

MANAGEMENT SYSTEMS AND PROCEDURES

1304.51

- (a) Program Planning
- (b) Communications – General
- (c) Communication with Families
- (d) Communication with Governing Bodies and Policy Groups
- (e) Communication Among Staff
- (f) Communication with Delegate Agencies
- (g) Record-keeping Systems
- (h) Reposting Systems
- (i) Program Self-Assessment and Monitoring

1304.51 (a)(1)(i)-(iii)

(a) Program planning.

(1) Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children. Program planning must include:

- (i) An assessment of community strengths, needs and resources through completion of the Community Assessment, in accordance with the requirements of 45 CFR 1305.3;
- (ii) The formulation of both multi-year (long-range) program goals and short-term program and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Early Head Start and Head Start, and reflect the findings of the program's annual self assessment; and
- (iii) The development of written plan(s) for implementing services in each of the program areas covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management). See the requirements of 45 CFR parts 1305, 1306, and 1308.

[Program Planning Policy](#)

1304.51(a)(2)

(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee or delegate agency staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and up-dated as needed.

(b) Communications—general. Grantee and delegate agencies must establish and implement systems to ensure that timely and accurate information is provided to parents, policy groups, staff, and the general community.

[Program Planning Policy](#)

1304.51(c)(1) & (2)

(c) Communication with families. (1) Grantee and delegate agencies must ensure that effective two-way comprehensive communications between staff and parents are carried out on a regular basis throughout the program year.

(2) Communication with parents must be carried out in the parents' primary or preferred language or through an interpreter, to the extent feasible.

[Communication - Education/Disabilities Program](#)

[Communication - Family Development-Parent Involvement](#)

[Communication - Mental Health](#)

[Communication - Health](#)

1304.51(d)

(d) Communication with governing bodies and policy groups. Grantee and delegate agencies must ensure that the following information is provided regularly to their grantee and delegate governing bodies and to members of their policy groups:

- (1) Procedures and timetables for program planning;
- (2) Policies, guidelines, and other communications from HHS;
- (3) Program and financial reports; and
- (4) Program plans, policies, procedures, and Early Head Start and Head Start grant applications.

[Communication - Exec Director](#)

1304.51(e)

(e) Communication among staff. Grantee and delegate agencies must have mechanisms for regular communication among all program staff to facilitate quality outcomes for children and families.

[Communication System](#)

1304.51(f)

Communication with delegate agencies.

N/A

1304.51(g)

(g) Record-keeping systems. Grantee and delegate agencies must establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information.

[Student-Client Records Policy](#)

[Employment Policies](#)

[Fiscal Management](#)

[Child Files](#)

1304.51(h)(1)

(h) Reporting systems. Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that:

- (1) Generate periodic reports of financial status and program operations in order to control program quality, maintain program accountability, and advise governing bodies, policy groups, and staff of program progress; and

[Fiscal Management](#)

1304.51(h)(2)

- (2) Generate official reports for Federal, State, and local authorities, as required by applicable law.

[Fiscal Management](#)

[Fiscal Director Timeline](#)

1304.51(i)(1)

(i) Program self-assessment and monitoring. (1) At least once each program year, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

[Program Planning Policy](#)

1304.51(i)(2)

(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations

[Monitoring Policy](#)

1304.51(i)(3)

(3) Grantees must inform delegate agency governing bodies of any deficiencies in delegate agency operations identified in the monitoring review and must help them develop plans, including timetables, for addressing identified problems.

N/A