



Department: Program Design	Effective Date: 10/10/2018	Procedure Number: 10500
Regulation Number: 1302.102(b)(2) 1302.102(c)(1)	Regulation Topic: Program Planning	Procedure Title: Planning Process

Procedure for MARC Head Start Continuous Program Improvement and Planning Process:

As part of the annual process for program planning MARC Head Start will use the following timeline for completion of the outlined steps in the planning process:

OCTOBER

- Follow up meetings with each program to develop individualized plans for ongoing communication and assessment of contractual requirements

NOVEMBER

- Survey of professional development needs

JANUARY

- Community Assessment Update
- Tier 1 and 2 contract review meetings- review program status, discuss any proposed changes for next contract period.
- All programs- Direct Service Prover Meeting- programs will be asked for input on agenda – MARC will share status of progress toward objectives
- PY2 training calendar developed

FEBRUARY & MARCH

- Tier 3 programs self-assessment
- MARC policy and procedure review and update
- Grantee wide professional development symposium

APRIL

- Agency wide self-assessment meeting to review progress toward program goals and objectives and develop program improvement plan

MAY

- MARC policies and procedures approved by Policy Council – second Monday of the month
- Self-assessment report completed
- Program objectives and activities revised for PY2
- Program Improvement plan completed
- Direct Service Provider policies and procedures revised and submitted to MARC by May 31