

<b>Area:</b>	Child Development
<b>Subject:</b>	CD07 - Outcomes Data Collection
<b>Reference:</b>	1304.21 (c)(2)
<b>Policy:</b>	Grantee/Delegate staff will use Outcomes Data to further develop the Child Outcomes Assessment System to ensure it provides data used for program self assessment and program planning.

**Procedure:**The Desired Results Developmental Profile - Revised (DRDP-R)

1. After conducting classroom observations and completing individual DRDP-R assessments Teachers will input each child's data into the computer data base called the Child Assessment Result System COPA (as per three collection periods).
2. Agencies who centralize the COPA system will input the data for teachers into the COPA. After completing the individual assessments teachers will complete the DRDP-R Outcomes Tracking Form or the DRDP-R Rating Record and follow agency protocol to submit for COPA input.
3. Assessment data is updated two times after first collection period on the DRDP-R assessment and inputted into the COPA data base.
4. Once the Delegate agency has inputted all assessment data for each collection period, Delegate Manager will notify by email or phone the assigned Grantee team leader. The Grantee team leader will notify the Grantee Child Care Specialist I and Administrative Assistant II. The 950 COPA Assessment by 13 LMI Report will be printed by Child Care Specialist I and placed in appropriate file (per agency) by the Administrative Assistant II.
5. Delegates will print COPA Report #104 Assessment Tracking Sheet Report and the #100 Group Performance Profile by Measure, for each classroom to use for planning purposes.
6. At the Delegate/Grantee management level several COPA Outcomes reports can be reviewed or analyzed for program planning (for example 199 Stanislaus Assessment by 13 LMI, 950 Assessment by 13 LMI, or 955 Assessment by 8 domains).
7. The second collection period for the program year will also require the report titled "Summary of Preschool Outcomes Plans" to document plans based on the data at the delegates and direct operated sites. This report is completed by delegate management staff and is submitted to the CDSII (Grantee team leader) that supports the agency to analyze and create or highlight plans at the Grantee level to support delegate's plans. The Grantee Director I completes the report for the direct operated program.
8. Data Planning Sheets (MSExcel) are created by Child Care Specialist I at the end of each collection period per assessment tool and program (MHS or RHS). These reports provide comparison data of the two highest and two lowest areas of growth. The report is placed in the Grantee Summary Reports file by Administrative Assistant II and is available on the office network to Directors/Management. It is also distributed to Outcomes Committee members.

9. At the conclusion of program year a Grantee Administrative Assistant II will create binders with the DRDP-R Reports that summarize all three collections per agency for each assessment tool. The Data Planning Sheet (Directors' report) will also be filed in these binders. These binders will be available on community shelves at each office location

10. Outcomes Report Collection Periods

First Collection Period	Regional Head Start Program	Migrant/Seasonal Head Start Program
Data Due to Grantee	1 <sup>st</sup> Week of December	3 <sup>rd</sup> Week of July

Second Collection Period	Regional Head Start Program	Migrant/Seasonal Head Start Program
Data Due to Grantee	3 <sup>rd</sup> Week of April	4 <sup>th</sup> Week of September

Third Collection Period	Regional Head Start Program	Migrant/Seasonal Head Start Program
Data Due to Grantee	2 <sup>nd</sup> Week of June	1 <sup>st</sup> Week of December

The timelines reflect the last\_date Outcomes Data must be received by the Grantee office. Due to the various modes of child care services available, the actual assessment due date may be subject to change at the center level based on year-round and short-term program's (2-3 mos.) calendar years.

11. Child Development Team Leaders will analyze Summary Reports for Delegate Agencies and direct operated sites to compile plans at Grantee level. The Grantee Outcomes Plans will be written after the 2<sup>nd</sup> collection period to be included in the T&TA Plans/Refunding Application timelines (MHS & RHS). It will be placed in the Grantee Summary Reports file with the Directors/Management Data Planning Sheets. Copies will also be distributed to the Outcomes Committee and Grantee Directors/Management staff.
12. Highlights of Summary Reports will be shared at Policy Committees, Policy Council, and Board Meetings after 2<sup>nd</sup> and 3<sup>rd</sup> collection periods by Management staff (Grantee & Delegate level).

- Supervised by:** Director
- Performed by:** Child Development Supervisor, Director, Teachers, Administrative Assistant II, Child Care Specialist I
- Forms needed:** DRDP-R Summary Sheet, DRDP-R Rating Records, Summary of Preschool Outcomes Plans, , COPA generated reports
- Frequency:** Ongoing; three collection periods per program