The Head Start Key Indicator Screener

This information is considered to be privileged information per Exemption (b)(4) under FOIA and not releasable per 5 U.S.C. § 552(b).
Welcome & Agenda

• Welcome
• What is the Head Start Key Indicator (HSKI) Screener
• How the HSKI Screener will be implemented
• How to prepare for the HSKI Screener
What is the HSKI Screener?

- The **HSKI Screener** is designed for incumbent grantees
  - Incumbent grantees are those that successfully re-competed for their grant through a competitive award process, as part of the designation renewal process;
  - Incumbent grantees will receive a HSKI Screener;
  - Incumbent grantees who are not successful in passing the HSKI Screener will receive a full review
What is the HSKI Screener? (cont.)

- The **HSKI Screener** is:
  - An evidence-based, differential monitoring tool used to monitor grantees
  - Comprised of a subset of Compliance Measures from the OHSMS FY 2014 Monitoring Protocol

Diagram:

- **HSKI Monitoring Screener**
  - **PASS** → **Screener Complete**
  - **FAIL** → **Schedule and Conduct Full Review**
HSKI Screener Implementation

- HSKI Screener will be conducted in FY2014, beginning in February

- Grantees will receive a letter prior to the beginning of the HSKI Screener visit with:
  - Date of HSKI Screener visit
  - Specific grantee instructions

- There will be 1 HSKI screener who will complete all review tasks
  - Most reviews will be 2-3 days depending on the size of the grantee
HSKI Screener Implementation (cont.)

• Reviewer’s tasks to complete
  – Interviews
    • Head Start Director
    • Health Services Coordinator
    • Policy Council
    • Governing Body
  – Child Files
  – Staff Files
  – Child Health and Safety Observations

• The orientation letter mailed to all grantees in early February lists all of the compliance measures and instructions.
How to Prepare for the HSKI Screener

• Grantees should update their calendars
  – Email request was sent to update calendar
  – Note all holidays, closures, special events, planned staff absences
  – Update calendar ASAP and then, as needed.

• **Update all HSES data** to ensure accurate information is available
  – Upload Board Certified Health and Safety Certification Form
  – Upload Class Rosters

• Review FAQs and Child File Checklist available on ECLKC
How to Prepare for the HSKI Screener (cont.)

- Identify the staff person assigned to accompany the reviewer during the visit

- Ensure that Staff, policy council, and governing body are available for interviews

- Bring information for the child file reviews to a central location (e.g., grantee program office)

- A representative from DANYA will call you to confirm the logistics and interview schedule.
What happens when your HSKI Screener is completed?

- You will receive written notification from OHS
  - The letter will indicate whether or not a full review is needed
  - The reviewer will *not* be able to tell you whether you have passed or failed – OHS makes this determination
Next steps

• Update your calendar **ASAP**
• Update all HSES data
• Notification Letter with HSKI Screener dates will be sent prior to start of review
• Review materials can be found on ECLKC
• If you have any questions, please send email to:

  headstartreviews@danya.com