

## Self-Assessment Procedure

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### **Purpose**

This explains the purpose and process of OESD 114's annual Self-Assessment.

### **Guidance**

As a Head Start and ECEAP grantee, OESD 114 is required to complete an annual self-assessment process, develop an action plan and deliver a report to its funding agencies. Self-assessment is a part of OESD 114's overall continuous improvement process. It is a comprehensive review of the Early Learning Program's effectiveness and an opportunity to consider potential changes or improvements to the program.

The process focuses on the collection and analysis of data related to long-term priorities, goals, and strategies. The self-assessment process draws on information from ongoing monitoring data and input from stakeholders such as Policy Council and families, OESD 114 Early Learning staff, subcontractor's leadership and their staff. These are the means to understand how the program is progressing and what can be improved.

### **Procedure**

The Self-Assessment procedure follows these steps:

1. **Establish Self-Assessment Timeline** –
- 2.
- 3.
4. **Implement, Analyze and Report.** Data are collected in line with the identified information needs, per the determined methods. Data are analyzed to identify common themes that include areas of strength, challenges, and suggestions for improvement. The results are described in an annual Self-Assessment report and shared with stakeholders including Policy Council and families, OESD 114 Early Learning staff, subcontractor leadership and their staff, and the broader community. OESD 114 collects stakeholder input to inform an improvement plan, which is written and shared with all funding agencies.