

Delegate Agency Community Assessment Update: 2018 Instructions & Template

The Head Start Program Performance Standards (HSPPS) and Chicago Early Learning Standards (CELS) required agencies to update their community assessment annually. This year, DFSS has aligned the community assessment update with the FY 2019 grant application: by completing the community assessment update, your agency will have also completed most of Section B of the grant application.

When writing your assessment, please use the order as listed below. The community assessment must use data that describes the community strengths, needs, and resources and include, at a *minimum*:

1. Introduction:

- Background and mission of the organization & map of your service area(s).
- For each service area, please complete the following using the Community Needs Assessment Tool (CNAT), Young Children in Chicago (YCIC) or Early Childhood: Supply and Demand (ECSD).*
- If you are using any additional data, please describe the source and the results. This may include results from parent or teacher survey or focus groups.

2.a Community Demographics:

Provide the following data points—you can create a table for convenience:

- The estimated number of eligible infants, toddlers, pre-school aged children, and expectant mothers by area, by race and ethnicities, and by languages spoken by children and families;
- The estimated number of children experiencing homelessness and in foster care; and
- The estimated number of children with disabilities – including types of disabilities and relevant services and resources provided to these children by community agencies

2.b Community Needs and Strengths:

- Data on the education, health, nutrition, and social service needs of eligible children and families in your services area(s)
- Typical work, school, or training schedules of parent(s) with eligible children in your service area(s)
- Resources available in the community to address needs of eligible children and their families

2.c Community Early Childhood Supply and Demand:

- The estimated number and kind of programs within the community serving eligible children within your service area and the estimated number of children they serve. Include
 - Other child development and child care centers,
 - family child care programs,
 - home-visiting programs, and

- publicly-funded pre-schools and programs.

3.a Justification of Proposed Service Area & Program Options

- Number of children served by your agency: 1) By Age 2) By Program Model & Options
- Use the data above as well as other evidence to demonstrate that your program serves an area of great need.
- Use the data and above as well as other evidence to demonstrate that your program model and options fit the needs of the eligible children and families in your services area

***Websites for data needs**

Chicago Needs Assessment Tool

<http://cnat.childserviceschicago.com/>

Young Children in Chicago

<http://dfss-ycic.chapinhall.org/>

Early Care and Education Programs: Supply and Demand

<http://dfss-ecsd.chapinhall.org/index.php>

Children Services Chicago: CSD Website

<http://www.childserviceschicago.com/resources/dfss-community-assessment-and-early-childhood-program-resources?A=SearchResult&SearchID=14943443&ObjectID=7377576&ObjectType=35>