



Self Assessment CATscan: Comprehensive Approach and Tool

The **Self Assessment CATscan** seminar is designed to help programs with the process for building and implementing a compliant self-assessment. Participants will receive the self-assessment tool developed by T/TAS experts. Programmatic self-assessment is an integral part of the Head Start and Early Head Start continuous improvement process. Through this snapshot in time, programs document their progress toward meeting goals, define areas that need improvement identify program strengths, and then report their progress to a variety of stakeholders including the governing body, policy council, program staff, and federal officials.

While most organizations do not have a great deal of difficulty developing a procedure or implementing the procedure and obtaining results, quite a few have difficulty filtering the results in a meaningful way, analyzing the data collected, and presenting an improvement plan that expands upon their strengths while at the same time works toward correcting their weaknesses.

This informational seminar is for all Head Start and Early Head Start staff, volunteers, and stakeholders who have a role in the self-assessment process. It is designed to show participants how to:

- Utilize the current federal review instrument for self-assessment purposes;
- Set up review teams;
- Organize the self-assessment calendar
- Synthesize data collected.
- Analyze the results
- Produce a compilation of strengths and weaknesses
- Generate a useable report for the various stakeholders
- Create the program improvement plan
- Monitor the results of the program improvement plan

Learning Outcomes

- ★ Participants will learn what is required in a self-assessment;
- ★ Participants will receive an overview of the “hot topic items” in each service area; and
- ★ Participants will receive a compliant self-assessment tool.

SAMPLE AGENDA

DAY ONE (6 hrs)

Morning Session: Self-Assessment Requirement
Developing the Self-Assessment Process
Overview of what we are looking for in:

- 1301
- Child Health
- Early Childhood Education
- Children Safety
- Disabilities

Afternoon Session: Overview of what we are looking for in:

- Nutrition
- Mental Health
- Family Services/Engagement
- Community Engagement

DAY TWO (4.5 hrs)

Morning Session: Overview of what we are looking for in:

- Governance
- Management Systems
- Planning
- Monitoring

Overview of what we are looking for in:

- Communication
- Facilities Material and Equipment
- Transportation
- ERSEA
- Fiscal

Using the Results
Communicating the Results
Monitoring the Program Improvement Process

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