

## Office of Head Start (OHS) Information Collection Form

The Administration for Children and Families (ACF) is providing a standardized format for data reporting prior to and during a disaster, and throughout the recovery process. This data will be used by the Office of Human Services Emergency Preparedness and Response (OHSEPR), Central and Regional Office of Head Start, Office of Regional Operations (ORO) grants staff, ORO Regional Emergency Management Specialists (REMS) and Regional Administrators to identify and target supportive services and resources to affected communities.

**If Head Start centers are licensed in your State, then make sure the information is not counted under child care as well.**

New data to be collected by the Office of Head Start (OHS) will be used for disaster recovery planning, disaster and baseline information, section A, will be populated as soon as a potential or actual disaster is identified by Office of Head Start staff, NOT Head Start grantees. Response and recovery data, sections B and C, will be populated during the timeframes listed below and updates will continue throughout the recovery process by Head Start grantees. Standardized recovery data will be collected through multiple methods including electronic data entry in the Head Start Enterprise System (HSES) and through email, as well as by phone and in person. Many of the fields in this form will be autopopulated or autogenerated within HSES. These methods will vary based on the type of disaster, the related impacts, and the availability of staff and resources.

Name of Disaster	Comment - i.e. Illinois Tornadoes, ...
Date of Report	Date - mm/dd/yyyy
Name of Person Completing this Form	Comment

### A. Baseline Information Date baseline was collected

*Information at the grantee level by center pre-populated with HSES data  
 Please Note: all baseline information is based on information available at the time of the report*

1. What is the projected disaster impact zone?	Region/State/County
i. Number of centers in the projected disaster impact zone?	#
ii. Number of slots in the projected disaster impact zone?	#

### B. Response to a disaster (72 hours post-disaster impact) Date last updated

#### Center Impacts

*Information from grantee or regional staff about center level data*

1. Number of centers <b>open</b> in disaster impact zone?	#
i. Number of slots at open centers	#
2. Number of Head Start centers in disaster impact zone <b>closed</b> post-disaster?	#
i. Number of slots at closed centers	#
ii. Projected timelines for reopening the Head Start centers?	Comment
3. Number of Head Start centers with <b>undetermined</b> status in impact zone?	#
i. Number of slots at centers with undetermined status	#

#### General Service Impacts

*Information from grantee or regional staff about grantee level data*

4. Across all centers, are children and families able to receive uninterrupted Head Start services?	Comment
5. Are there transportation or other disruptions impeding services?	Comment
6. Are children and families able to receive care or services elsewhere?	Comment

a. If yes, where are children receiving services?

Options: within HS grantee;  
 other HS grantee; child care  
 community

**C. Recovery from a disaster (estimated 30 days up to a year post-disaster impact)**

Date last updated

**Center Impacts**

*Information from grantee or regional staff about center level data*

1. Number of centers <b>open</b> in disaster impact zone?	#
i. Number of slots at open centers	#
2. Number of Head Start centers in disaster impact zone <b>closed</b> post-disaster?	#
i. Number of slots at closed centers	#
ii. Projected timelines for reopening the Head Start centers?	Comment
ii. The closures are due to...	Comment
3. Number of Head Start centers with <b>undetermined</b> status in impact zone?	#
i. Number of slots at centers with undetermined status	#

**General Service Impacts**

*Information from grantee or regional staff about grantee level data*

4. Across all centers, are children and families able to receive uninterrupted Head Start care?	Comment
5. Are there transportation or other disruptions impeding services?	Comment
6. Are children and families able to receive care elsewhere?	Comment
a. If yes, where are children receiving services?	Options: within HS grantee; other HS grantee; child care community
7. Are there program option changes?	Yes/No (include detail from HSES if available)

**COMMENTS:**

Public reporting burden of this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing 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.

---

## Office of Head Start (OHS) Information Collection Form Glossary

---

<b>Center</b>	A physical location where services are delivered to Head Start children and families. The total number of classes/groups per Center will vary based on the size of the building, staff, capacity, and program options for delivering Head Start services. The total number of Centers will vary based on the size of the grantee.
<b>Delegate</b>	A local public or private non-profit or for-profit entity to which a Head Start grantee has delegated all or part of its responsibility for operation of a Head Start program.
<b>Facility</b>	A physical property owned or leased by a Head Start program where services are not provided to children and families. Examples include administrative offices. Few grantees have Facilities under this definition; most grantees have only Centers.
<b>Grantee</b>	A local public or private non-profit or for-profit agency/entity which has been designated as a Head Start agency (under 42 U.S.C. 9836) and which has been granted financial assistance by the responsible HHS official to operate a Head Start program. Grantee size and financial assistance award vary from grantee to grantee across the country.
<b>Slots</b>	The number of children and pregnant women that are supported by federal Head Start funds at any one time during the program year, i.e., one slot is comparable to one seat in a class or group.

---

*\*\*The term Head Start includes Head Start grants, Early Head Start grants, American Indian/Alaska Native grants, Migrant and Seasonal grants, and any combination therein.*