# Appendix G—Document Review Abstraction Template

*Note: The data abstraction template will be used to glean information from multiple sources. We will conduct content analyses to identify structural characteristics and distinguish approaches to policies, professional supports, and practices related to HS2K transitions (i.e., three of the 4Ps) across Head Start grantees and LEAs and triangulate this information with information from the qualitative data analyses. The summary table will be used comparatively to identify similarities and contrasts related to organization structure, staffing, coordination and collaboration agreements between Head Start and Local Education Agencies, and HS2K transition activities and information for families.*

| Data Element | Description | Data Abstracted |
| --- | --- | --- |
| **Organizational Structure and Staffing** | | |
| Head Start Grantee Organizational Type | *Agency type* |  |
| Grantee Organization Role | *Description of the role of the grantee in administrative and oversight* |  |
| Head Start Grantee Organization Structure | *Description of the organization at the grantee level* |  |
| Head Start Center Organizational Structure | *Description of the organization at the center level* |  |
| **Staffing** | | |
| Head Start Grantee Staff | *For each type, description of staffing structure with positions, roles/responsibilities, and % FTE* |  |
| Head Start Center Staff |  |
| LEA Staff |  |
| Elementary School Staff |  |
| **Memoranda of Understanding between Head Start and Local Education Agencies (or other mechanism for collaboration)** | | |
| Purpose of agreement | *Description of key terms* |  |
| Parties involved | *Organizational signatories* |  |
| Date executed | *Date MOU entered into by Head Start grantee and LEA* |  |
| Joint roles in system collaboration, alignment, and implementation [[1]](#footnote-1) | *Description of joint roles coordination and collaboration for Head Start grantee and LEA, per the MOU* |  |
| Coordination, collaboration, alignment, and implementation related to Head Start to kindergarten transition |  |
| Definition of service area |  |
| Educational activities, curricular objectives, and instruction |  |
| Communication and dissemination   * Community/public information dissemination and resource development to support and improve transitions from Head Start to kindergarten * Ongoing communication channels |  |
| Selection priorities for eligible children to be served by programs |  |
| Staff training, including opportunities for joint staff training on topics specific to transitions |  |
| Joint program technical assistance and/or shared technical assistance resources on topics specific to transitions |  |
| Provision of services to meet the family needs |  |
| Communication and parent outreach for smooth transitions to kindergarten |  |
| Data sharing |  |
| Other |  |
| **Communication and parent outreach for smooth transitions to kindergarten** | | |
| **HEAD START** | | |
| Practices | Description of communication and outreach strategies to support transition |  |
| Handouts |  |
| Website information |  |
| Videos |  |
| Languages used |  |
| Other |  |
| **LOCAL EDUCATION AGENCY** | | |
| Practices | Description of communication and outreach strategies to support transition |  |
| Handouts |  |
| Website information |  |
| Videos |  |
| Languages used |  |
| Other |  |

1. Adapted from the Illinois Head Start-PreK/Preschool for All MOU Template.11.08 <https://www.isbe.net/Documents/hs_pfa_mou_template.pdf> [↑](#footnote-ref-1)