

Monitoring 2014-2015

Puget Sound ESD Head Start/Early Head Start
Report to Policy Council/Board
March 2015

Head Start Performance Standards

Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations...to ensure that these operations effectively implement Federal regulations

ECEAP Program Standards

The Contractor is responsible to DEL for the performance of the Subcontractor and must monitor the Subcontractor to ensure compliance with the terms and conditions of this Contract.

What is Monitoring?

- Regular observation and recording of activities to ensure legal compliance and program performance
- Includes on-site visits, desk audits, review of documents
- Ongoing process
- Done internally (by PSESD) and by Federal government and DEL

Ongoing Monitoring Process (internal)

- Service area-focused monitoring
- Use of checklists, file reviews, observations, interviews
- All monitored on some items
- Some monitored on all items

Monitoring Areas

- Child Development
- Health/Nutrition
- Family Support
- Administrative
- Early Head Start

Child Development

- Coordinator monitors classrooms via a checklist and observations
- Coordinators do CLASS observations
- Program tracks GOLD Checkpoints and progress on School Readiness Goals

Health/Nutrition

- Monitoring of items associated with timelines **that are determined by the state and federal laws**
- File review
- database to monitor

Family Support

- Tracking of enrollment and attendance
- Monthly staff summary of expectations
- **Ch**ecklists and on-site file reviews

Administration

- Self-assessment
- On-site visit for administrative monitoring
- Connect with Regional Support Teams for Risk Assessment

Early Head Start

- Monthly coordinator visits
- Socialization group **observations**
- **Home visitor observations**
- File review

Regional Support Teams

- Check in with Centers on monthly basis
- Provide some monitoring as well as technical assistance

External Monitoring 2014-15

- Head Start Grant 187 Reviews
 - Environmental Health & Safety
 - ERSEA
 - Fiscal
 - CLASS

Reminder: 2013-14

DEL Review

Head Start Grant 104 Review