



Doña Ana County Head Start Early Head Start
 Short-Range and Long Range Objectives
 Based on the Community Wide Strategic Planning and Needs Assessment
 & Program Annual Self Assessment
 2017 –18



Short and Long Range Objectives	Action Plan	Person(s) Responsible	Time	Progress to Date
GOAL 1: Train all staff on Program Data, what is collected, how it is used and start reporting regularly at all staff meetings the program data	Provide all staff a PIR summary report, School Readiness end of year report, PRFC end of year report. Review each report and explain how data is gathered and used for program planning and growth	Responsible Leadership Team Member	All Year Dec ~ Nov	Ongoing
	Provide data reports at regular all staff meeting and discuss impact of data on program planning and growth		Quarterly Staff Meetings	Ongoing
	Use modules available on ECLKC to train leadership on the Data process		June 2017 ~ ongoing	Started
GOAL 2: Seek accreditation for select program as an alternative method of attaining CYFD TQRIS rating since CYFD does not take Federal Review documents as evidence of quality	Research which accreditation will best fit our program. Secure the required materials and start the process by August 2017	Education Specialist	July ~ August	Started
	Complete national accreditation for north sites completion by March 2018	Education Specialist and North Site teachers	Aug ~ March	Not Started
GOAL 3: Work on being fully enrolled in all Program Options	Train all EHS staff and FOW's on what EHS HB is and identify typical family in order to seek out and recruit those families best suited for HB services.	Director	June 2017	Completed
	Advertising campaign for program to increase applications so we are fully enrolled by start of program and maintain enrollment	Leadership Team	June 2017	Ongoing
GOAL 4: Work towards increasing our averaged daily attendance for upcoming program year	Train all FOW's on how to promote regular attendance	Family Service Specialist	Summer 2017	Completed
	Incorporate materials to inform and encourage parent to bring their children regularly into Enrollment Packet, Parent Orientation	Leadership Team	Summer 2017	Completed
	Monitor Attendance at Leadership Monthly to identify children who are have excessive absences that negatively affect their education and outcomes	Leadership Team	October 2017	Not started