

## Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

### 2017 - 2018 Administrative Monitoring, Winter, ECEAP Subcontractors

Due: \_\_\_\_\_  
 Scheduled: \_\_\_\_\_  
 Actual: \_\_\_\_\_

Hiring		Regulation
1	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	<p>Job openings funded through or working in ECEAP involve parents in the hiring process. Any exception is approved through Policy Council</p> <p>Evidence: Hiring Approval Form documenting parent participation</p> <p>Threshold: 100% submitted</p> <p>Dates: Staff hired 11/1/17-1/15/18</p> <p>Notes:</p>
2	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	<p>ECEAP Staff Qualifications Application completed in MERIT and documentation submitted for Lead Teachers, Assistant Teachers, and Family Support Specialists</p> <p>Evidence: ELMS Staff Monitoring Report</p> <p>Threshold: 100% "Fully Qualified" or "Active PDP"</p> <p>Dates: Staff hired at least 30 days prior to monitoring</p> <p>Notes:</p>
3	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	<p>Criminal Record Check Procedure followed</p> <p>Lead Teachers and Assistant Teachers:            Evidence: ELMS Staff Monitoring Report            Threshold: 100% PBCs "Cleared"            Dates: All staff currently in these roles</p> <p>All other staff who may have unsupervised access to or contact with ECEAP children:            Evidence: Documentation submitted            Threshold: 100% submitted            Dates: Staff hired 11/1/17-current</p> <p>Notes:</p>

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Staff Training and Requirements	Regulation
<p>1</p> <p> <input type="checkbox"/> Fully documented/complete  <input type="checkbox"/> Not yet documented/compl                 </p> <p>                     All staff working with ECEAP children have completed a TB screening.                      Evidence: Documentation in PSESD Staff Files                      Threshold: 100% screened                      Dates: Staff hired 11/1/17-1/15/18                      Notes:                 </p>	<p>C-2, G-4</p>
<p>2</p> <p> <input type="checkbox"/> Fully documented/complete  <input type="checkbox"/> Not yet documented/compl                 </p> <p>                     All staff working with ECEAP children have completed Limited Restraint Training.                      Evidence: Documentation in PSESD Staff Files                      Threshold: 100% trained (PSESD LR trng or district-sponsored trng)                      Dates: Staff hired 11/1/17-1/15/18                      Notes:                 </p>	<p>D-21, E-8, G-6</p>
<p>3</p> <p> <input type="checkbox"/> Fully documented/complete  <input type="checkbox"/> Not yet documented/compl                 </p> <p>                     All staff working with ECEAP children/families or paid by ECEAP funds have completed all courses in assigned online learning path.                      Evidence: Litmos                      Threshold: 100% completion                      Dates: New staff hired at least 4 months prior to monitoring and all returning staff                      Notes:                 </p>	<p>A-1, C-20;</p>