

Monitoring System Procedure

Program monitoring is based on an interdisciplinary approach, with assessment, support, and follow-up assistance occurring within many different levels of the program.

Monitoring of eligibility, enrollment, fiscal, health and safety, education, human resources, and planning occurs at the leadership level, with information gathered at the site/program level. Information flows back and forth to assure the program meets all requirements.

The goals of monitoring are as follows:

- To ensure the program meets performance standards, federal, and state regulations for Head Start/Early Head Start and ECEAP.
- To provide information to support the continuous improvement process to assure program quality.
- To provide feedback to staff to facilitate growth in their professional skills, and knowledge.
- To identify system wide and program wide areas of excellence and areas needing improvement.
- To identify potential areas for growth or new services.
- To assure timely follow-up on program needs and concerns.

Overall responsibility of data entry lies at the site/program level. Data base entry include the following data base systems: CHILD PLUS, ELMS, AEPSi, TSGold. Overall responsibility for monitoring lies with Program Managers who monitor specific content areas and report their findings to the Director. The Director has the secondary responsibility for monitoring and follow up of program reports, classroom and home visit observations and conferences, file reviews, etc. relating to program functioning. Program coordinators and managers work closely with Director to identify areas needing improvement as well as areas of strength. Together, they develop and implement a plan to assist staff to succeed.

Follow-up to program-wide monitoring, which occurs with the annual self-assessment, occurs on a timeline established annually. The self-assessment is conducted throughout the year and is finalized in August of each year, providing an in-depth look at all systems and services. Self-assessment also includes ongoing activities conducted throughout the year by outside consultants focusing on specific areas, such as classroom environments, staff morale, nutrition, etc.

The monitoring system involves the use of various tools, such as:

- File Reviews
- Observations using a variety of tools
- Checklists
- Review and analysis of Monthly Reports and weekly enrollment reports
- Outside evaluators
- Content specific monitoring tools

Monitoring Events

When monitoring events occur, Coordinators/Managers will typically provide the staff with an advanced schedule of the visit. Monitoring events may be unannounced.

Monitoring Events are one of the following:

1. Monthly Monitoring
2. Monitoring Visits/File Review
3. Quarterly Monitoring

Monthly Monitoring Staff are expected to have all applicable data and information submit to appropriate databases. Coordinators/Managers will pull monthly monitoring data to ensure compliance, continuous improvement, and measure progress towards program goals and outcomes.

Monitoring Visits/File Reviews are an opportunity to review files. This can be done in a variety of methods including random selection of files, side-by-side file review, and/or group review. After each monitoring visits, Coordinators/ Managers will conference with all available staff. The conference will occur on the same day as the visit, whenever possible. The written conference notes and summary are to be shared with staff within one week of the monitoring.

Quarterly Monitoring This is an opportunity for Coordinators/Managers to pull program wide data (both aggregated and disaggregated) to ensure compliance, continuous improvement, and measure progress towards program goals and outcomes.

If an area of concern has been identified during any monitoring events, the manager/coordinator will provide the staff member with feedback and follow-up instructions. Staff will have until the next check point date to remedy concern. If the area of concern persists after support, training and guidance has been offered, an **Improvement Plan** will be implemented. The Improvement Plan will be noted on the staff member's evaluation.

Monitoring Timelines:

All data is expected to be entered and up to date on the 1st and 15th of each month (please note that if these dates fall on a weekend, the data is expected to be entered the Friday prior). Coordinator Assistants and Program Managers will review data the week after to ensure completion.

What is monitored:

	2x/Month	Monthly	Quarterly	Annually - PIR
Family Services		FPA Community Partnerships ECEAP Family Services meetings PCFE Family Engagement Attendance Recruitment Policy Council Participation		
ERSEA	Enrollment by special categories Waitlists Enrollment Attendance			
Mental Health		Mental Health Service Hours Mental Health Referrals		
Health and Wellness	Health insurance Medical and Dental Homes Hearing and Vision Screenings Dental Exams Well Child and Dental – treatment follow-up Nutrition referrals Immunizations Children with special health care needs (Health Alerts) <u>Prenatal:</u> Health Insurance Medical and Dental providers	Classroom Health and Safety Checks Incident and illness reports Menus Classroom Accommodation Plans Nutrition Plans Health Alerts	WCX Dental Exams Immunizations Insurance Hearing and Vision Screenings Heights and Weights	Health Outcomes
Head Start and ECEAP	Referrals IEP Tracking	Disabilities - % Active Supervision	Lesson Plans ELOF Implementation ILP's School Readiness Curriculum to Fidelity TS Gold DECA ESI Screening	Outcomes Report
Early Head Start	IFSP's Referrals ASQ ASQ-SE	HB Attendance EHS Disabilities % HS Socialization Attendance	Lesson plans to fidelity ILP's	Outcomes Report
Fiscal		Expenditures Travel Purchases (Procurement and Credit Cards) Budget Balance Revenues/Receivables Fiscal Report Due Dates In-Kind Admin Match Rent Contracts Inventory		Budget Prep Grant Applications Annual Budget Reporting