

Internal Monitoring Checklists – ChildPlus Instructions for Supervisors

General Information

Go to Management tab, Internal Monitoring.

- To start a new monitoring checklist, click Add Monitoring Record.
- To continue monitoring in progress, click on the monitoring record that will appear on the list.
 - By default, you will see only the monitoring records from the last month. If you change the dates, click Refresh to update the list of monitoring records available to select.
 - You will see monitoring records for the sites you have access to in ChildPlus (even if you are not the person who did the monitoring).

Note: Many of the screen shots have sections cut out to fit the width of the page. Actual data entry screens will look different.

The screenshot shows the 'Internal Monitoring' interface. At the top, there is a navigation bar with tabs: Services, To-Do List, Entry Express, Management, Dashboard, Reports, Setup, Enter Report #, Community, Help, and a settings icon. Below this is a sub-navigation bar with: Personnel, Community Resources, In-Kind, PIR, Internal Monitoring (selected), CLASS, Exposure Notice, and HOVRS.

The main content area is titled 'Internal Monitoring' and has a 'Monitoring' tab selected. It contains a date range filter: 'Show monitoring scheduled, occurring, or due between 8/22/21 and 9/21/21'. A callout box explains: 'This date range defaults to show records from the last month. If you change the dates, click Refresh.' There is a 'Refresh' button and a checked 'Include Unscheduled' checkbox.

Below the date filter is a search bar with the placeholder text 'Enter text to search for monitoring records...' and a 'Find' button. A callout box explains: 'Click to add a monitoring record. A box will open for you to select a monitoring checklist. You will only see the checklists you have access to.' To the right of the search bar is a green 'Add Monitoring Record' button.

Below the search bar is a table with the following columns: Checklist, Agency, Site, Classroom, Record ID, Due Date, Responsible St..., Scheduled Date, and CAP Status. A callout box points to the table area: 'As you add records, the list will appear in this area. When you save a work in progress, simply click on the record from this list to open and continue monitoring. You will only have access to monitoring checklists for the sites you have access to in ChildPlus.'

The screenshot shows the 'Add New Monitoring Record' dialog box. It has a title bar with a close button. The main content is a dropdown menu with the text 'Select a Monitoring Checklist to use for this Monitoring'. The dropdown list is open, showing several options: '2020 OHS Focus Area One', '2020 OHS Focus Area One', 'Disability Monitoring' (highlighted in yellow), 'Health & Safety - Family Advocate Monthly', 'Health & Safety - Parent/Guardian Monthly', 'Health & Safety - Supervisor Monthly', 'Health & Safety - Teacher Daily', and 'Health & Safety - Teacher Weekly'. A callout box explains: 'Select the monitoring checklist you want to use from this drop down list. You will only see checklists you have access to. These instructions use Disability Monitoring as the example.'

Adding a Monitoring Record

After you select the monitoring checklist, the record opens. Under the General Tab, data enter as follows:

- Site: select a site. Do not leave blank.
- Classroom: select a classroom/caseload. Do not leave blank.
- Record ID: Optional for information you find useful.
- Due by: Leave Blank.
- Scheduled: Leave Blank.
- Monitoring Status: Not Applicable (because we do not schedule in advance).
- Actual: **never enter the actual date before monitoring is complete** (because you do not want to generate corrective action due dates before you complete the monitoring checklist).
- Select your name to identify yourself as the person doing the monitoring (Actual Monitor).
- Monitoring Notes: Optional for information you find useful. For example, you can enter “notes to self” here to help keep track of files completed, what is still pending, etc. Whatever works for you!

Internal Monitoring

Monitoring | Disability M... < No Classroom >

The name of the monitoring checklist and the classroom (once selected) will be the tab label.

Save often. No auto-save.

Save Changes Undo Changes

General | Monitoring Results | Corrective Action Plan (CAP) | Monitor's Follow-Up

Site: < No Site > Classroom: < No Classroom > Record ID:

Due by: Leave Blank

Scheduled: Leave Blank Monitoring Status: Not Due N/A

Actual: CAP Status: N/A (Monitoring Pen...)

Monitoring Notes:

Enter actual date ONLY when monitoring complete.

Optional: use this field for information you find useful. For example, you can enter "notes to self" here to help keep track of files completed, what is still pending, etc. Whatever works for you!

Select your name as the person who will be Monitor.

Optional: use this field for information you find useful. For example, enter initials of Discovery teacher whose caseload you are monitoring. So, when all the Discovery monitoring records are on the monitoring list, you (and the teacher) can easily identify which monitoring record is for the teacher's specific caseload.

Monitoring Results

To use the monitoring checklist and enter your monitoring results, click on Monitoring Results tab in the specific checklist record you created.

Note: when working with monitoring checklists, always click Save Changes. ChildPlus does not auto-save in this module.

Internal Monitoring

Monitoring | Disability M... < No Classroom >

Click Monitoring Results tab. Click Enter Results.

Save Changes Undo Changes

General | **Monitoring Results** | Corrective Action Plan (CAP) | Monitor's Follow-Up

Monitoring Results | Enter Results | Status: Not Due

Indicator #	Indicator	Result	Notes
Monitoring results not entered. Click "enter results" to enter.			

When you click Enter Results, the indicators load in.

- Each indicator must have a result.
- Non-compliant indicators must have CPID(s) entered under Notes to identify the records that need corrective action. You can add additional notes as desired.

Monitoring | Disability M... < No Classroom > x

Save Changes Undo Changes

General | Monitoring Results | Corrective Action Plan (CAP) | Monitor's Follow-Up

Monitoring Results - 0% (0/6) | Delete Results | Status: Not Due

Indicator #	Indicator	Result	Notes
ChildPlus			
01Disa...	IFSP/IEP Summary		
02Disa...	Additional Activity is documented and includes collaboration and communication with Part B/C providers such as meetings, emails, conversations with families, joint home visits, etc.	Not Applicable Non-Compliant Compliant	
03Disa...	Attachments: Current consent with Part B/C provider and current IFSP/IEP		
04Disa...	Disability Flag with description		
ELMS			
01Disa...	Start and end dates current, category, district and services received		
02Disa...	Compare documentation to ChildPlus		

Each indicator must have a Result.

When a result is non-compliant, must enter the CPID for the child and family records that need corrective action. You can add additional information as desired.

Monitoring Completed with No Findings

When the monitoring checklist is completed and there are no findings, follow these steps:

1. Click General tab and enter the actual date.
2. Notify the staff person via email that monitoring is complete and there are no findings. Include Checklist Name and Actual Date so the staff person can locate the correct monitoring record to open it and review the results, especially if you have added notes about the compliant indicators.
3. Add a monitoring note (under General tab) to document that you sent the email to the staff person.
4. Save Changes.
5. Lock the monitoring record.

The screenshot shows a web application interface for monitoring records. At the top, there are tabs for 'Monitoring', 'Set Due Dates', and a breadcrumb trail 'Disability M... Esquire Hills Head Start - 12/16/2021'. On the right side of the top bar, there are four buttons: 'Save Changes' (highlighted with a green circle), 'Undo Changes', 'Copy to Clipboard', and 'Lock this monitoring record' (highlighted with a purple circle). Below this is a 'General' tab, with other tabs for 'Monitoring Results', 'Corrective Action Plan (CAP)', and 'Monitor's Follow-Up'. The form fields include: 'Site' (Esquire Hills Head Start), 'Classroom' (Esquire Hills Head Start), 'Record ID' (Sample), 'Due by' (empty), 'Scheduled' (empty), 'Monitoring Status' (Completed), 'Actual' (12/16/21), and 'CAP Status' (No Findings). A 'Monitoring Notes' section is highlighted in yellow and contains the text: '12/16/21 10:16 AM Karen Sandeno Email sent to Lead Teacher to notify of no findings. Monitoring record locked.'

Monitoring Completed with Findings

When monitoring is completed and there are findings, follow these steps:

1. Click over to General tab and enter Actual Date.
2. Click back to the Monitoring Results tab. Notice that “Address By” dates auto-populate for the non-compliant indicator results. The default setting for Address By is 2 weeks. If needed, you can change the date(s) to meet individual circumstances. The reason for changing the date must be documented in Notes under Corrective Action Plan (CAP) tab.
3. Save Changes.

The screenshot shows a monitoring record for 'Disability M... Home Visitor 12 - 9/21/2021'. The 'Monitoring Results' tab is active, showing a table of indicators. The 'Save Changes' button is highlighted with a purple circle. A callout box provides examples of notes for non-compliant results: 'Examples of notes when result is Non-Compliant.' and 'Minimum requirement is CPID.'. The 'Address By' dates for non-compliant items are also circled in purple.

Indicator #	Indicator	Result	Notes	Address By
ChildPlus				
01Disa...	IFSP/IEP Summary	Compliant		
02Disa...	Additional Activity is documented and includes collaboration and communication with Part B/C providers such as meetings, emails, conversations with families, joint home visits, etc.	Compliant		
03Disa...	Attachments: Current consent with Part B/C provider and current IFSP/IEP	Non-Compliant	CPID 1234	10/5/21
04Disa...	Disability Flag with description	Non-Compliant	CPID 1234 has flag, but no description. CPID 5678.	10/5/21
ELMS				
01Disa...	Start and end dates current, category, district and services received	Not Applicable		
02Disa...	Compare documentation to ChildPlus	Not Applicable		

4. Click on Corrective Action Plan (CAP) tab. Data enter:
 - CAP Responsible Staff: select staff person responsible for corrective action.
 - Due Date to Create: enter date monitoring checklist was completed (Actual date).
 - CAP Created: enter date monitoring checklist was completed (Actual date).
 - Notes: enter any general comments, feedback you would like to share with the staff person, reason for changing the Address By date, if applicable. After you send the email notification about monitoring results, log that in to this notes area.
5. Click Copy to Clipboard. Select settings. Click OK. See below for required settings.
6. Send email to staff person responsible for corrective action, paste clipboard. See sample email below.
7. When you receive email notification from staff person that all corrective action items have been addressed, you must follow these steps:
 - a. Verify that all corrections meet requirements. If not, follow up with staff person and document in Notes.
 - b. Enter Date Verified and Verified By (only when all corrections meet requirements).
 - c. Lock the monitoring record. See purple highlights below.

Save Changes Undo Changes Copy to Clipboard Lock this monitoring record

General Monitoring Results Corrective Action Plan (CAP) Monitor's Follow-Up

CAP Responsible Staff: Healy, Maggie | Due Date to Create: 9/21/21 | CAP Created: 9/21/21 | Date Verified: | Verified By: | CAP Status: CAP Status updates based on data entry. CAP Items Pending Address

Notes
 9/21/2021 1:14 PM Karen Sandeno Emailed monitoring results to Maggie.
 9/21/2021 12:54 PM Karen Sandeno Maggie -- great job documenting the various communications and follow up related to CPID 5678 IFSP.

Non-Compliant Indicators Hide Indicator

Indicator Text	Result Notes	Address By	Date Com...
Section: ChildPlus			
03DisabilityCP Attachments: Current consent with Part B/C provider and current IFSP/IEP	CPID 1234	10/5/2021	
04DisabiltyCP Disability Flag with description	CPID 1234 has flag, but no description. CPID 5678.	10/5/2021	

When you Copy to Clipboard, with the required settings highlighted below, a summary of the corrective action needed will save to clipboard for you to paste in an email to CAP Responsible Staff.

Staff will be responsible for opening the monitoring record to view the overall monitoring results tab and the CAP non-compliant indicators. Staff will enter date completed for each non-compliant indicator. When all items completed, staff will notify you. See details in the instructions for staff.

When you determine that the corrections are compliant:

1. Enter Date Verified
2. Select your name for Verified By
3. Click Lock this monitoring record.

Corrective Actions for Item: ChildPlus - #03DisabilityCP

Date Completed Corrective Action Plan

Required Settings for Copy to Clipboard

When you click Copy to Clipboard, the following box opens. Select the highlighted items. Click Ok.

This information saved to the clipboard will be pasted in an email to the staff person responsible for corrective action.

Copy Monitoring Results to the Clipboard ×

General All

- Monitoring Checklist Name
- Location Monitored
- Responsible Staff
- Due Date
- Scheduled Monitor
- Scheduled Date
- Scheduled Time
- Actual Monitor
- Actual Date
- Actual Time

Corrective Action Plans All

- Indicator #
- Indicator Text
- Notes
- Corrective Action Plan Text
- Corrective Action Plan Notes
- Responsible Staff
- Address By
- Date Addressed
- Date Verified
- Verified By

Results All

- Show only non-compliant results
- Compliance Score
- Indicator #
- Indicator Text
- Result
- Result Notes

Follow Ups All

- Responsible Staff
- Scheduled Date
- Actual Date
- Notes

All

Example of Email to Staff when Corrective Action Needed

Send	To...	Healy, Maggie;
	Cc...	
	Bcc...	
Subject		Disability Monitoring

Here are the disability monitoring results. A couple things to correct. Overall, data entry looks good. Let me know if you have any questions.

General

Checklist Name	Actual Date
Disability Monitoring	9/21/2021

Corrective Action Plan

Responsible Staff	Notes
Healy, Maggie	9/21/2021 12:54 PM Karen Sandeno Maggie -- great job documenting the various communications and follow up related to CPID 5678 IFSP.

Corrective Action Details

Indicator #	Indicator Text	Address By
03DisabilityCP	Attachments: Current consent with Part B/C provider and current IFSP/IEP	10/5/2021
04DisabiltyCP	Disability Flag with description	10/5/2021

Karen Sandeno
Data & Operations Coordinator Assistant

Example of Verified and Locked Internal Monitoring Checklist

As the list of monitoring records grows, locking the record will help make sure no one makes changes by accident.

Internal Monitoring

Monitoring
Disability M... Home Visitor 12 - 9/21/2021 ✕

Save Changes
Undo Changes
Copy to Clipboard
Unlock this monitoring record

General

Monitoring Results

Corrective Action Plan (CAP)

Monitor's Follow-Up

This record was locked on 9/21/2021 by Sandeno, Karen

CAP Responsible Staff	Due Date to Create	CAP Created	Date Verified	Verified By	CAP Status
Healy, Maggie ▾	9/21/21 📅	9/21/21 📅	10/5/21 📅	Sandeno, Karen ▾	CAP Items All Verified Addressed ▾

Notes 🕒 ✓ 🖨️ ✎️ 📄 ↗️

10/02/2021 1:16 PM Maggie Healy Emailed Karen to let her know corrections completed.

9/21/2021 1:14 PM Karen Sandeno Emailed monitoring results to Maggie.

9/21/2021 12:54 PM Karen Sandeno Maggie -- great job documenting the various communications and follow up related to CPID 5678 IFSP.

Non-Compliant Indicators Hide Indicator

	Indicator Text	Result Notes	Address By	Date Com...
▾	Section: ChildPlus			
	03DisabilityCP Attachments: Current consent with Part B/C provider and current IFSP/IEP	CPID 1234	10/5/2021	10/2/21
	04DisabiltyCP Disability Flag with description	CPID 1234 has flag, but no description. CPID 5678.	10/5/2021	9/24/21

Navigating the List of Monitoring Records

As the monitoring process moves along, the monitoring record list shows key information about the status of monitoring for a specific checklist. You can filter on any of the headings to help locate a record.

Example of Monitoring in Progress

[Add Monitoring Record](#)

✕ Enter text to search for monitoring records... [Find](#) [Clear](#)

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

Due Date	Checklist	Agency	Site	Classroom	Record ID	Respo...	Schedul...	Scheduled M...	Actual Date	Actual Monitor	Monitoring Stat...	CAP Due	CAP Status
	Disability Monitoring	Olym...	OESD E...	Home Visitor 12	Sample					Sandeno, Karen	Not Due		N/A (Monitoring Pending)

In this example, CAP Status indicates that monitoring for this checklist is not complete.

Make sure your name appears here. (If not, open the record and enter your name.) You will be able to filter the monitoring record list to help you keep track of what you are working on and see at a glance where things are in the process.

Monitoring Status Not Due because we do not schedule in advance.

Example of Monitoring Completed, No Findings

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

Checklist	Agency	Site	Classroom	Record ID	Due Date	Responsible S...	Scheduled Date	Scheduled Mo...	Actual Date	Actual Monitor	Monitoring St...	CAP Due	CAP Status
Disability Mon...	Olympic ESD ...	OESD EHS Ho...	Home Visitor ...	Sample					12/16/21	Sandeno, Karen	Completed		No Findings
Disability Mon...	Olympic ESD ...	< No Site >	< No Classro...								Not Due		N/A (Monit...

Example of Monitoring Completed, Corrective Action Due Date, Items Pending

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

Checklist	Agency	Site	Classroom	Record ID	Due Date	Responsible St...	Scheduled Date	Scheduled Mo...	Actual Date	Actual Monitor	Monitoring Sta...	CAP Due	CAP Status
Disability Moni...	Olympic ESD 1...	OESD EHS Ho...	Home Visitor 12	Sample					9/21/21		Completed	9/21/21	CAP Items Pendin...

Example of Corrective Action Complete and Verified

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

Checklist	Agency	Site	Classroom	Record ID	Due Date	Responsible Staff	Scheduled Date	Scheduled Monitor	Actual Date	Actual Monitor	Monitoring Status	CAP Due	CAP Status
Disability Monitoring	Olympic ESD 114	OESD EHS Home B...	Home Visitor 12	Sample					9/21/21		Completed	9/21/21	CAP Items All Verified