



PIR Reports User Guide

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1. Reports Main Page

Reports are grouped by category. Click any link to go to the report filter screen. Note that the last section *PIR Data – Data as of Date Report by PIR Year* goes directly to a PDF summarizing the data of the last completed survey update for a PIR calendar year.


Office of Head Start / Head Start Enterprise System

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REPORTS
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FEEDBACK

Reports

Reports

- Performance Indicators**
- [Performance Indicator Report](#)
- Summary Report**
- [Summary Report](#)
- Enrollment and Program Options**
- [Enrollment Statistics Report](#)
- [Enrollment Statistics Multi Region Report](#)
- Staff Qualifications**
- [Staff Qualifications Report](#)
- Dental, Health and Disability Services**
- [Dental Services Report](#)
- [Health Services Report](#)
- [Disability Services Report](#)
- Family Information**
- [Family Information Report](#)
- Education Services**
- [Center-based Curricula](#)
- [Family Child Care Curricula](#)
- [Home-based Curricula](#)
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- [Screening Tools](#)
- [Staff-Child Interaction Observation Tools](#)
- Administration**
- [Management Information Software](#)
- PIR Data**
- [Data as of Date Report - by PIR Year](#)
- Snapshot**
- [Snapshot Report](#)

2. Report Filter Screen

The report filter screen allows you to select program year, program acronyms, program types, and level. To download a report based on the filter criteria, select **Download PDF** or **Download Excel**. Select **Return** to go back to the Reports Main Page.

Use the **select all** and **select none** links to check or uncheck all checkboxes in the section.

Health Services Report

Filter

Program Year:

Program Acronyms:* BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level:

2.1. Program Acronyms

In order to limit the PIRs in the output to specific grant types, use the program acronym filter. Acronyms can be selected in any combination. For best results, however, align the selection of other filters consistently — for example, so that all Early Head Start programs are included, or only Migrant children are counted, etc.

Include PIRs from the following Head Start and/or Early Head Start grants:

| | |
|-----------|-------------------------------------------------------------------------|
| CH | Region 01 – 10 grants and Interim grants |
| BF | Region 11 American Indian and Alaska Native (AIAN) birth to five grants |
| CI | Region 11 American Indian and Alaska Native (AIAN) grants |
| CM | Region 12 Migrant and Seasonal Head Start (MSHS) grants |

Include PIRs from the following Early Head Start Child Care Partnership EHS-CCP grants:

| | |
|-----------|-------------------------------------------------------------------|
| HP | Region 01 – 10 EHS-CCP grants |
| HI | Region 11 American Indian and Alaska Native (AIAN) EHS-CCP grants |
| HM | Region 12 Migrant and Seasonal Head Start (MSHS) EHS-CCP grants |

2.2. Program Types

The program filter can be selected in any combination to limit the PIRs in the output to specific program types: HS only, EHS only, Migrant HS only, and other combinations. For best results, care should be used to align selection of other filters consistently.

Include PIRs from the following program types:

| | |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HS | Head Start Programs from Region 01 – 10 grants and Interim grants |
| EHS | Early Head Start Programs from Region 01 – 10 grants and Interim grants |
| AIAN HS | Head Start Programs from Region 11 American Indian and Alaska Native grants |
| AIAN EHS | Early Head Start Programs from Region 11 American Indian and Alaska Native grants |
| Migrant HS | Head Start and Early Head Start Programs from Region 12 Migrant and Seasonal Head Start (MSHS) grants Note: These PIRs include both HS & EHS questions |

3. Level Selection

In general, reports can be downloaded at the levels below. The Dental Services Report is only available at the Region and State level. The Snapshot Report is only available at the Grant level.

- National
- Region
- State
- Grant
- Program

3.1. National

The national level summarizes information from all program responses that meet the filter criteria into a single national-level response.

Health Services Report

Filter

Program Year:

Program Acronyms:* BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level:

3.2. Region

The region level summarizes information from all program responses within a region that meet the filter criteria to a single region-level response. This level can be used for one region, or you may select multiple regions using the checkboxes.

Health Services Report

Filter

Program Year:

Program Acronyms:* BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level:

Region:* Region 01 Region 02 Region 03 Region 04 Region 05 Region 06
 Region 07 Region 08 Region 09 Region 10 Region 11 - AIAN
 Region 12 - MSHS Interim Grants
[select all](#) | [select none](#)

3.3. State

The state level summarizes information from all program responses within a state that meet the filter criteria, to a single state-level response. This level can be used for one state, or you may select multiple states using the checkboxes.

Health Services Report

Filter

Program Year:

Program Acronyms:* BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level:

State:* AK AL AR AS AZ CA CO CT DC DE
 FL GA GU HI IA ID IL IN KS KY
 LA MA MD ME MI MN MO MP MS MT
 NC ND NE NH NJ NM NV NY OH OK
 OR PA PR PW RI SC SD TN TX UT
 VA VI VT WA WI WV WY
[select all](#) | [select none](#)

3.4. Grant

The grant level summarizes information from all program responses within grants that meet the filter criteria to a single grant-level response.

Use the **Criteria** dropdown to select *All*, *Grantee Number*, or *Grantee Name* as your search criteria. The **Comparison** dropdown allows you to select *Contains*, *Equals*, *Starts with*, or *Ends with*. The *Value* text field allows you to enter a value to filter on. Click **Filter** to filter on your selection criteria or click **Reset** to reset it. The filtered grants will appear in the **Grants Available** table.

Use the checkboxes to select the grants you wish to include and then use the **Add** button to add them to your report. They can be removed from the **Grants Selected** list with the **Remove** button.

Health Services Report

Filter

Program Year: 2021

Program Acronyms: BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types: HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level: Grant

Criteria: All Comparison: Contains Value: Filter Reset

Showing 1 to 20 of 2124

| Grants Available | | |
|------------------|--------------|--------------------------|
| Grant Number | Grantee Name | |
| | | <input type="checkbox"/> |

Showing: 20 Per page << < 1 2 3 4 5 6 7 8 9 10 >>>

Grants Selected

| Grant Number | Grantee Name | |
|------------------|--------------|--|
| No Records Found | | |

Add >

< Remove

Return

For example, to find all grants with Chicago in the name, select *Grantee Name* in the **Criteria** dropdown, select *Contains* in the **Comparison** dropdown, and type Chicago into the value field, then click the **Filter** button.

Next, use the check boxes in the **Grants Available** list to select the grants you wish to include in your report, then click the **Add** button.

The screenshot shows the search interface with the following elements:

- Search Criteria:** Criteria: Grantee Name, Comparison: Contains, Value: Chicago. The **Filter** button is highlighted with a red box.
- Grants Available Table:**

| Grant Number | Grantee Name | |
|--------------|--------------|--------------------------|
| | | <input type="checkbox"/> |
- Grants Selected:** A table with columns Grant Number and Grantee Name, and a checkbox. It displays "No Records Found".
- Buttons:** **Add >** (highlighted with a red box), **< Remove**, and **Return**.
- Page Info:** Showing 1 to 8 of 8. Showing: 20 Per page.

To download a report after the grants have been added, select **Download PDF** or **Download Excel**.

The screenshot shows the search results interface with the following elements:

- Search Criteria:** Criteria: All, Comparison: Contains, Value: Chicago. The **Filter** button is visible.
- Grants Available Table:**

| Grant Number | Grantee Name | |
|--------------|--------------|--------------------------|
| | | <input type="checkbox"/> |
- Grants Selected Table:**

| Grant Number | Grantee Name | |
|--------------|--------------|--------------------------|
| | | <input type="checkbox"/> |
- Buttons:** **Download PDF** and **Download Excel** (both highlighted with a red box), **Return**, **Add >**, and **< Remove**.
- Page Info:** Showing 1 to 4 of 4. Showing: 20 Per page.

3.5. Program

The program level lists information for all program responses that meet the filter criteria. This level functions identically to the grant level described above.

Health Services Report

Filter

Program Year: 2021

Program Acronyms:* BF CH CI CM HI HM HP
[select all](#) | [select none](#)

Program Types:* HS EHS Migrant HS AIAN HS AIAN EHS
[select all](#) | [select none](#)

Level: Program

| Criteria | Comparison | Value |
|----------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| All | Contains | |

Filter Reset

Showing 1 to 20 of 3556

| Programs Available | | |
|--------------------|--------------|--------------------------|
| Grant Number ↑ | Program Name | |
| | | <input type="checkbox"/> |

Add >
< Remove

Showing: 20 Per page

<< < 1 2 3 4 5 6 7 8 9 10 > >>

Programs Selected

| Grant Number ↑ | Program Name | |
|------------------|--------------|--|
| No Records Found | | |

Return