

APPENDIX C

RESPONSES TO FAQs

The Study on the Conversion of Enrollment Slots from Head Start to Early Head Start (HS2EHS Study)

Responses to Frequently Asked Questions

This document provides answers to some questions you may have about the Study on the Conversion of Enrollment Slots from Head Start to Early Head Start (HS2EHS Study).

Q1. What is the purpose of the HS2EHS Study?

A1. The HS2EHS Study will examine how and why Head Start grant recipients prepare for and engage in enrollment conversions. The project aims to identify facilitators and barriers to converting enrollment slots and to providing high-quality Early Head Start services that meet community needs. Findings from this study will be shared in public facing products and are intended to inform multiple audiences including the Office of Head Start, Head Start training and technical assistance providers, Head Start grant recipients, and researchers.

Q2. What does it mean to “convert enrollment slots from Head Start to Early Head Start”?

A2. The Head Start Act of 2007 allows Head Start grant recipients to shift funding for Head Start preschool-age children to Early Head Start services for pregnant women, infants, and toddlers. Head Start grant recipients may request permission to convert funded enrollment slots from Head Start to Early Head Start, and to then reallocate those funds accordingly.

Q3. Who is conducting the HS2EHS Study?

A3. The study is sponsored by the Office of Planning, Research and Evaluation in the Administration for Children and Families (ACF). The study is being carried out by the Urban Institute and MEF Associates, both nationally recognized, nonpartisan policy research organizations that conduct studies in early care and education and other public policy areas. Additional information about the Urban Institute is available online at www.urban.org. Additional information about MEF Associates is available online at www.mefassociates.com.

Q4. When will study activities be conducted?

A4. Study activities will take place during the fall and winter of 2022.

Q5. How did you select programs to participate in the HS2EHS Study?

A5. We selected programs that had received recent approval to convert enrollment slots from Head Start to Early Head Start. [OPTIONAL LANGUAGE: In some cases, the Office of Head Start may have recommended programs.]

Q6. What will you ask Head Start staff to do for the HS2EHS Study?

A6. The study team will invite some staff to participate in one or more interviews. We will work with a designated coordinator at the program to schedule these interviews with the appropriate people. Participants will be asked to: join a one-on-one or group interview with a member of the study team; provide relevant documents for the study team to review (for example, program documentation related to the recent conversion); and recommend additional participants for the study, as needed. All interviews will be conducted virtually.

During the interviews, the study team will ask staff to share their experiences with the conversion process. These questions may focus on aspects of the conversion process such as how programs decided to pursue conversion, the application, steps to prepare for conversion, and the process of beginning to implement new or expanded Early Head Start Services.

Q7. What will you ask ECE Leaders, Training/Technical Assistance Staff, Community Partners, and others to do for the HS2EHS Study?

A7. The study team will invite select individuals to participate in one or more interviews. Participants will be asked to join a one-on-one or group interview with a member of the study team; provide relevant documents for the study team to review; and recommend additional participants for the study, as needed. During the interviews, the study team will ask individuals to share their knowledge as it pertains to conversion and the delivery of Early Head Start services for pregnant women, infants, and toddlers. All interviews will be conducted virtually.

Q8. Will all Head Start staff be invited to participate in interviews?

A8. No. Our goal for each participating site is to interview key staff who were involved in the conversion process or can speak to the delivery of EHS services. The study team will work with the program director and a designated coordinator to identify which staff should participate in the interviews. This may include administrative staff such as those who oversee finances and human resources. It may also include staff who work directly with children and families to provide Early Head Start services.

Q9. How many Head Start programs will be invited to participate in the case studies?

A9. Up to six programs will be invited to participate in the study.

Q10. Is participation voluntary?

A10. Yes, participation is voluntary. We hope those invited will participate to help us more accurately describe how and why programs pursue conversion and what implementation of Early Head Start looks like after conversion.

Q11. What information from the HS2EHS Study will be shared with the public?

A11. The study team will summarize information from the data collection and share findings with the public. When we discuss our findings, information from all the people we speak with will be compiled and summarized without identifying individual respondents or grant recipients by name. We are committed to respecting the privacy of everyone who contributes to this study. We will not attribute specific quotes or comments to individuals or organizations, but due to the number of grant recipients in the study and information provided, there is a small possibility that you could be identified.

Q12. Who do I contact if I have questions about the HS2EHS Study?

A12. Please send any questions to the project team by emailing one of the HS2EHS Study Data Collection Co-Coordinator, Catherine Kuhns, at 202-261-5566 or by email at ckuhns@urban.org, or Kate Stepleton, at 206-653-0222 or by email at kate.stepleton@mefassociates.com.

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