2018 Pennsylvania Head Start Association Wage & Benefits Comparability Survey

Orientation Webinar
October 6, 2017
Agenda

• Overview
• Data collection
• Comparable Program recruitment
• Demo of online survey tool
• Final Report
• Q&A
Research & Evaluation Group at PHMC

• Research & Evaluation Group at PHMC will be leading survey activities this year

• 40 years of experience in research and program evaluation, including statewide surveys and evaluation of early childhood education initiatives

• Contacts:
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  • Nana Nimako, nnimako@phmc.org
Overview of Survey

• Comprehensive wage salary survey that facilitates comparisons
• Meets Federal requirements for Wage Comparability Survey

Timeline:

October 2017

November to December 2017

January 2018

PHSA members and Comparable Programs complete the survey

Data analysis

Final report and presentation of findings via webinar
Recommendations

• We expect the survey should take approximately 2 hours to complete

• Please gather all employee records ahead of sitting down to complete the report

• You will be able to exit and re-enter the form if you need more time

• Enter as much information as possible
  • The more complete your answers, the stronger the data and comparisons!

• Please contact PHMC if you need assistance with data entry
  • Nana Nimako, nnimako@phmc.org
Submitting Data

Process will be similar to 2008/2009 and 2011/2012 data collection in that:

• You will not be asked to submit separate forms for separate funding sources

• For each position with more than 5 employees employed at that position, you should enter data for the first 5 employees in that position in alphabetical order
Salary versus Benefits Data

• For salary data, the survey will ask that you report salary on all staff at your program
  • If more than 5 staff are employed in a position, enter data in for the first five in alphabetical order

• For benefits data, the survey will only ask you for data on four categories of employees:
  • Director
  • Teacher
  • Administrative Assistant
  • Custodian
Staff in Multiple Roles

• The survey will ask you how many staff are employed at each position
  • You will be asked for salary information based on how many staff you indicate are employed in each position
  • Make sure to have your list of employees/titles ready to go ahead of time
• If you have staff who have multiple titles/roles, wait to indicate the # of these staff on the “Staff with Multiple Roles” page
  • If you have more than 5 staff with multiple titles/roles, enter in the first 5 in alphabetical order
  • An example, would be a staff person who serves as both the custodian and bus monitor
Comparable Programs

What is a Comparable Program?

• A Comparable Program is another agency in your geographic area, similar in size & budget to you, that employs staff in positions similar to those in your Head Start program
• Find an agency/organization similar to your program in terms of:
  • Size of program
  • Size of budget
  • Qualifications of staff
• Comparable Programs will be asked to enter data for all their staff, not just staff comparable to HS teachers
• A goal is to analyze salary/benefit data of organizations that are competing for staff similar to HS staff across the state
Comparable Programs

Examples of Comparable Programs:

• School Districts
• Intermediate Units
• Nurse-Family Partnerships
• Home Visiting Programs
• Other social/human service agencies in your area
Comparable Programs

Who finds Comparable Programs?

• PHSA members are responsible for finding their own Comparable Programs

• Best if someone in the highest position at your program identifies and contacts a representative at the Comparable Program to ask them to participate

• PHMC can support PHSA members who need support in identifying potential Comparable Programs
Comparable Programs

Who enters the data for the Comparable Programs?

• Ideally, someone within the Comparable Program should enter their own data

• Another option would be someone from the PHSA HS program who could enter the Comparable Program data for them

• PHMC can support data entry if needed
Comparable Programs

Do Comparable Programs need to pay a fee to participate?
• No, there is no fee for them to participate

What do Comparable Programs receive for participating?
• All participating Comparable Programs will have access to the January 2018 final report and are invited to participate in the findings webinar

How many Comparable Programs should each program recruit?
• Participating PHSA programs are encouraged to recruit at least 2 Comparable Programs
Fee Determination

Sliding scale based on program budget:

- 0-$1,000,000: Fee $500
- $1,000,001-$1,500,000: Fee $600
- $1,500,001-$3,000,000: Fee $850
- >$3,000,000: Fee $1,100

*Programs who recruit more than 2 Comparable Programs will receive a $75 rebate on their participation fee.
Survey Links


Tracking Comparable Recruitment

• Please use this Google Form to report any new Comparable Programs you recruit:

• PHMC will send out reminder emails to check this sheet during October/November
Demo of Survey
Final Report

• PHMC will be disseminating the final report in January 2018

• A webinar will be offered at that time, and PHMC will present findings and be available for questions
Questions?
Thank you!

We look forward to working with you on this project. Please reach out to us at any time with questions.

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