

Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

2017 - 2018 Administrative Monitoring, Winter, Head Start Subcontractors

Due: _____
 Scheduled: _____
 Actual: _____

Hiring			Regulation
1	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	Job openings funded through or working in Head Start/EHS involve parents in the hiring process. Any exception is approved through Policy Council. Evidence: Hiring Approval Form documenting parent participation Threshold: 100% submitted Dates: Staff hired 11/1/17-1/15/18 Notes:	1301.3(c)
2	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	Transcripts/proof of qualifications related to new staff are submitted to the ESD. Evidence: Documentation in PSESD Staff Files Threshold: 100% submitted Dates: Staff hired 11/1/17-1/15/18 Notes:	1302.91, 1302.93
3	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	Criminal Record Check Procedure followed Evidence: Documentation submitted Threshold: 100% submitted Dates: Staff hired 11/1/17-current Notes:	HS Act: 648 A(g)(3); HS PS 1302.90(b)
Staff Training and Requirements			Regulation
1	<input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	All staff working with with Head Start/EHS children have an initial health examination by their health care provider. Evidence: Medical Release Form Threshold: 100% submitted Dates: Staff hired 11/1/17-1/15/18 Notes:	1302.93

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Staff Training and Requirements		Regulation
2 <input type="checkbox"/> Fully documented/complete <input type="checkbox"/> Not yet documented/compl	All staff working with Head Start/EHS children/families or paid by Head Start/EHS 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:	1302.90(c), 1302.92, 1302.102