

Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

Administrative Monitoring Checklist

Due:

Scheduled:

Actual:

For each item the choices are given:

- Yes**
- No Compliant**
- Non-Compliant-Urgent**
- Not applicable**

STAFFING

1. Head Start vacancies are advertised, based on accurate job descriptions. There is outreach to alternate communities. Parents and staff are informed of job openings and encouraged to apply for positions for which they qualify.
2. The center has computers, printers, email and internet access which teaching staff and family support use. Staff working on the day of monitoring will be discussed.
3. Individuals hired for Head Start positions meet Head Start and Puget Sound ESD required qualifications.
4. Required documentation related to new staff is provided by your Center within seven days of hire to the ESD: -- staff qualifications/hiring info --transcripts/proof of qualifications --hiring recommendation completed and signed by participating parent
5. Center Director Recommendation for New Employee Permanent Hire form is sent to ESD within two weeks of end of probationary period.
6. Mental health and wellness information is available to Head Start staff as needed.
7. Head Start staff at the Center provide proof of attendance at classes, workshops, and conferences when they have received Head Start funds.
8. Personnel files for all Head Start staff are complete: --criminal background form --fingerprint check completed --medical release form, including tuberculin screening -- adverse actions, if applicable
9. There is a center orientation to policies and procedures including: --working hours/schedules --overtime policy -- vacations/holidays --absences/leaves --fringe benefits --other relevant policies --standards of conduct
10. Policies comply with the Civil Rights Act and Americans with Disabilities Act (ADA). --statement on job announcement --statement on job application form --ADA implemented, if applicable
11. Personnel appraisals are conducted/written at least once a year. Standards of conduct are reviewed.
12. A drug free, tobacco-free environment is maintained.

STAFF TRAINING AND DEVELOPMENT

13. Training on Child Abuse Reporting Procedures is conducted: --annually, by November 1st with documentation provided to ESD --as new staff are hired within 7 days
14. Training on Universal Precautions is conducted: --annually, by November 1st with documentation provided to ESD --as new staff are hired within 7 days
15. Staff attend Head Start training, including New Employee modules, component trainings, other.
16. Regular classroom volunteers (volunteers at least once a month) are screened for tuberculosis. HS/EHS parents are not required to pay fees for screening.

17. There is an effective internal communication system among staff, parents and program administration, including regular staff meetings. A procedure is in place to notify staff before CPR/First Aid cards expire.
18. Staff and parents are aware of grievance procedure/community complaint policy.
19. There is a system for providing classroom coverage (substitutes) when a teacher or assistant teacher is absent. Subs working more than 45 days must be qualified.
20. There is a system for center administration follow-up and resolution of non-compliance issues, including agency and/or personnel action for any on-going non-compliance issues.
21. An exposure control plan for potentially infectious materials is in place which adheres to the Washington Industrial Safety and Health Act (WISHA) and Washington Administrative Code (WAC).

MONETARY POLICIES AND PARENT INVOLVEMENT

22. Payroll, taxes, and insurance expenses are paid by the due date.
23. An annual audit or annual tax returns are filed.
24. In-kind contribution records are maintained.
25. Parent funds are included in the center budget and there is a system for accessing those funds by parents.

TRANSPORTATION

26. Transportation of Head Start children, including field trips, conforms to transportation regulations. HS/EHS parents aren't required to pay fees to participate in field trips
27. If bus transportation provided to and from program: Transportation services checklist has been completed and is on file.

INSURANCE (for centers who are NOT members of the Puget Sound Risk Management Pool)

28. A Comprehensive General Liability policy or program of self-insurance of not less than \$2 million which endorses PSESD as an additional insured is current and on file.
29. There is risk property coverage on all equipment purchased by the contractor with PSESD Head Start funds.
30. There is \$1 million or more per occurrence of automobile liability listing the ESD as additional insured.