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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.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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

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Programs

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- 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

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- Children with Disabilities
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- Early Learning Outcomes
- Teaching & Learning Environments
- Transitions

Family & Community

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- Local Early Childhood Partnerships

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Federal Administration
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Federal Monitoring
Five-Years Grants
Grant Application

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Professional Development
School Readiness
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Head Start Policy and
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Head Start Performance Standards
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