# 2022 Head Start Community Assessment
## A Virtual Event

**May 10, 2022 – Pre-session Independent Study & Assignment**

**May 17, 2022 – Live Virtual Session: 9:00 AM – Noon CT**
*(10 AM-1 PM ET|8-11 AM MT|7-10 AM PT)*

**May 24, 2022 – Live Virtual Session: 9:00 AM – Noon CT**
*(10 AM-1 PM ET|8-11 AM MT|7-10 AM PT)*

Head Start and Early Head Start programs are required to align program activities conducted through program services with issues found within the community. In fact, 5-year grant applications, DRS applications, and new grantee applications have the requirement that program design (based upon community issues) be tied to the approach to service delivery.

The grant applications are asking for long-range goals; objectives and program impacts; programmatic and fiscal long-range goals; and short-term objectives to be accomplished during the 5-year period. These must be identified for each year of the 5-year grant. Related to this must be the community-wide strategic planning and needs assessment (including priority service areas, special populations, and health needs).

Head Start and Early Head Start programs are expected to provide services that meet the requirements of the Head Start Performance Standards while also meeting local needs and drawing upon local strengths. In order to document that they are adequately addressing local issues, Head Start and Early Head Start programs are required to conduct a Community Assessment once every five years with updates as needed in the intervening years.

When programs have difficulty with their Community Assessment, the challenges tend to fall into one of the following categories: (1) obtaining the useful data; (2) conducting analysis of the information; and/or (3) using the data and analysis to justify their program's existence and service delivery methods. This **2022 Community Assessment** workshop is designed to assist staff in these problem areas.
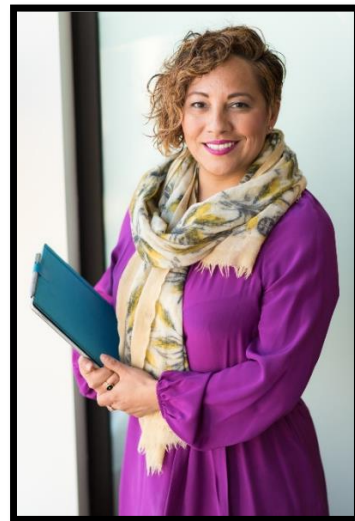
When programs have difficulty with their long-term plans and short-range objectives, it is usually due to a disconnect between what the programs wants to do for the future and what the program is doing in the present. This insightful workshop is designed to aid program managers as they attempt to design their program's future and identify the goals for their next 5 years.

The **2022 Community Assessment** is also designed to assist programs in identifying community needs and potential issues, and document those which will enter into the local program's planning process and those which will be beyond the range of services. Attention will be paid to inserting community issues into program services plans and identifying potential impacts that community issues may have for the program's operational environment.

The Standard Registration Fee is $425 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of $400 per person. (Please visit **www.ttas.org** for information on how to become a subscriber.) For details on registering, including information on earning 0.8 Continuing Education Units (CEUs) for this event, please see page 3.

## Learning Outcomes

★ Participants will gain an understanding of the Community Assessment requirements of 45 CFR 1302.11.

★ Participants will also learn about the Community Assessment requirements of 5-year plans.

★ Participants will explore methods for estimating full day/full year needs.

★ Participants will be provided information on how the Community Assessment and its updates need to be used within the program and shared with the Board and Policy Council for the reviews.

## Your Presenter

**J. Christopher Watkins, MA, MBA**, Executive Director of T/TAS, and Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees and is an expert in the areas of community assessment, strategic planning, and program evaluation. He has developed and presented hundreds of management and supervision workshops throughout the U.S., including annual seminars on the Federal monitoring review process. He has a Certificate in Non-Profit Management from Duke University, an M.A. in Economics from American University, and a B.A. in Government and an M.B.A. from Western Kentucky University.

(T/TAS reserves the right to substitute presenters.)

## IMPORTANT Participation and Technology Information Required to Participate

★ Participants must register individually and must have a valid and active individual e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
★ We *highly* recommend participating from a desktop or laptop computer, as opposed to a mobile device, for the best participation and audiovisual experience. A high speed internet connection is recommended as the training may be bandwidth intensive at times.
★ This event will require you to access the T/TAS online learning management system, T/TAS TalentLMS.
   – Participants will be sent an email before the start date with a link to login to the training.
   – New users to T/TAS TalentLMS will be required to create a unique password on your first login. Return users to T/TAS TalentLMS can login with their previously created password.
   – After you sign in to T/TAS TalentLMS, your training will be set up as a course for you to work through to access instructions, content, and resource files, including the agenda and the live session links.
   – You can login to T/TAS TalentLMS through any internet browser from your computer or mobile device. Some content in T/TAS TalentLMS requires that your browser accept third-party cookies to prevent compatibility issues.
   – If you have technical issues logging in or viewing content, contact T/TAS at ttas.info@wku.edu or 800-882-7482.

---

### Tentative Agenda

**Tuesday, May 10, 2022**
*Pre-session Independent Study & Assignment*

Spend approximately 2 hours between May 11-16 and do the following:

- View pre-recorded presentation: *Introduction/Overview and Defining What to Include in A Communitywide Strategic Planning and Needs Assessment*
- View pre-recorded presentation: *Data Source Options*
- Assignment: Use the data sources provided to complete the data-collecting assignment prior to live sessions

---

**Tuesday, May 17, 2022**
Live Virtual Session – No recordings will be available
9:00 AM – Noon CT (10 AM-1 PM ET│8-11 AM MT│7-10 AM PT)
- Welcome and Overview
- Review of Data Collected, Including Discussion of and Implications for Including the Following Elements in the Community Assessment and Updates:
   – Head Start Eligible Children & Families
   – Other Child Care Providers
   – Head Start Available Children & Families
   – Geographic Location
   – Census Tract Considerations, Opportunity Zone Considerations
   – Racial and Ethnic Composition
   – Homelessness
   – Children and Disabilities
   – Community Resources
   – Social Service Issues
   – Health Issues
   – Transportation Issues
   – Nutrition Issues
- Question & Answers

---

**Tuesday, May 24, 2022**
Live Virtual Session – No recordings will be available
9:00 AM – Noon CT (10 AM-1 PM ET│8-11 AM MT│7-10 AM PT)
- Review of Data, continued:
   – Dental Issues
   – Education Issues
   – Mental Health Issues
   – Literacy
   – Typical Schedule for Families
- Obtaining External Information
- Strengths and Weaknesses of Surveys
- Strengths and Weaknesses of Informal Questionnaires
- Using the Information Internally, Including:
   – Five Year Goals including
   – Recruitment Area and Poverty Census Tracts
   – Short Term Objectives
   – Priorities for Recruitment & Selection
   – Justifying Program Options
- Question & Answers

★ **The event will also require you to access the Zoom Video Conferencing website or app.**
  − Sessions are live. No recordings will be available.
  − If you are participating in the live Zoom session on a *desktop or laptop computer*, you will find the Zoom link in your **T/TAS TalentLMS** training content. We recommend participants create a free Zoom account with their FIRST and LAST name before the event start date at **https://zoom.us/freesignup/**.  You may be asked to install the free Zoom program file.
  − If you are participating in the live Zoom session on a *mobile device*, you will need to install the free Zoom Cloud Meetings app to join the session.
★ Participants may experience delays in accessing the training based upon the speed and reliability of their computer or mobile device and internet access.
★ Participants are responsible for completion of the event within the stated timeframe.

## Registering for T/TAS Virtual Events

**It is easy to register for events sponsored by T/TAS!** Register online for any T/TAS virtual event. Visit our web site at **www.ttas.org**, locate the event for which you wish to register, and then click on the Register button.

**Payment Policy:** *Payment or Purchase Order is due at time of registration.* Registrations received without copy of Purchase Order or payment by check or credit card will not be confirmed to participate in this virtual event.

**Registration Deadline:** Unless the event fills first, registrations for this virtual event must be received by **May 6, 2022.**

**Enrollment is Limited:** T/TAS cannot guarantee enrollment at virtual events. If available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations.

**Confirmation of Registration:** Registrations can only be confirmed by e-mail. Please provide a unique email address for the participant. If an administrator needs to receive a copy of the confirmation, please include administrative email address on the Group Contact Profile. If you do not receive a confirmation within five days of registering for the event, please contact the T/TAS office at **ttas.register@wku.edu** or call 800-882-7482.

**Cancellations/Substitutions Policy:** To obtain a refund of registration fees (less $75 enrollment charge), cancellations must be received by email to **ttas.register@wku.edu** by *May 6, 2022*. If you do not receive an email confirmation of your cancellation from T/TAS within 3 business days, you must call 800-882-7482 to confirm your cancellation email was received in order to be eligible for the refund. Substitutions can be made up to the cancellation deadline date. *After the cancellation deadline date, no refunds will be provided.*

T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

**Continuing Education Units (CEUs):** Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of $25 per person. Consult the event description to learn how many CEUs are offered for each event.

**Photo/Video/Recording Policies:** Recording or taking images of this event is not permitted. Participants of this event may be recorded. By registering for the event, authorization is given by you to be included in any recordings made of live webinar or meeting sessions of this event in connection with T/TAS' programs, publications, the Internet and public web sites. T/TAS and any employees, officers and associates, as well as any assignees, are released from any and all claims for damages for libel, slander, invasion of privacy, right of publicity, or any other claim based on use of the above-described material(s).