

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Program Information Report (PIR)
Revised: February 27, 2003

POLICY:

The Program Information Report (PIR) is completed and submitted to the Federal Head Start Bureau by August 31, of each year.

PROCEDURES:

1. Each year, the Federal Head Start Bureau will send a Program Information Report (PIR) to the Director. This report includes program information such as demographics of children, screening and health services rendered, services to children with disabilities, personnel information, etc., to document compliance with Federal Performance Standards and Regulations.
2. The Assistant Director for Parent Involvement/Mgmt. Info. Systems will divide this report by component, will prepare a printout of data and information by area, and give each section to the appropriate Assistant Director. Other information will be given to the appropriate management staff (i.e., the personnel information section will be given to the Personnel Manager.)
3. Each Assistant Director is responsible for assuring accuracy of computer information for their area. After review and correction (if necessary), the Assistant Directors will return the report to the Assistant Director for Parent Involvement/Mgmt. Info. Systems.
4. The Assistant Director for Parent Involvement/Mgmt. Info. Systems will transmit the completed PIR to the Federal Head Start Bureau office by August 31. The PIR may be sent via electronic transmission.