

## Ongoing Monitoring Process

The following schedule of monitoring will take place throughout the program year. Adjustments will be made as necessary. Additional “on demand” reporting will take place by individual managers and staff as needed.

### Child and Family

- Scheduled Interdisciplinary Team (IDT) review of designated compliance reports will be completed on a bi-weekly basis.
- Scheduled compliance reports are generated by a designated staff person and sent to all Interdisciplinary Team (IDT) members for review prior to the bi-weekly IDT meeting.
- Additional scheduled reports are generated by a designated staff person and sent to designated content area managers and direct service staff.
- Electronic reports are available for content area managers and direct service staff to generate and analyze as needed or as scheduled by their supervisor.
- Child and Family software generates automated notifications and alerts on a scheduled basis to content area managers and direct service staff for review and follow up as needed.

### Health, Safety and Nutrition

- Scheduled health and safety and classroom “Internal Monitoring Checklists” are completed by managers and direct service staff.
- Child and Adult Care Food Program (CACFP) monitoring site visits are documented as an “Internal Monitoring Checklist”.
- Internal Monitoring Checklist results are reviewed at bi-weekly Interdisciplinary Team (IDT) to monitor the progress and outcome of corrective actions identified.

### School Readiness and Child Ongoing Assessment

- Child ongoing assessment and school readiness data is summarized 3 times per program term.
- Detailed School Readiness Reports are presented 3 times per program term to all Interdisciplinary Team (IDT) members.
- Summary data is used as a part of the Program Self Assessment to identify progress towards the programs School Readiness Goals.

### Strategic Action Plan

- The action plan is reviewed monthly at Interdisciplinary Team (IDT) meetings.
- The data is compiled and reported in the Program Self Assessment report.
- Annual review of the Program Self Assessment report is completed to make appropriate changes to the strategic plan and program goals if necessary.

### Coaching, CLASS, HOVRS and PQA-A

- Scheduled Interdisciplinary Team (IDT) report of the HS and EHS coaching plan.
- Scheduled Interdisciplinary Team (IDT) report of the HS CLASS assessments.
- Summary of HOVRS assessment data is used a part of the Program Self Assessment.
- Summary of PAT Personal Visit Observation Tool Assessments used by EHS Program Manager to determine coaching needs and if staff are utilizing the curriculum to fidelity.
- Summary of data used as a part of the Program Self Assessment to identify areas of concern or need for staff support, professional development, and training.

### Program Information Report (PIR)

- PIR reports are generated for the EHS and HS programs 3 times per program year.
- Baseline, midyear, and prepare for end of year PIR reports are shared with IDT members.
- PIR is filed annually prior to August 31<sup>st</sup> for the Early Head Start and Head Start programs.