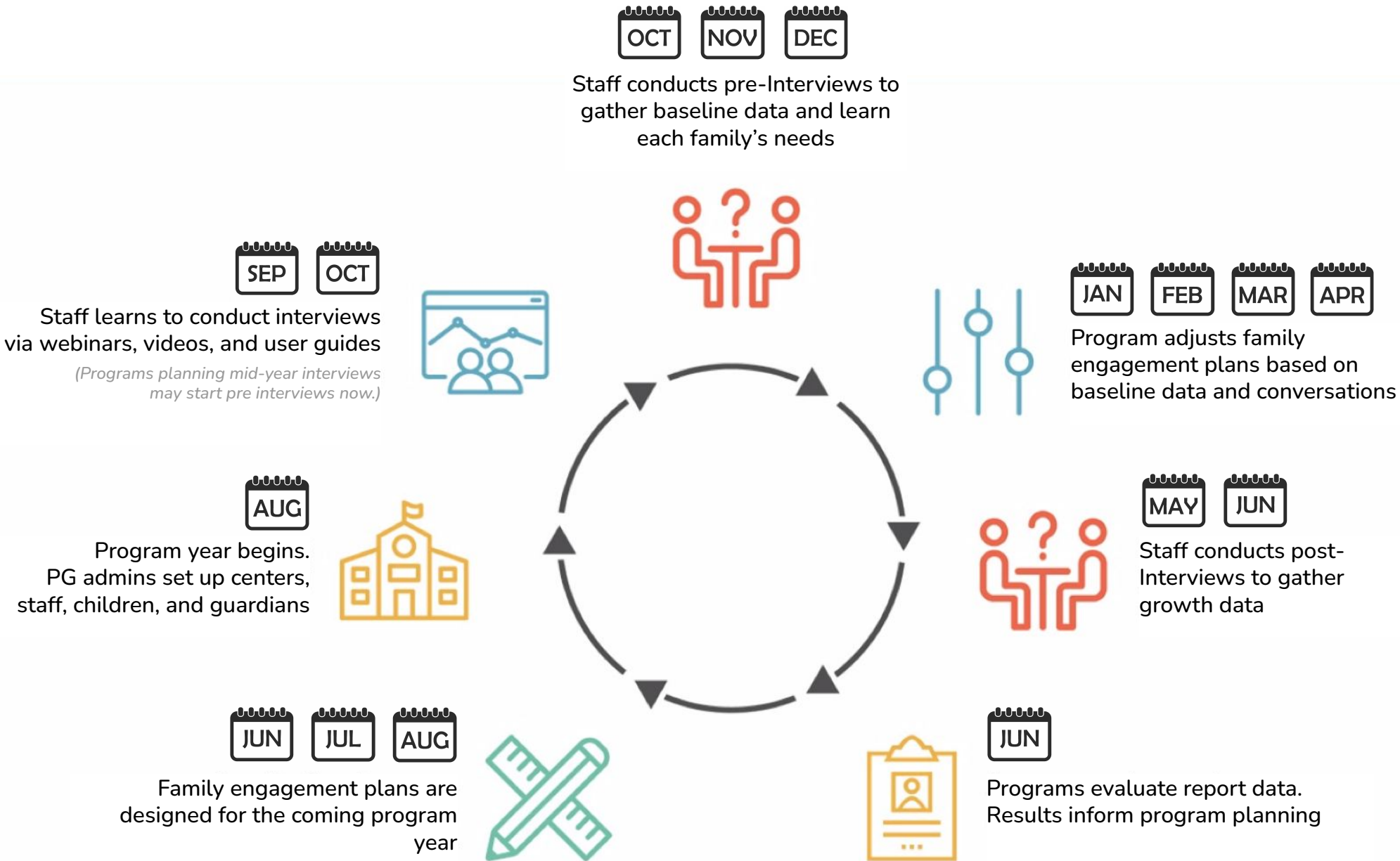
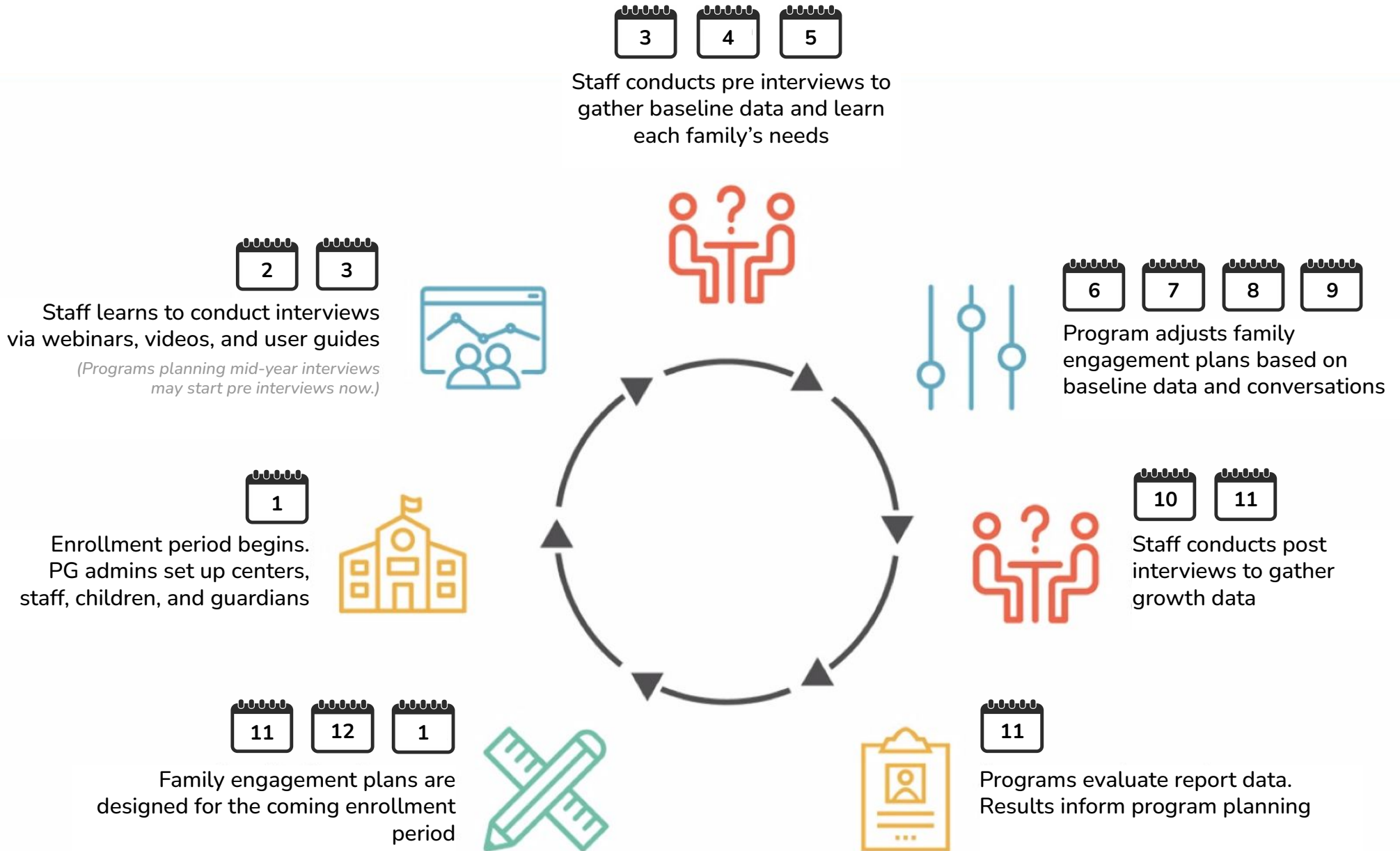


Parent Gauge Planning: School Year Calendar



Parent Gauge Planning: Full-Year Calendar



Family Engagement Planning Guide

At your Head Start program, you and your colleagues work continuously to identify and address the needs of your families. You design family engagement plans that support each family's wellbeing and offer knowledge and skills about child development and parenting.

[Parent Gauge](#) helps you measure the impact of these family engagement efforts and continuously improve across all the dimensions of the [PFCE Framework](#).

Using Parent Gauge is easy.

Planning processes for implementing Parent Gauge and following data management best practices ensure results are complete and informative. This Planning Guide outlines how to keep Parent Gauge implementation simple and effective so you receive the greatest benefit from your work.

MONTH ONE / AUGUST

- Set up centers
- Set up child and guardian rosters
- Set up staff logins

Whether your program follows a school year calendar or offers year-round services, Parent Gauge allows you to set a start date for the evaluation year. This date defines the start of the data set for the following twelve months.

At the beginning of the evaluation year, Parent Gauge program and center administrators set up the data and rosters for the incoming children and families. Program administrators typically set up all of your program's individual centers in the Parent Gauge system, and then assign center administrators access to those centers. Then, the center administrators can set up the children, guardians, and staff rosters for their center. (If your program uses ChildPlus, your administrators can import rosters, saving time on data entry.)

As with any data entry process, it is important for administrators to review the information to ensure the imports were successful and to add in certain Parent Gauge-specific data fields. Parent Gauge tailors questions based on specific child needs, such as disabilities and upcoming transitions. These specific fields are critical for the accuracy and completeness of the interviews later in the year.

Center administrators may choose to delegate the review of rosters to staff, who may be more familiar with specifics about each family. Center administrators also can add and remove staff members and send them invitations to log in to the system.

MONTHS TWO & THREE / SEPTEMBER – OCTOBER

- Staff training on Parent Gauge interviews

Program staff, such as teachers and family service workers, can learn to use Parent Gauge several ways. NHSA offers training webinars at no cost. During these live sessions, staff have the opportunity to see demos and ask questions.

Staff members can also learn at their own pace, by viewing on-demand recorded training videos and referencing the User Guides available on the Help page in the Parent Gauge tool.

Staff are always welcome to reach out to [Customer Support](#) with any questions they may have.

If your program is planning to conduct three interviews instead of two, you may want to begin pre-interviews now.

Interested in attending a Parent Gauge training webinar? Contact us at parentgauge.org.

MONTHS FOUR & FIVE / NOVEMBER – DECEMBER

- Conduct pre-interviews

The first interview, called the pre-interview, includes questions about family's needs across all the dimensions of the PFCE Framework. The data from this interview sets the baseline against which program interventions are measured. Pre-interviews only ask questions about the guardians' experience and skills as a parent or caregiver, as the program has not had significant time yet to have an impact.

The Parent Gauge Help page provides a number of resources to help staff conduct interviews effectively including:

- ✓ Tips for Conducting Effective Interviews, as well as a video on interviewing best practices featuring Dr. Tim Nolan of Innovative Outcomes, and Gabe Valez from the NORC Institute at the University of Chicago.
- ✓ The Parent Gauge User Guide, with detailed instructions on conducting interviews, including support for changing the language of the questions in the Interview form, recording Interviews, and printing out blank Interview templates.
- ✓ A Visual Response Scale to help families respond clearly to Likert Scale questions.

MONTHS SIX, SEVEN, EIGHT, & NINE / JANUARY – APRIL

- Adjust family engagement plans based on data and conversations
- Conduct mid-year interviews (optional)

Parent Gauge baseline reports let programs look at baseline data in many different ways. Reports can be filtered to compare subgroups by center, demographics, staff, and other filters. The aggregate data for each question can be clicked through to see graphs broken down by response and to see a list of families with each response to support immediate action.

For example, you may want to look specifically at which families said “not at all” or “not very much” when asked if they make sure their child receives regular medical care. Outliers like these are often the most informative responses, helping programs to identify previously unknown weaknesses or families in particular need of help.

You can also review the notes from the open-ended questions to look for the nuances behind the numbers that help understand the “why” of an issue.

Based on these insights, your program should address the needs that you find and make any needed adjustments to existing plans.

If your program is planning to conduct three interviews instead of two, you likely want to do your mid-year interviews in January/February.

MONTHS TEN & ELEVEN / MAY – JUNE

- Conduct end-of-year interviews

Most programs do two rounds of Parent Gauge interviews twice a year, but you may conduct up to three. The end-of-year (and mid-year) interviews in Parent Gauge include the same initial questions from the pre-interview about guardians plus questions about your program’s impact on these same items across all dimensions of the PFCE Framework.

The data from end-of-year interviews provides the growth data for comparison to the baseline. In addition to the filters available for the baseline reports, growth reports also allow your program to compare interviews from different time periods and show the positive and negative changes in scores for each question.

Your program may also download all data in .csv form for more extensive data analysis, such as combining Parent Gauge data to data from other sources, such as child assessment scores or family engagement attendance data, to discover even more useful insights.

MONTHS ELEVEN - TWELVE / JUNE – AUGUST

- Design family engagement plan for the upcoming year, informed by Parent Gauge data

With insights about the impact your efforts had this past program year, your program can design your family engagement plan for the upcoming program year.

Parent Gauge data can also be used to describe the effectiveness of family engagement plans in reports to your board, Policy Council, funders, and broader community. Quotes and stories captured in Parent Gauge can be especially helpful to provide alongside quantitative data to effectively communicate your program's narrative and to inform creativity and connection within the community.

To learn more about Parent Gauge, join us on an upcoming [webinar](#) or contact us: at parentgauge@nhsa.org.