



**COUNTY OF SAN BERNARDINO**  
**PRESCHOOL SERVICES DEPARTMENT**  
**POLICY**

**NO. 01 PDM ISSUE 06**

PAGE 1 of 2

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**SUBJECT:**

**Self-Assessment**

**APPROVED: 01-07-14**

*Diana Alexander*

**BY: Diana Alexander, Director**

**PURPOSE**

Self-Assessment is a method of measuring agency accomplishments, strengths, and challenges. It allows for the continuous improvement of program plans and service delivery methods, and for the enhancement of program quality and timely responses to issues that arise in the community, the program, and among enrolled families. The self-assessment process also provides an opportunity for involving parents and community stakeholders, and for making staff more aware of how the program is viewed by its consumers.

**POLICY**

At least once each program year, with the consultation and participation of the Policy Council and, as appropriate, other community members, grantee and delegate agency must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and implementing Federal regulations.

**REFERENCE**

Head Start Performance Standards 45 CFR 1304.51 (i)(1)  
 Head Start Act Section 641A(g)

**PROCEDURE**

The Quality Assurance (QA) Unit conducts the annual Self-Assessment. The major function of the QA unit is to comply with Federal Regulations as noted in the Head Start Performance Standards and the Head Start Act of 2007. The Grantee will ensure that the Delegate Agency(ies) also completes an annual Self-Assessment.

The QA Unit works with the Management team to select sites prior to the Self-Assessment process. The team assists with the planning, and scheduling of interviews with staff, parents and community representatives to discuss agendas, logistics, and coordinate the scheduling of the completion of the checklist.

The Grantee Self-Assessment team includes a team leader (often a consultant), external content area experts, QA staff, Policy Council Members, Agency Staff, and Community Representatives. Teams are trained to use the Office of Head Start Monitoring Protocol for Head Start, which also includes Early Head Start. Checklists and observation tools are used to determine if a site complies with Program Performance Standards. All information is compiled and summarized, addressing strengths, areas of concern and non-compliant items. Team Leaders delegate duties of each team member which may include who will ask questions, take notes and complete checklists.

Non-compliant items and agency concerns are summarized by team leaders at the end of the process. All non-compliant items are corrected and a corrective action plan is formulated to mitigate non-compliant items and areas of concern from re-occurring. Once the corrective action plans are completed, the QA Unit reviews the status of items to assure appropriate corrective action has been taken and documented. The Annual Self-Assessment Report is distributed to Management Staff, Policy Council, Shared Governance Board, and Site Staff

The annual Self-Assessment performed by the Delegate Agency(ies) will be conducted as follows; a team leader (possibly a consultant) will be selected, and a team will be formed that consists of staff, parents, and community members. The Delegate Agency(ies) is required to complete their internal self-assessment and submit the report to the Grantee within 10 days of completion.

The Self-Assessment Report is used in the administrative planning process, training and goal setting. The QA Unit uses this as a guide to continue to review items designated as non-compliant or areas of concern to ensure corrective actions are being utilized throughout the agency.