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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average approximately 5 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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## Tree Testing Script

Please place yourself in the role of a **[Insert Role Name]**, and imagine that you must find information on the ECLKC to help accomplish the tasks listed below by only using the navigation tree provided.

### **If Program Directors & Managers Role, ask following prompts:**

1. A program director/manager needs to analyze monthly child attendance and develop a plan to improve it.
2. A program director/manager needs to create an orientation for new board members.
3. A program director wants to assess the annual costs of teacher replacement.
4. The director of a program needs to prepare his team for the annual self-assessment.
5. A director needs advice on paying for a special recognition luncheon for parent volunteers at a high cost restaurant.
6. The fiscal manager needs information on adjusting the annual budget to keep it balanced after some unexpected expenditures.
7. A program director needs to confirm that safety regulations are being addressed.
8. A director needs assistance to submit an application for funding facility renovations including the construction of new classrooms.
9. A director wants help to develop a training plan about child abuse and neglect reporting.
10. As a program director, you need to assemble a team to perform a comprehensive community assessment.

### **If Mental Health & Disabilities Coordinators Role, ask following prompts:**

1. A disabilities manager is planning a workshop for teachers on effective classroom management strategies for the children who have IFSPs/IEPs.
2. A disabilities coordinator needs assistance in drafting guidance on transporting children with special needs.
3. A new mental health manager wants to learn about what to expect in his/her new role.
4. A mental health consultant needs resources to prepare for a meeting with parents to talk about supporting their child's self-regulation skills.
5. A home visitor needs to learn more about working with parents who have a child with a visual disability.

6. A mental health/disabilities coordinator needs to learn options on adapting classrooms for meeting children needs.
7. A mental health/disabilities coordinator needs to develop a training session on the developmental screening process.
8. A teacher needs information to share with families about toddler biting.
9. A mental health/disabilities coordinator wants ideas for how to meet the development and learning needs of children with delays who are not eligible for IDEA services.
10. A mental health consultant is preparing to talk to a parent about her depression screening results which show high levels of depression.

**If Family Service Managers & Workers Role, ask following prompts:**

1. A family service manager needs to draft selection criteria for an Early Head Start program.
2. A family service worker wants to learn more about documents that can be used as proof of income.
3. An EHS-CCP family service manager needs to provide training on eligibility criteria and selection for the program.
4. A family service worker needs to meet with a parent to talk about the poor attendance record of their child.
5. A family service worker wants assistance to analyze results of the success demonstrated by the families in his caseload.
6. A family service worker needs to prepare for a home visit with a mother that is suspected of suffering from domestic violence.
7. A family service manager is preparing a training session on analyzing family strengths and needs to assist them in setting goals.
8. A family service worker needs help to motivate families to obtain a GED and going back to school at a parent meeting.
9. A family service worker wants to find materials for a meeting with fathers.
10. A family service worker needs to find talking points for a home visit with one parent after the recent deportation of the other parent.

**If Education Managers, Teachers & Caregivers Role, ask following prompts:**

1. An education manager/specialist wants to help his/her staff improve their child observation skills.
2. A family child care provider needs to select culturally appropriate books for a Somali child in her care.
3. A home-based supervisor wants to help his/her home visitors plan and implement effective group socialization.
4. A family child care provider wants help getting preschool children and families ready to go to kindergarten.
5. An education manager is working with his/her team on developing school readiness goals for a new EHS/HS grantee.
6. An education manager is interested in improving his/her teachers' CLASS scores on the Instructional Support domain.

7. A teacher must learn how to help a child with her social interactions.
8. A teacher must prepare for a conversation with parents about the benefits of outdoor play during the winter.
9. A child care teacher wants to watch the video called “The Kids are in Charge: Children Guiding the Curriculum.”
10. A new education manager/specialist wants to learn about reflective supervision.

**If Health Managers & Staff Role, ask following prompts:**

1. A health assistant needs to determine if a child is up-to-date on all required immunizations.
2. A health manager needs materials for parents about preventing tooth decay in young children.
3. A health assistant needs to develop a training session for teachers on active supervision.
4. A new health manager needs to understand the role of the Health Services Advisory Committee.
5. A health services manager needs to prepare a teacher for a home visit with the parent of a child with challenging behavior.
6. A health manager needs ideas for training teachers about how to increase physical activity in the classroom.
7. A health manager needs to gather data about safety incidents and develop a safety plan.
8. A health assistant needs information to share with parents during an initial interview about the role of health in Head Start.
9. A health manager needs help to draft a pamphlet about how to protect themselves and their families from air pollution caused by forest fires.
10. A home visitor needs materials for families about safety in the home setting.

**End**

## Proposed ECKLC Navigation Tree

### About

#### About

- About Us
- Office of Child Care
- Administration of Children and Families
- Office of Early Childhood Development
- National Centers
- Job Center
- Events

#### Programs

- Head Start
- Early Head Start
- Early Head Start - Child Care Partnership
- Child Care
- Head Start Collaboration Offices
- American Indian & Alaskan Native
- Migrant & Seasonal Head Start

#### Data & Reports

- Head Start Fact Sheets
- Program Service Reports
- National CLASS® Reports
- Program Information Report
- Research Reports & Projects
- Reports to Congress
- Child Care Reports

### Topics

#### Education & Child Development

- Child Screening & Assessment
- Children with Disabilities
- Curriculum
- Early Learning Outcomes
- Teaching & Learning Environments
- Transitions

#### Family & Community

- Community Partnerships
- Family Engagement Assessments
- Family Outcomes
- Family Partnerships
- Family Support & Well-being
- Local Early Childhood Partnerships

#### Health

- Health Education
- Health Management
- Mental Health

Nutrition  
Oral Health  
Physical Health  
Safety

Program Management

Communication  
ERSEA  
Facilities  
Fiscal Management  
Governance  
Human Resources  
Ongoing Monitoring  
Program Planning  
Technology  
Transportation

Federal Administration  
Procedures

Designation Renewal  
  
Federal Monitoring  
Five-Years Grants  
Grant Application

Universal Concepts

Culture & Language  
Professional Development  
School Readiness  
State Systems  
Use of Data

**Policy & Regulations**

Head Start Policy and  
Regulations

Head Start Act  
  
Head Start Performance Standards  
Fiscal Regulations  
Program Instructions  
Information Memoranda  
Presenting the New Head Start Performance  
Standards