

6a. Community Assessment Policy and Procedure

- Created 07/03
- Approved by Policy Council 7/10/2003
- Reviewed 07/20

Policy

Every three years Lower Columbia College Head Start/EHS/ECEAP will conduct a community assessment to collect data about community strengths, needs and resources. This data will be used to make decisions about the type of services provided for children and families and to determine collaboration possibilities with other agencies.

Policy complies with Head Start Performance Standards 1305.3(c)(d)(e)

Procedure

1. Every three years Head Start/EHS/ECEAP will conduct a Community Assessment within its service area of Cowlitz County.
2. The Community Assessment at a minimum will include the collection and analysis of the following information on eligible children and families:
 - a. The demographic make-up including the number of eligible children/families, geographic location and racial ethnic composition.
 - b. Information on other child development and child care programs within in the service area that are serving HS/EHS/ECEAP eligible children.
 - c. The estimated number of children with disabilities four (4) years old or younger, including the type of disability and relevant services and resources provided these children by community agencies.
 - d. All current data regarding education, health, nutrition and social service needs of eligible children and their families.
 - e. The education, health, nutrition and social service needs as defined by families of Head Start/EHS/ECEAP children and by institutions that serve young children.
 - f. The resources within the community that could be used to address the needs, which includes the assessment of their availability and accessibility.
3. An analysis of the assessment information will be used to:

- a. Determine the program philosophy, and its long and short-term goals and objectives.
 - b. Determine the type of component services that are most needed and the program option(s) that will be implemented.
 - c. Determine the recruitment area to be served.
 - d. Determine appropriate locations for centers.
 - e. Set criteria that define the types of children and families who will be given priority for recruitment / selection.
4. The annual grant planning and budget process will include a review and update of the assessment information. An analysis of the updated information will determine if the direction of services to eligible children and families need to be changed.