

be addressed by the FPO. In addition, the monthly progress reports shall provide a brief review of the status of the contract budget for the respective Phase, with separate presentations (by tasks and subtasks) of the original amount budgeted, funds expended to date, funds expended in the prior month, and the remaining balance of funds in the contract. The *first two monthly* progress reports shall contain a communication plan which details how all relevant parties shall be updated regarding project activities. This communication plan shall be updated as necessary in the monthly progress report.

At the end of each project year, the Contractor shall prepare an in-depth annual progress report, summarizing the status of the evaluation cross sites and in each site as well as activities of the evaluation and the consortium, accomplishments, and problems encountered during the year. This report shall also include a detailed plan for activities in each site during the coming year. *Within one month* of submitting the annual report for approval, the Contractor shall provide an in-depth briefing on the progress of the study and initial findings in Washington, DC, for ACYF staff. Following those briefings, after receiving input from ACYF staff, the Contractor may be required to present a similar briefing for a Congressional audience. In all briefings, the Contractor may be required to collaborate with local researchers involved with Early Head Start evaluation.

*o. New Data Collection Instruments Protocols and OMB Clearance:* Within *three months* of the beginning of each new phase or as is necessary, the Contractor shall submit a protocol and OMB clearance for any new measures to be added to or changed from the originally approved protocols. The form of these deliverables shall be similar to form specified above for Data Collection Instruments Protocol, Draft and Final, and OMB Clearance Package.

*p. Consortium and Technical Work Group Reports:* Within *one month* after each consortium meeting and within one month of each Technical Work Group meeting a written report shall be submitted to ACYF. All meetings of these bodies shall be reported in separate reports, even though Technical Work Group meetings may be embedded in the consortium meetings.

*q. Collaborative Contractor Coordination Reports:* *One week* following each meeting with the HSFIS or Training and Technical Assistance

Contractor, a report shall be submitted to ACYF and to the relevant Contractor.

*r. Reports of Data Returned to Sites: Timeliness and Usefulness of Data Turnaround:* Reports of data disks returned to sites, site printouts, and reports of assessments of the Contractor's activities at local sites shall be submitted to ACYF by August 31st of each Phase.

*s. Reports of Activities to Support Continuous Program Improvement:* By September 30th of each Phase, a report shall be submitted summarizing the Contractor's role in Continuous Program Improvement activities and progress.

*t. Phase Reports:* For each Phase, the Contractor shall produce Draft and Final Report/s that shall incorporate data collected and analyzed around the intended purposes and plan of the project. These reports shall be due in draft form August 31 *and in final form September 30* of each Phase, *or as determined between ACYF and the Contractor.* Each report shall have attached relevant local researchers' reports, and provide an overview that integrates national and local findings. The reports shall be presented in the following approximate sequence:

"Report of Characteristics of Early Head Start Programs" which shall be an analysis of first year HSFIS data together with site profiles from impact evaluation sites, co-authored by local researchers and program staff.

"Pathways to Quality Study" which shall be an analysis of quality data from sites in describing the various procedures and successes of programs in attaining program quality. There shall be attached local studies focused on improving program quality. The national Contractor shall provide an overview that integrates findings from the national and local studies.

"Impact Studies" of this project shall compare program to comparison groups and also address the question: for which children and families were there impacts under which conditions? Local research studies focused on this question shall be attached and the national Contractor shall provide an overview that integrates findings from the national and local studies.

The "Study of Program Variations" shall first describe, then examine in depth the site profiles in relation to impact data collected to examine the questions pertaining to which children and families benefitted under what conditions of Early Head Start program variations. Local research reports that address the question shall be included and integrated.

"Studies Directed Towards Specific Policy Concerns," shall examine

potential studies nested in the data set, i.e., analyzing across sites the added effect of Early Head Start to child care and in transition from welfare to work. "Studies of Impact in a Longitudinal Context" shall be an analysis of findings in a longitudinal context. Local research reports that address the question of change over.

*u. Interim Report:* The Contractor shall produce an Interim Report, due September 1, 1997, which will summarize findings to date for the study. This report may require integration with other studies and evaluations of services for infants and toddlers, such as the CCDP evaluation.

*v. Final National Report:* The Contractor shall produce a Final Report which provides a national assessment of Early Head Start program implementation and program impacts across the programs examined. This report shall be comprehensive of the entire 5-year duration of the project and shall include and integrate findings from local studies, but maintaining the integrity of the separate studies.

The Report shall draw conclusions about the following issues (as well as other relevant issues raised during the course of the evaluation):

- (1) Were nationally-defined Early Head Start objectives met?
- (2) Were program implementation objectives realized?
- (3) To what extent were continuous improvement objectives realized?
- (4) To what extent and under what conditions were programs able to implement quality services?
- (5) What short- and long-term impacts did Early Head Start programs have on children, families, communities and staff?
- (6) For which children, families, communities and staff under which conditions was Early Head Start able to realize its objectives? What else was learned about child, family, community, staff effects through Early Head Start?
- (7) To what extent did different prototypes of Early Head Start variation emerge and what kinds of outcomes were associated with various prototypes?
- (8) What was learned through analyses of subgroups in Early Head Start with additional implications for public policy?
- (9) What were the longitudinal effects of Early Head Start under a variety of conditions, including risk and program variation?
- (10) How did the study of Early Head Start programs advance the methods of program evaluation?

In the Report, the Contractor shall discuss how the contents of this Report