steering committee for final review and approval.
- I. The Business Analyst coordinates preparation of a final report which is presented to the Deputy Director of Early Care and Education, Board ECE Committee and Policy Council Executive Committee for review and approval to move it forward for Board and Policy Council approval.
- J. The final report is submitted to the Head Start & EHS Policy Council and NeighborImpact Board for approval.
- K. Annual updates of the Community Assessment are coordinated by the Business Analyst in collaboration with the Early Care & Education (Head Start) Director.
- L. Sources of data reviewed for annual updates of the Community Assessment will include at a minimum Head Start & EHS child and family service data, current/recent community agency reports (Commissions on Children And Families, Health Department etc), free and reduced lunch data, PSU Center for Population Statistics annual update, local school district enrollment data, and local news reports.
- M. Annual updates of the Community Assessment are submitted to the Policy Council and Board of Directors for approval.
- N. The Community Assessment report is used in the strategic planning process and in developing/revising long-range goals and short-term objectives. Data from the report is used to inform decisions about locations of sites, program model/options, staffing patterns, service delivery options and all other decisions as specified in the Head Start regulations.