

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	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		

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

Data Element	Description	Data Abstracted
Communication and dissemination <ul style="list-style-type: none"> • 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		

