
Subject: Ongoing Monitoring and Reporting

Source: Head Start Performance Standard 1304.51

Policy

North Texas Parent and Child Development, Inc. /Early Head Start will monitor required tasks and responsibilities to ensure that they are completed within timelines and in compliance with the Head Start Performance Standards, other federal and state regulations and program policies and procedures. Monitoring systems will include the use of the agency's database: Child Plus systematically to collect and record information about children and families in the program; periodic reporting of this information to appropriate supervisors, managers, policy groups and leadership; an annual self-assessment of the program; and collaborative review of this information for planning and future development decisions.

Monitoring systems include:

- Collecting and recording information about children and families in the program.
- Periodic reporting of this information to:
 - Executive Director
 - Policy Council
 - Governing Board Members
 - Staff
 - Parents
- Annual self-assessment of the program.
- Fiscal reporting
- Reviewing information for planning and future decisions.

The Executive Director, Managers and supervisors will develop reports and checklists for staff to use in setting up their environments and processes. These may include:

- **Report for Child Development**
- **Report for Disabilities**
- **Report for Parent Involvement and Family Service**
- **School Readiness Goals**
- **Report in Health and Mental Health**
- **Childcare Center Sanitation/Safety checklist**
- **Child/Adult Care Food Program Monitoring Instrument**
- **Nutrition/Mealtime Monitoring Instrument**
- **Community Partnerships**
- **Facilities and Equipment**
- **Health and Safety Checklist**
- **Van Inspection**
- **Fiscal Management**
- **Staff Development/ Human Resources**

Results of the reports and ongoing monitoring will be used by the Executive Director and Managers and governing body to determine compliance with the Head Start Performance Standards and other regulations and policies, to provide program information in specific areas, and to assist with short and long term goals. Non-compliance and/or areas for improvement will be followed with improvement plans, including strategies for time lines and people responsible.

Monitoring procedures will be implemented in administration, education and early childhood development, health services (including child health and safety), a food program and family community partnerships that are specific to each area. Procedures will be outline the person(s) responsible for completing the monitoring, which person(s) and/or systems are to be monitored, and the tasks/responsibilities to be monitored.

Procedure

- Supervisor/Manager will implement procedures and timelines for using said checklist and reports and will include these in annual training and work plans
- Staff will use checklists in setting up and maintaining their environments
- Managers will use checklists and reports in monitoring sites on a regular basis and will track their visits and feedback.
- Center Coordinators will visit each classroom at least 2 times per year (Fall/Summer) for on-site observation and supervision of staff and for ongoing monitoring of classroom environment, literacy activities, other children's activities, facilities and paperwork.
- Managers and Center Coordinators will use checklist/tools to review classroom environments, center activities, family contact reports, and safety in accordance with Head Start Performance Standards, program policies and procedures.
- The Home Visitor Supervisor will provide a monthly report to the Social Service Manager about completed visits, cancelled, uncompleted visits and the locations and parent's attendance for group socializations.

The Home Visitor Supervisor will make sure all lesson plans are turned in on time. She will forward them to the Education Manager for approval (All pregnant mom discussion plans will be approved by the Home Visitor Supervisor).

- Facilities will be reviewed daily by center teachers for compliance and safety with a checklist approved by Safety Manager (Childcare Center Sanitation/Safety Checklist)

- ADA Compliance will be monitored yearly by Center Coordinators
- The Center Coordinators will have monthly fire drills and quarterly tornado drills. They will provide the Executive Director with a monthly report.
- The Center Coordinators will make sure all lesson plans are turned in on time. The teachers will forward lesson plans to the Education Manager for approval. The Education Manager will send the Center Coordinators /Home visitor Supervisor a list of lesson plans not turned in.
- Playgrounds equipment and area will be monitor daily as used by classroom staff for safety.
- The Center Coordinators and the Health Manager will maintain records and make sure requirement are met for state minimum standards regarding CPR, First Aid/Safety, and Food Handlers Cards for staff.
- Information about children and families will be tracked in Child Plus by all Managers and supervisors. Reports will be made available to the Executive Director monthly. The Managers will meet monthly to review aforementioned reports and file them appropriately.
- The Executive Director will monitor Child Plus through reports, and viewing individual records
- Periodic reports will be made to the Policy Council and Board of Directors by the Executive Director or designee.
- Regular updates on issues will be given at the weekly manager's meeting or as needed to ensure timely delivery of services to children and families
- The Executive Director may communicate to a staff person concerning a minor error through email with a "cc" to the supervisor. If the same issue occurs, the Executive Director will contact the supervisor for a corrective action.
- Attendance reports will be entered weekly by Center Coordinators into Child Plus. Enrollment changes will be entered daily or as changes occur by ERSEA staff. Reports will be made available by Managers to the Executive Director monthly for review and ongoing monitoring as well as monthly report to the Policy Council and Governing Board.
- Enrollment will be reported by the Social Service Manager to the office of Head Start monthly and attendance is reported as requested

- Monthly staff meeting will be conducted to ensure ongoing communication with staff and management to keep staff updated on changes within the program.
- Staff is informed by Center Coordinators, Management, and other staff. They are called/or and emailed, and given flyers of upcoming events and changes.
- Policy Council members are informed by Management, and Administration staff. They are sent letters, phoned, emailed, sent flyers and texts of upcoming Policy Council meetings
- Board Members are phoned, and emailed of upcoming Board meetings by Management and/or Administration staff.
- Parents are informed face to face, phoned, emailed, and texted and given flyers of upcoming events by the teaching staff, management and administration staff.
- Federal and state financial audit reports will be completed by the contracted accountants according to the schedule of due dates.
- Financial reports will be submitted monthly by the Fiscal Officer for review to the Executive Director, Policy Council and Governing Board.
- Agency financial systems will be audited annually.
- Property will be inventoried and inspected annually by the accounting staff and reviewed by the auditor. The accounting staff will present an inventory report (to the Director), between November 15-30th of every school year.
- In-kind forms will be completed by volunteers and submitted to the accounting staff every week. In-kind forms need to review for missing information by the accounting staff, before being sent to the Fiscal staff. The Fiscal Officer will submit a monthly report on the In-kind numbers to the Executive Director.
- Staff will be required to have a purchase order number issued to them before using the credit card. The procurement procedure requires price comparison and a completed requisition before purchases. Purchases over \$40.00 need to be pre-approved by the Executive Director.
- All credit card purchases receipts will turn in with the requisition ASAP.

- Each Board Member, Executive Director and Center Coordinators will be required to sign a conflict of interest form and a controlling person form and nepotism declination form.
- A Governance Training will be presented to Board of Director and Policy Council in September
- The Executive Director will provide a monthly report of program activities to the Policy Council and Governing Board (Director's Report)
- Each Policy Council rep or alternate will be required to sign a conflict of interest form, nepotism declination form and ethics form before attending the first Policy Council meeting. This will be monitored by the Social Service Manager.
- CACFP reports will be submitted to the state for reimbursement monthly by the Secretary/Human Resource Tech using child attendance records and meal counts sheets from the classrooms. Monthly reports will be provided to the Executive Director.
- The Health Manager will maintain immunization records and well-baby physicals, lead screenings, dental check-ups and screenings, mental health observations, children with allergies reports, incident reports and pregnant mothers' health records using the Child Plus system.
- The Health Manager will maintain the emergency preparedness kits for the centers.
- The Disabilities Manager will maintain records and IFSP records for children in the program with special needs or disabilities using the Child Plus system. A report will be generated monthly for the Executive Director.
- The Health Manager/Dietian will do a Mealtime Monitoring Report quarterly for the Center based program.
- Child Outcomes and school readiness goals will be monitored through Creative Curriculum, Teaching Strategies Gold and Child Observation Records four times per year by the Education Manager. Result Reports will be provided to the Executive Director, Managers, classroom staff, parents, Policy Council, and the Governing Board.
- The Education Manager will approve all lesson plans to assure individuation and to check observation for school readiness goals.

The Education Manager will provide training on the program's school readiness goals to the Board of Directors, Policy Council, Parents Community Partners and staff.

- All teachers will know how to ingrate the school readiness goals into their lesson plans and teachable moments plans, this will be monitored by the Education Manager.
- Each classroom/home base program will keep a binder of their Teachable Moments. The original will be given to the parent and a copy will be kept in the binder. When Teachable Moments are not returned an observation of concern will be given to the Center Coordinators, if needed a referral will be send to the Education Manager.
- The Education Manager will maintain teacher's qualifications and professional development and staff training records.
- Teacher/Classroom observation will be review on a going basis to assist the Executive Director and Managers with staff performance evaluations, and to determine areas of staff training and program improvement. This will be monitor by the Education Manager through surveys, personal observations and parent feedback.
- The teaching staff will maintain children's binders. They will be required to do quarterly binder audits. This will be monitored by the Center Coordinators.
- The Kitchen staff will maintain a clean and safe kitchen. They will follow all food safety rules. They will be monitored by the Nutrition Manager/Dietian quarterly. They also may be monitored by state and local entities when required.
- The vehicles will be checked daily by the staff driving the vehicle and mileage log will be completed on daily basis by staff using the vehicle. Vehicles will be checked monthly using an inspection checklist to ensure the safety of staff. Staff will be responsible for cleaning vehicles after use. The last person using the vehicle will make sure there is gas in the vehicle and all trash has been removed from the vehicle. All vehicles will be check quarterly by a licensed mechanic for oil changes, etc., The Management Team will make sure inspection stickers, registration and insurance is up to date. All vehicles will need to be signed out. All mishaps, accidents and problems with the vehicle will be report to management as soon as possible. Vehicle will be monitor by the Executive Director.
- Staff will not be paid for mileage if they have not sign out on the vehicle log out. The log out sheet will be checked against the mileage log before payment will be made.
- Home visitors will be required to check out a vehicle for home visits. They will not be paid for mileage unless there are no vehicles available. If no vehicle is available they will need to get approval from the Home Visitor Supervisor or the Social Service Manager to collect mileage pay for driving a personal vehicle. If you drive a personal vehicle I will need you to sign the personal vehicle log out sheet.

- The Social Service Manager will implement ERSEA, the data entry of children's attendance records, wait lists, enrollment, terminations, referrals, and Family partnership agreements in to the Child Plus system.
- The Social Service Manager will keep records of all community partnerships, parent meetings sign in sheets and minutes and legal documents.
- The Social Service Manager will act as a liaison to the Policy Council. The Manager will conduct training on the By-Laws, Robert Rule of Order, etc., and will keep copies of minutes, sign in sheets and trainings.
- Family Service Staff and other direct service staff will enter family notes in Child Plus system on a daily basis. The Social Service manager will review and discuss contact notes. Discussions will be held at weekly managers' meetings.
- The Secretary/Human Resource Tech will maintain the sign in sheets, Director Report, Financial reports, agendas and minutes for the Board of Directors and Policy Council.
- The Secretary/Human Resource Tech will conduct back ground checks, references checks and new staff orientation, a tracking sheet will be maintained and reviewed as changes and new hire occur.
- Staff records will be maintained by the Secretary/Human Resource Tech. Staff's leave and attendance will be recorded monthly and monitored by the Secretary/Human Resource Tech. A monthly report of sick time use and time without pay will be provide to the Executive Director by the Secretary/Human Resource Tech monthly.
- Annually the Early Head Start staff with assistance from the Policy Council members, parents and the Governing Board members will conduct a self –assessment where each area of the program is reviewed to determine compliance with federal regulations.
- A community assessment will be update annually. A new assessment will be conducted every three years.
- An annual report will be completed in August, and distributed to the community, the Board members, Policy Council, staff and parents.
- The Program Information Report will be compiled by Managers and the Executive Director and submitted each August. A copy will be given to Executive Director, an approved by the Policy Council and Governing Board Members.

- A year-end review will be done with Managers and the Executive Director to assist in developing short term and long term plans.

The results of all reporting and ongoing monitoring will be used to:

- Work toward long-term and short-term goals
- Improve program operations with future planning and decision making.