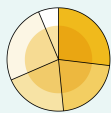


Strategies for a Successful Federal Review

- ✓ **Set a positive tone with staff, parents, policy council, and governing board.** Encourage them to share about the high-quality services your program provides to children and families. Highlight program successes, including examples of your continuous quality improvement efforts.
- ✓ **Have the content experts write out detailed responses to the Monitoring Protocol.** These written responses can then be reviewed by other content experts, who can identify areas that are unclear and/or need further detail.
- ✓ **Conduct mock interviews with the content experts, staff, policy council, and governing board.** Content experts and leadership team members may observe interviews and provide feedback and guidance on responses.
- ✓ **Ensure that policies and procedures, as well as written instructions for data coding and data entry, are available to all staff for easy reference.** Staff should be aware and utilize these documents as regular practice.
- ✓ **Prepare for data tours** by identifying the specific reports that will be used in the Monitoring Protocol. When planning to pull reports, identify the exact site, classroom, caseload, and/or child that will be shared with reviewers. Some programs find it helpful to PDF or screenshot reports as a backup in case of internet challenges.
- ✓ **Share current processes and procedures and be prepared to demonstrate evidence** of these procedures in practice. Ensure that staff are also able to easily, fluently describe and demonstrate these same processes and procedures.
- ✓ **Prepare staff over a period of time** by including discussions about one or two Monitoring Protocol questions in regular meetings. Remind staff that they know the answers to the questions – they will simply be talking about the work that they do each day with children and families.



Did you find this resource helpful? Check out The Academy's [Data Essentials](#) course developed by the data experts at Acorn Evaluation to explore line staff's role in the FA2 Review process and other practical uses of data in Head Start.