LK1

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Developing the Way Forward:

How Effective Program Planning Can Help You Achieve Your Goals

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Session Objectives

- Become better planners over the five-year project period
- Learn to effectively use the *Foundations for Excellence: Planning in Head Start* series
- Learn the differences between goals, objectives & outcomes and be able to develop them
- Explore ways you can create a strong action plan that will help you measure progress

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Change…

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LK2

LK4

LK6

LK5

LK3

LK8

LK7

It's All Around Us

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What's Changed For Head Start at a National Level?

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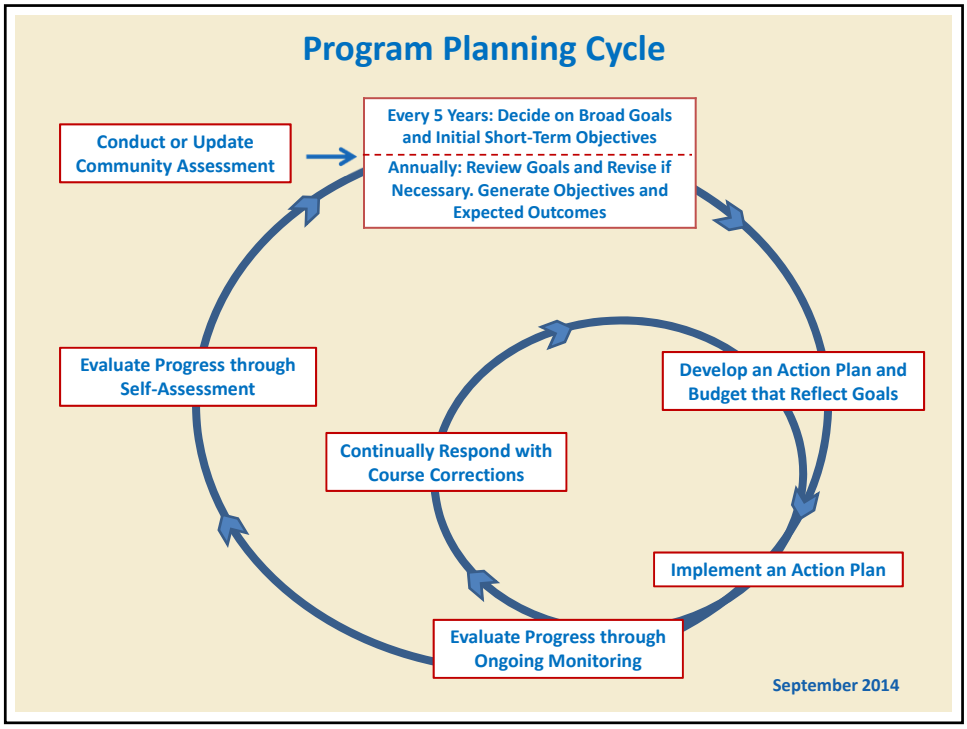
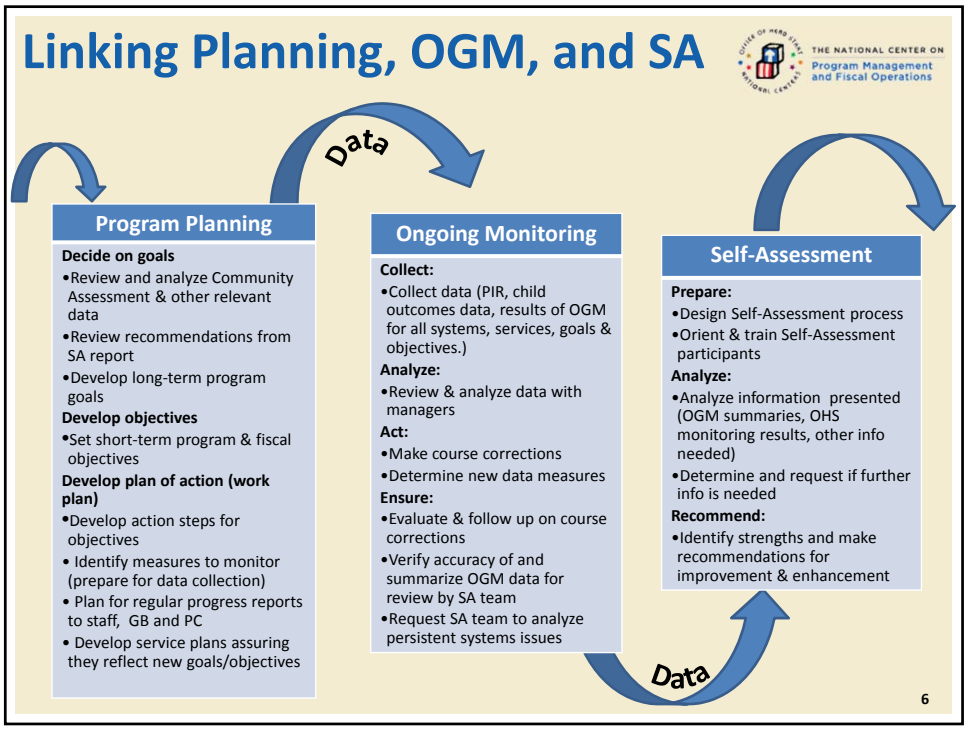
LK4	IL Lemoine, Keri, 3/17/2015
LK5	IL Lemoine, Keri, 3/17/2015
LK6	Public Domain Lemoine, Keri, 3/17/2015
LK7	IL-altered in PPT Lemoine, Keri, 3/17/2015
LK8	IL Lemoine, Keri, 3/17/2015


Program Planning Cycle
Conduct or Update Community Assessment
Every 5 Years: Decide on Broad Goals and Initial Short-Term Objectives
Annually: Review Goals and Revise if Necessary. Generate Objectives and Expected Outcomes
Develop an Action Plan and Budget that Reflect Goals
Implement an Action Plan
Evaluate Progress through Ongoing Monitoring
Continually Respond with Course Corrections
Evaluate Progress through Self-Assessment
September 2014


Linking Planning, OGM, and SA
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Data
Program Planning
Decide on goals
•Review and analyze Community Assessment & other relevant data
•Review recommendations from SA report
•Develop long-term program goals
Develop objectives
•Set short-term program & fiscal objectives
Develop plan of action (work plan)
•Develop action steps for objectives
• Identify measures to monitor (prepare for data collection)
• Plan for regular progress reports to staff, GB and PC
• Develop service plans assuring they reflect new goals/objectives
Ongoing Monitoring
Collect:
•Collect data (PIR, child outcomes data, results of OGM for all systems, services, goals & objectives.)
Analyze:
•Review & analyze data with managers
Act:
•Make course corrections
•Determine new data measures
Ensure:
•Evaluate & follow up on course corrections
•Verify accuracy of and summarize OGM data for review by SA team
•Request SA team to analyze persistent systems issues
Self-Assessment
Prepare:
•Design Self-Assessment process
•Orient & train Self-Assessment participants
Analyze:
•Analyze information presented (OGM summaries, OHS monitoring results, other info needed)
•Determine and request if further info is needed
Recommend:
•Identify strengths and make recommendations for improvement & enhancement
Data
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A Scavenger Hunt!

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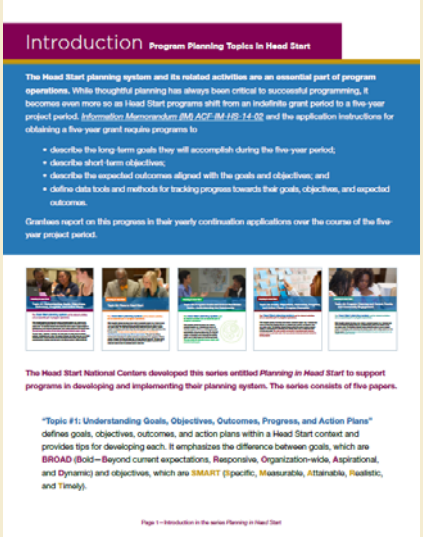

Introduction Program Planning Topics in Head Start

The Head Start planning system and its related activities are an essential part of program operations. While thoughtful planning has always been critical to successful programming, it becomes even more so as Head Start programs shift from an indefinite grant period to a five-year project period. *Information Memorandum (IM) ACF-IM-HS-14-02* and the application instructions for obtaining a five-year grant require programs to

- describe the long-term goals they will accomplish during the five-year period;
- describe short-term objectives;
- describe the expected outcomes aligned with the goals and objectives; and
- define data tools and methods for tracking progress towards their goals, objectives, and expected outcomes.

Grantees report on this progress in their yearly continuation applications over the course of the five-year project period.

The Head Start National Centers developed this series entitled *Planning in Head Start* to support programs in developing and implementing their planning system. The series consists of five papers.

"Topic #1: Understanding Goals, Objectives, Outcomes, Progress, and Action Plans" defines goals, objectives, outcomes, and action plans within a Head Start context and provides tips for developing each. It emphasizes the difference between goals, which are BROAD (Bold—Beyond current expectations, Responsive, Organization-wide, Aspirational, and Dynamic) and objectives, which are SMART (Specific, Measurable, Attainable, Realistic, and Timely).

Page 1—Introduction in the series Planning in Head Start

Frequently Asked Questions

- What is the difference between goals and objectives?
- What is the expectation of programs to show progress?
- How should programs determine the number of goals to develop?
- How do the different types of program plans relate to each other?
- How does family engagement relate to program goals?
- Do outcomes and impact mean the same thing?

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Answers

- What is the difference between goals and objectives? (1)
- What is the expectation of programs to show progress? (1)
- How should programs determine the number of goals to develop? (3)
- How do the different types of program plans relate to each other? (2)
- How does family engagement relate to program goals?(5)
- Do outcomes and impact mean the same thing? (1)

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Using Foundations For Excellence

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LK10 Planning Booklets
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LK9
Did You Catch It?

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Program Goals and Objectives

Program goals are….

Objectives are…

BROAD Statements (Your Destination)

- **B**old. Beyond Current Expectations
- **R**esponsive
- **O**rganization-wide
- **A**spirational
- **D**ynamic

Carried out through an **Action Plan (Your Road Map)**

Recognized and Accepted as Important by All

SMART parts of Goals (Your Mile Markers)

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ealistic
- **T**imely

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Take Me Out to the Ballgame Goals, Outcomes, Impact

What's the difference?

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What is meant by progress?

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2 Types of Goals

That's all that's required!

School Readiness Goals

LK16

Program Goals

LK36

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Slide 15

LK13 Microsoft Office Image-purchased with software
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Slide 16

LK16 IL
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LK36 IL-given permission
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Sorting Goals, Objectives and Outcomes and Action Steps

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What About Family Engagement?

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LK18

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Three Ways to Honor Families Through Program Planning

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Program Goal

ALL of US TOGETHER will partner with families and community partners to support families' progress to improve well-being and financial stability. We will focus on families impacted by–job loss and changes they will experience in the next 2–5 years.

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Outcome: *Parents and families are safe, healthy and have increased financial security.*

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Program Goal

All of Us Together will upgrade its facilities to make sure that they all are safe, healthy, welcoming to children, and family-friendly.

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Objective

Create a "family room" to allow for increased opportunities for parents to bond with and breast feed their infants. Family room will be open this winter and will be used by 50% of our EHS families by the end of the school year.

Outcome: *Parents will develop warm relationships that nurture their infants' learning and development.*

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School Readiness Goal

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Children will engage with literature in developmentally appropriate ways.

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School Readiness Goal

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Action/Strategy

Partner with families to create and use “book bags” to send back and forth between home and EHS/HS or to share with families on home visits.

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Slide 24

HK1 Morguefiles (search under backpack)
Hoag, Kelly, 5/14/2015

Understanding the "Why"…

- ✓ **Articulates** the program's hopes and aspirations
- ✓ **Leads** to more effective buy-in
- ✓ **Keeps** the expected outcome at the center of our work together
- ✓ **Helps** others identify their role in supporting the achievement of the goals
- ✓ **Recognizes** how it makes roles pivot in response to change

Thinking About Goals Through a Systems Lens

LK26

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Prioritizing Program Goals

- Are you prioritizing the most urgent child, family, and community needs?
- How have you developed your goals? Did you include both internal and external stakeholders?
- How will you share and discuss your goals internally and externally?
- How are you going to track, monitor, and evaluate your program's activities and progress?

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Results-Based Accountability™

	Quantity	Quality
Effort	How much did we do?	How well did we do it?
Effect	Is anyone better off?	
	#	%

Trying Hard Is Not Good Enough – Mark Friedman

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Taking It Back Home

Integrated Action Planning

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PROGRAM GOAL:
OBJECTIVE:
OUTCOME(S)

→ SCHOOL READINESS GOAL:

PROGRAM ACTIVITIES that support BOTH goals and objective:	WHO:	BY WHEN:	FINANCIAL SUPPORTS:	MEASURE:
Teaching and Learning				
Parent and Family Engagement				
Community Engagement				
Health Services				
Program Management				

Action Planning

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Action Plan

Program Goal: _____

Objective: _____

Expected Outcome(s):

_____

_____

_____

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1.			
2.			
3.			
4.			
5.			

Up Up and Away

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+	Affirms my prior understanding
!	Surprises me
?	Raises a question or I want to know more
*	Something I can use

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Any Questions?

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Thank You!!

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