



Program Information Report (PIR)

Head Start Act

Sec. 642(d)(2)(I)

Policy

Over the course of each program year, Community Action Head Start will collect the information requested on the most recent Program Information Report (PIR) form provided by the Office of Head Start. This information will be recorded in ChildPlus, which will automatically calculate most of the needed data. Once complete, the report will be submitted to the Head Start Enterprise System annually by the Director of Head Start, Early Childhood Program Manager and the Data & Reporting Supervisor.

Procedure

Overall PIR Responsibilities

The Data & Reporting Supervisor will oversee all PIR data collection in cooperation with component supervisors. They will review the completed PIR report with the Head Start Management Team and Child Development Leadership Team before submission.

Additionally, the Data & Reporting Supervisor will be responsible for the following overall PIR-related actions:

- Set up a new PIR for each program each year.
- For the few PIR questions ChildPlus does not calculate automatically, complete all manual data entry, with information provided by components as necessary.
- Regularly review all calculated data and maintain an understanding of how the PIR data calculator works.
- Monitor that PIR data is being filled out; follow up with components, PAS, or other staff if data is not filled out or is filled out incorrectly.
- Reconcile any PIR calculation errors.

Specific Data Entry Responsibilities by Component/Role

Note: This document describes data entry requirements for PIR only. PIR is only one of many ways that Community Action reports data, and this is not intended to be a comprehensive document of all data entry responsibilities.

Module	Event/Tab	Guidance	PIR Reference
Data & Reporting			
Agency Configuration	Program information	For each active classroom in the program year, provide the following information: - Options tab: - Select the appropriate program option (Variable Attendance Single Session for Part Day PreK, Standard Single Session for Duration, Standard Full Day for FDFY, Locally Designed for Coffee Creek, or Home Based for Home Based). - Input accurate funded enrollment count. - Operating Days/Hours tab: - Enter end date that reflects the last day students attended class in that classroom - Note how many annual hours the classroom operates, as well as if it provides at least 3.5 hrs/day for 128 days, and/or is available for a full working day and/or full calendar year.	A.03-A.05; A.09; A.22 A.02
Personnel	Employment	Upon a new hire or promotion, create or update a personnel record that includes the following: - Employment Type - PIR Position checked for the following positions: - Teacher, Assistant teacher, Home visitor - All other checkboxes are optional; they are not currently used by the PIR and are holdovers from earlier versions - Initial hire date - Current/former HS Parent (if known) - Wage allocation (funding source)	B.01; B.16 B.03; B.06; B.08; B.17 B.01.a

Personnel	Employment	For employees who leave over the course of the program year, update employment information with the following: - Terminated box checked (this must be checked for the below boxes to appear) - Termination date - Termination code (reason for leaving) - Left while classes in session box checked, if applicable - Replaced box checked, if applicable	B.16-17 B.18 B.17 B.16-17
Head Start Specialist & Parent Engagement Specialist			
In-kind		For each volunteer, indicate an accurate volunteer description.	B.02
In-kind		For each volunteer transaction, include accurate transaction date and funding.	B.02
Disabilities & Mental Health			
Disability	Concerns	For <i>Referral</i> activities, ensure accurate date entry, and that the “Referred for evaluation to determine IDEA eligibility” box is checked when appropriate. If the evaluation is not completed, ensure the reason is documented by selecting one of the dropdown options. If the reason is “other,” document the details in the activity notes.	C.21 C.22
Disability	Concerns	For <i>Evaluation</i> activities, ensure accurate date entry, and that the “Received evaluation to determine IDEA eligibility” box is checked when appropriate. If the child is not diagnosed with an IDEA disability and/or receives Section 504 services, ensure those boxes are checked.	C.21.a C.21.a.2
Disability	IEP/IFSP	Ensure accurate data entry of IEP/IFSP information, including date opened/closed/renewed, disability type, and whether the child received services.	C.21.a.1; C.23-25
Education	ASQ and ASQ-SE Events	If the family completes the questionnaire online, create an ASQ event including the following information: - Event Date (date the screening happened) - Status - Completed if screening complete with no concerns - Continue to monitor if screening complete with concerns	C.27

		• If the child scores in the gray, check the “Follow Up Assessment” box • If the child scores in the black, check the “Follow Up Assessment” and “Formal Evaluation” boxes	
Mental Health	Progress Notes	The Mental Health Consultant will document all student-specific consultations with teaching staff in the Progress Notes Module, including the date, checking the “staff consultation” box, and noting the staff present. • NOTE: This is not calculated into PIR automatically; the Data & Reporting Supervisor will use a report to pull the data and enter it manually.	C.20.a
Management	MH Classroom Visits	The Mental Health Consultant will document all class-specific consultations with teaching staff in the MH Classroom visits module, including the date, checking the “staff consultation” box, and noting the staff present. • NOTE: This is not calculated into PIR automatically; the Data & Reporting Supervisor will use a report to pull the data and enter it manually.	C.20.a
Education			
Management	Coaching Contact	Accurately record any intensive coaching that occurs throughout the year, including the date, coaching status and names of the staff members giving and receiving the coaching. • NOTE: This is not calculated into PIR automatically; the Data & Reporting Supervisor will use a report to pull the data and enter it manually.	D.1-2

ERSEA			
Application		For each family member, enter data points below accurately as provided by family. Do not leave any of the fields listed below blank. ▪ Adult/Child ▪ Birthday ▪ Gender ▪ Race • If we do not receive the family demographic info form, or if the family does not specify race/ethnicity, choose “unspecified” ▪ Hispanic/Latino • ChildPlus will count this as “No” if left blank; there is no unspecified option.	A.10; A.17 C.34.a.1-2 A.25 A.25
Application		For adults in the family, enter data points below accurately as provided by family. Do not leave any of the fields listed below blank. ▪ Adult/Child ▪ Adult status (Primary, secondary, other) • If it is a one-parent family, there should be NO secondary adult. If a second parent or other adult needs to be listed, they should be classified as “other adult.” Alternatively, the participant can be associated with two separate families. • All two-parent families should have both a primary and secondary adult. • See the Family Information page to know the family is listed as one-parent or two-parent ▪ Highest grade completed ▪ Employment status at enrollment	C.35 C.36

Application		For family as a whole, enter data points below accurately as provided by the family. Do not leave any of the fields listed below blank. ▪ Parental status ▪ See note above regarding primary/secondary/other adults and relationship to parental status ▪ Relationship to participant(s) • This can only be specified at the family level, even if the family includes multiple child participants with different relationships to the adults (e.g., both biological and foster children). • If “other” specify in the family information notes. ▪ Primary language at home • If English, note if the family is learning an additional language.	C.33 C.34 A.26
Enrollment		Enter accurate enrollment date and funding, as well as any dates that enrollment status changes.	Without this info, a child will not be counted toward any PIR data.
Enrollment		If a participant drops from/completes the program, enter a “Drop Reason” and date, as well as completion and/or transition information, if applicable. • Check the “completed program term” box for students who were enrolled through the end of the program term but are still eligible to re-enroll next year. • Check the “completed program” box for students who were enrolled through the end of the program term and are aging out of their current program. • For EHS students who age out, indicate if they are transitioning to Head Start, another program, or no program.	A.16-19
Enrollment		Enter income status accurately as reflected in application materials.	A.13

Enrollment		Ensure participation year, which is automatically calculated by ChildPlus, is accurate. - Participation year starts at 1, ChildPlus will automatically increase once child has been enrolled in program for more than 50% of program term. - Participation year continues through EHS to HS transition, so if a child is in their first year of HS but spent two years in EHS, their participation year would be 3.	A.15
Manual entry		The ERSEA Supervisor will provide the following information to the Data & Reporting Supervisor for manual entry: - If over-income children are enrolled, specify how the program has demonstrated that all income-eligible children in their area are being served. - Any comments on children that were chronically absent	A.14 A.23
Application		For mid-year drops, use the information provided by the teacher/home visitor on the PIR End of Enrollment form to fill out the "Present Employment Status" (located in the Education and Employment Section) for the Primary Adult and Secondary Adult, if applicable.	C.37
Health			
Health	Growth Assessment/Physical Exam	If information about the relevant event is received via fax from the doctor's office, create the relevant event including: - Event date - Status - Completed if complete with no concerns - Continue to monitor if complete with concerns (notify teacher/home visitor to track follow up) - Measurements (for growth assessment)	C.07, C.09
Health	Dental Exam event	If dental exam is performed by D3 in class, create a dental exam event with the following information: - Event date - Status - Completed if screening complete with no concerns	C.18-19 C.17

		▪ Continue to monitor if screening complete with concerns (notify teacher/home visitor to track follow up) • Receive preventative dental care? (check/uncheck as appropriate) • If treatment is needed, check the Treatment – Restoration, Pulp, etc. box • Notify the teacher to track follow up on treatment	C.18.a
Health	Chronic Condition	Create an event if the Health History indicates that the participant has a chronic condition. ▪ PIR wants us to record these specific chronic conditions: ASD, ADHD, Asthma, Seizures, Life-threatening Allergies, Hearing/Vision problems, and Diabetes. Record one chronic condition event for each year the participant is enrolled, regardless of whether one already exists.	C.07a-b, C.08
Health	Vision	If received from OHSU screening, from a well child fax, or an in-house screening, include the following information for each event: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns (notify teacher/home visitor to track follow up) If applicable, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27
Health	Hearing	If screening was performed by the health team, include the following information for each event: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns (notify teacher/home visitor to track follow up) If applicable, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27
Immunizations		Enter each child’s immunization status at enrollment and at end of enrollment.	C.10-12

Human Resources			
(none)		Human Resources will provide the following data to the Data & Reporting Supervisor, who will enter it manually - Average salary information broken out by position for the following positions: - Classroom teachers: - In addition to average salary for all classroom teachers, we will need average salary broken out by education level (advanced degree, baccalaureate degree, associate degree, CDA, and none of the above) - Assistant teachers - Home Visitors - Number of vacancies left unfilled for three or more months during the program year	B.11-12 B.19
Professional Development			
Personnel	General	For all new/transitioning employees, fill out/verify race and language information (only reported on PIR for teachers, assistant teachers, and home visitors, but best practice to fill out for all employees).	B.13-15
Personnel	Employment	For all new/transitioning employees, note/verify if the employee is a current/former HS Parent	B.01.a
Personnel	Education	For all new/transitioning employees, fill out/verify the Education Level and Highest Degree fields.	B.03-08; D.04-05
Personnel	Education	For new/transitioning Teachers/Assistant Teachers, fill out/verify the ECE/Related degree and CDA credential information. Update newly earned degrees as necessary.	B.03-07
Personnel	Education	For new/transitioning Home Visitors, fill out/verify the FCC/Home Based/related degree and CDA credential information upon hire. Update newly earned degrees as necessary.	B.08

Teachers/Home Visitors			
Health	Physical Exam (HS) or Well Baby (EHS) Events	If visit confirmation paperwork is received directly from the family, include the following information for each event: • Event date • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns • DO NOT use continue to monitor if event has not been completed	C.07
Health	Vision	If vision screening information is included on physical exam/well baby paperwork received directly from the family, include the following information for each event: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns • DO NOT use continue to monitor if event has not been completed • If applicable, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27
Health	Hearing	If hearing screening information is included on physical exam/well baby paperwork received directly from the family, include the following information for each event: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns • DO NOT use continue to monitor if event has not been completed • If applicable, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27

Health	Chronic Condition	Teachers/HVs should create an event if they learn about a chronic condition that has not already been recorded. PIR wants us to record these specific chronic conditions: ASD, ADHD, Asthma, Seizures, Life-threatening Allergies, Hearing/Vision problems, and Diabetes. Notify the health services team about the chronic condition.	C.07a-b, C.08
Health	Chronic Condition	For any child that has a chronic condition recorded, by end of enrollment, one of the following two data points should be recorded: - If the child received a specific treatment for the chronic condition, or if the condition was successfully managed throughout enrollment, record an action with the following information: - Action date (date of treatment or end of program year) - Check the treatment received for chronic condition box - If the specific condition is listed, check the appropriate box. If not, specify in the action notes. - If the child did not receive specific treatment for the chronic condition, or if it was not successfully managed, check the “Did not receive treatment” box and specify a reason. If “other,” specify in the event notes.	C.07.a.1 C.07.b
Health	Growth Assessment	If the growth assessment was performed in class, OR if measurement information is included on Physical Exam paperwork received directly from the family, record an event with the following information: - Event date - Status - Completed if screening complete with no concerns - Continue to monitor if screening complete with concerns - DO NOT use continue to monitor if event has not been completed - Measurements	C.09

Health	Dental Exam Events	If visit confirmation paperwork is received directly from the family, include the following information for each event: • Event date • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns • DO NOT use continue to monitor if event has not been completed • Receive preventative dental care? (check/uncheck as appropriate) • If treatment is needed, check the Treatment – Restoration, Pulp, etc. box	C.18-19 C.17 C.18.a
Health	Dental Exam Events - Treatment	If dental treatment is indicated in any dental exam event, by the end of enrollment, one of the following two data points must be recorded: • If treatment was received, add an action that includes the date of the treatment (Action Date) and check the “Treatment received” box. • If treatment was not received, check the “Treatment Not Received” box and document a reason why the treatment was not received. If you select “Other,” document the details in the event notes.	C.18.a.1 C.18.b
Education	ASQ and ASQ-SE Events	If the family returns a paper questionnaire, create an ASQ event including the following information: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns • DO NOT use continue to monitor if the screening was unable to be completed. • If the child scores in the gray, check the “Follow Up Assessment” box • If the child scores in the black, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27

Attendance		Maintain an accurate record of each child's attendance.	A.22
Pregnancy		Fill out all PIR dates/questions on Pregnancy tab (<i>For prenatal participants only</i>)	A.11; A.19; A.20; C.13-15
PIR		Fill out all fields in the PIR tab as directed on the PIR Enrollment and PIR End of Enrollment Checklists.	A.18; A.24; A.28; C.01-06; C.16; C.38-42; C.45-50
PIR		Indicate whether the family has received any of the indicated family services during the program year; mark each service with "yes" or "no." This should be updated over the course of the year as the family receives services. See PIR Family Services Received Guide for more information on when to mark "yes" for a service received.	C.43-44
Personnel	Education	Teachers/Assistant Teachers/Home Visitors should notify their supervisor or the professional development specialist if they earn a new credential or enroll in a new degree program so their education information can be updated.	B.03; B.04; B.05; B.06; B.07
Application		At the end of the school year, use the information provided by the teacher/home visitor on the PIR End of Enrollment form to fill out the "Present Employment Status" (located in the Education and Employment Section) for the Primary Adult and Secondary Adult, if applicable.	C.37
PIR		Indicate whether the family has received any of the listed family services during the program year; mark each service with "yes" or "no." This should be updated over the course of the year as the family receives services. (Done in conjunction with Teacher/Home Visitor.) See PIR Family Services Received Guide for more information on when to mark "yes" for a service received.	C.43-44

Health	Hearing	If hearing screening was conducted by classroom staff, create a hearing event including the following information: • Event Date (date the screening happened) • Status • Completed if screening complete with no concerns • Continue to monitor if screening complete with concerns (notify teacher/home visitor to track follow up) • DO NOT use continue to monitor if the screening was unable to be completed. • If applicable, check the “Follow Up Assessment” and “Formal Evaluation” boxes	C.27
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