

# Mid-America Head Start Update



A special publication for the  
Mid-America Regional Council Board of Directors  
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## An Overview of Head Start Program Reports

### Quarterly and Annual OHS Reports

All Head Start programs are required to submit two reports to the Office of Head Start (OHS) on a quarterly and annual basis. The quarterly report is the end-of-month (EOM) Head Start and Early Head Start enrollment data gathered from all grantees during the enrollment year. Mid-America Head Start (MAHS) submits its EOM enrollment report each quarter via a Web-based application that provides national and regional offices more timely access to these reports.

The Program Information Report (PIR) is submitted annually to OHS. All Head Start and Early Head Start grantees and delegate agencies that served children for any length of time during the enrollment year must submit a PIR. It provides comprehensive data on Head Start programs at the national, regional and program level, detailing the number of children served, staffing of program services and activities, and other areas of importance to national policymakers. PIR information is essential for compiling the Biennial Report to Congress on the Status of Children in Head Start Programs, a report required under the Head Start Act.

### Grantee Reports

MAHS produces three grantee-specific reports: monthly enrollment, attendance and health reports. These reports are submitted to the Head Start Program Director and grantee staff each month by the grantee's Database Specialist. The reports inform grantee staff of the status of compliance and potential noncompliance in the three service areas.

### Key Performance Indicator (KPI) Reports

The Key Performance Indicator (KPI) report provides delegate directors and staff a snapshot of areas of noncompliance. KPI reviews the following areas: enrollment, health services, disability services, education screening and assessment, teacher credentials, and family partnerships. Once areas of noncompliance are identified in KPI, delegate directors develop and share corrective action plans during Coordinating Council meetings. Grantee managers and specialists are responsible for tracking progress and providing technical assistance and support to correct areas of noncompliance.

### Other Governance Reports

In addition to federal and grantee reports, a number of other regular reports are presented to the Governing Board and committees. A Director's Report of program compliance and noncompliance is provided to the Head Start Policy Council during its monthly meetings. The Early Learning Director provides a monthly report to the Board of Directors subcommittee. The Board of Directors subcommittee reports on Head Start program compliance and noncompliance issues to the full Board of Directors.

MAHS delegate (Independence School District, Kansas City, Missouri, School District, The Family Conservancy, and the YMCA-GKC) directors also provide reports on their program compliance and accomplishments. Throughout the program year grantee managers provide reports (enrollment, health, disabilities, self-assessment, community assessment, and child outcomes and measures, etc.) to the Head Start Policy Council.

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