



Knowledge Management Principles and Online Support for Head Start & Early Head Start Programs

Michele Plutro, Office of Head Start,
Education Specialist
mplutro@acf.hhs.gov

Suzanne Thouvenelle,
Head Start Knowledge Management Services,
Subject Matter Specialist
suzannet@headstartinfo.org



Session Goals

- Inform you about the most current Office of Head Start Knowledge Management initiative to capture and promote effective practices in Early Childhood Education
- Share the context for constructing knowledge and how to access the knowledge assets that are currently available
- Demonstrate the structure and utility of the online Early Childhood Learning and Knowledge Center (ECLKC)

What is Knowledge Management (KM)?

Knowledge management is the process of capturing what we know and sharing it with others.



Why Use KM?

Knowledge can be reused or repurposed.



It means no one has to reinvent the wheel.

Why KM?

KM enhances the applicability and the impact of your publications by:

- capturing what you have learned
- structuring it in a reusable format
- sharing it with others





How do we use KM in the ECLKC?

- Structure and manage content based on the experiences of our audiences
- Present resources in a wide-variety of formats that meet the needs of our audiences

Content Development Process: Value



- **Congruence with Head Start Program Performance Standards**
- **Correspondence with the Head Start Operations**
- **Support for professionals in the field**



The Content Development Process: Structure & Quality Assurance



- Identify the relevant topics and subjects
- Identify the type and format for the information
- Parse the document
- Submit for quality assurance

The Content Development Process: Publish



- A final version of the resource is added to the selected topics and subjects
- A final review is conducted by the resource sponsor and core team



Getting Started

- Identify a core team including a contact person from the Regional Office or Technical Assistance (TA) network, Subject Matter Expert (SME), a writer, content area work zone members of the Community of Practice, experts, consultants
- Select a training material or resource that has potential value and benefit to Head Start and Early Head Start programs



Does it Meet these Criteria?

- Is it consistent with HS Program Performance Standards and all other HS regulations? Are these cited within the resource?
- Are all attributions included? (Include references and citations that demonstrate validity and authenticity.)
- Is content and reading level appropriate for the intended target audience?



Criteria (continued)

- Cite scientifically-based research that promotes effective practice
- Determine and define the content area domain
- Apply quality assurance standards

Why Do We Have Style Standards?



Style standards ensure that content has a consistent look and feel.



Criteria (continued)

- Does the resource meet style Standards?
- Requirements of the ECLKC content are based on the:
 - Government Printing Office Style Manual,
 - Chicago Manual of Style 15th edition, and
 - Webster's Third New International Dictionary Unabridged



Criteria (continued)

- Are permissions signed for all photos, images and graphics?
- Are permissions for copyrighted materials included?
- All videos must have transcripts
- No materials can be included that are for sale



Now what happens?

- Submit the resource in electronic format to the SME who with other national contractors provides an initial review
- The reviewers make recommendations to the Office of Head Start regarding the potential of the resource to be included in the ECLKC



Formats for E-Resources

- Tool Kits
- Articles
- Exercises
- Tip Sheets
- Modules
- Stories
- Links



What happens next?

- The Federal Team Lead, SME, and other members of the core team consider the resource and the recommendation to prepare the resource for the ECLKC, following established Content Guidelines
- Post on the content area work zone for comment, invite input from other regions, cite programs with promising practices



What happens next?

- Review comments from Work Zone members and make recommended modifications that reflect the feedback
- Modify the resource based on Work Zone recommendations



Let's Look

The Early Childhood Learning and Knowledge Center
www.ECLKC.ohs.acf.hhs.gov



ECLKC Quick Search

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What's New

- [For Parents](#)
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Head Start Act

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Early Childhood Learning and Knowledge Center



Welcome to the Early Childhood Learning and Knowledge Center, or ECLKC. The ECLKC is offered by the Administration for Children and Families, [Office of Head Start](#).

What's New

March 27, 2007

[ACF-PI-HS-07-03 FY 2007 Funding Program Instruction](#)



March 9, 2007

[Register On-line for the 11th Annual Birth To Three Institute — Registration Deadline: May 18, 2007](#)

Highlights

Early Childhood Development and Health

- [Dominio 3: Matemáticas](#)

Family and Community Partnerships

- [Equipped for the Future](#)

Program Design and Management

- [Outline for Assessing Community Needs and Resources](#)

For Parents

- [Ability Inventory](#)

Professional Development

- [2007-2008 National Head Start Fellowships Application](#)
- [Technology Checklist](#)



Maintained by the Office of Head Start

Office of Head Start — National Satellite Broadcast and Web Cast



Date: March 22, 2007
Time: 3 – 4:30 p.m. (EDT)
Web cast archive coming soon!

National Head Start Institute on Hispanic and Other Emerging Populations



Date: April 19-20, 2007
Location: San Antonio, Texas
Registration: Now Open!

11th Annual Birth To Three Institute



Date: June 25-28, 2007
Location: Washington, DC
Registration: Now Open!

Earned Income Tax Credit Information for Head Start Parents



Many Head Start families are eligible for up to \$4,536 refund on their taxes.



Discussion Questions

- What are you thinking?
- What strategies could you share that might help us communicate effectively and work in different ways with Early Head Start, Head Start programs, and the broad Early Education community through the ECLKC?



Summary

- OHS communicates policies and highlights research-based practices through resources available on the ECLKC
- Regional Offices and our Technical Assistance Network collaborate to submit training materials and presentations that go through the content development process and then are published on the ECLKC
- National contractors glean Lessons Learned and Knowledge Nuggets from Innovation & Improvement Project Grantees and OHS funded researchers that are shared through the ECLKC
- Final Questions?