

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

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

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

Hiring		Regulation	
1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	Job openings funded through or working in ECEAP involve parents in the hiring process. <span style="color: red;">Review Hiring Approval Forms.</span> <span style="color: red;">Threshold: 100% must have parent participation. Any exception must be approved by Policy Council.</span> Notes:	C-1, C-2, G-4
2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	ECEAP Staff Qualifications Application completed in MERIT and documentation submitted for Lead Teachers, Assistant Teachers, and Family Support Specialists (Due 30 days after start date) <span style="color: red;">Review ELMS Staff Monitoring Report</span> <span style="color: red;">Threshold: 100% are either fully qualified or on a Professional Development Plan (PDP)</span> Notes:	C-3, C-4, C-6, C-8, C-10
3	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	Criminal Record Check Procedure followed <span style="color: red;">Review submitted documentation.</span> <span style="color: red;">Threshold: 100%</span> Notes:	C-2, C-20
Staff Training and Requirements		Regulation	
1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	All staff working with children have completed a TB test. <span style="color: red;">Review Staff Requirements Report</span> <span style="color: red;">Threshold: 100% Completion</span> Notes:	C-2, G-4

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Staff Training and Requirements	Regulation
<p>2</p> <p><input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant</p>	<p>All staff working with children have completed Limited Restraint Training.</p> <p style="color: red;">Review staff database Threshold: 100% Completion</p> <p>Notes:</p>
<p>3</p> <p><input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant</p>	<p>All staff working with ECEAP children/families or paid by ECEAP funds have completed the online trainings listed below as soon as possible after hire (with the goal being before working with children/families).</p> <ul style="list-style-type: none"> <li>• Active Supervision</li> <li>• Child Guidance</li> <li>• Mandatory Reporting: Child Abuse &amp; Neglect</li> <li>• Standards of Conduct</li> <li>• Universal Precautions</li> </ul> <p style="color: red;">Review Litmos reports. Threshold: 100% Completion</p> <p>Notes:</p>