

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

### 2017 - 2018 Administrative Monitoring, Fall, Head Start/EHS Programs

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

Hiring			Regulation
1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	Job openings funded through or working in Head Start/EHS 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:	1301.3(c)
2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	Transcripts/proof of qualifications related to new staff are submitted to the ESD. <span style="color: red;">Review receipt of documentation.</span> <span style="color: red;">Threshold: 100% received</span> Notes:	1302.91, 1302.93;
4	<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:	HS Act: 648 A(g)(3)(A), 648 A(g)(3)(B),648 A(g)(3)(C); HS PS: 1302.90(b)
Staff Training and Requirements			Regulation
1	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	All staff working with children have an initial health examination and a periodic re-examination as recommended by their health care provider, that include screeners or tests for communicable diseases, as appropriate. Staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act. <span style="color: red;">Medical Release form on file.</span> <span style="color: red;">Threshold: 100% Completion</span> Notes:	1302.93

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Staff Training and Requirements		Regulation
2	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<p>All staff working with Head Start/EHS children/families or paid by Head Start/EHS 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>Review Litmos reports. Threshold: 100% Completion</p> <p>Notes:</p>