

**Highland Rim Head Start
Ongoing Monitoring 2015 - 2016**

PROGRAM AREA	DATA MONITORED	FREQUENCY	RESPONSIBLE	
Administration, Management Systems & Proceudres	Non-Federal Share	Monthly	Operations Manager	
	PIR	2 x Per Year - End of year	Operations Manager	
	Policy and Procedure Manual	As needed with changes coming only in summer	Management Team	
	Standard Operating Procedures (S.O.P's)	As needed with changes coming only in summer	Management Team	
	Self Assessment	Winter	Management Team	
	Community Assessment	Annual	Director & Family Service Manager	
ERSEA	Recruitment	Monthly	Family Services Manager	
	Selection Criteria	Annual	Family Services Manager	
	Enrollment	Weekly & Ongoing	Family Services Manager	
	Attendance & ADA	Monthly & Ongoing	Family Services Manager	
	Wait List	Ongoing	Family Services Manager	
	OHS Eligibility Form	Ongoing	Family Services Manager	
	10% Disabilities/Over Income	Ongoing	Family Services Manager	
	Termination/Replacement	Ongoing	Family Services Manager	
	Children's Files	3 x Per Year	Family Services Manager	
Child Health & Developmental Services	45 Day Requirements	Within 45 days	Health Service Manager	
	90 Day Requirements	Within 90 days	Health Service Manager	
	Follow up & Treatments	Ongoing	Health Service Manager	
Education & Early Childhood Services	School Readiness Goals & Objectives	Annual	Education Manager	
	Classroom Lesson Plans	Monthly	Education Manager	
	CLASS Observations	Annual	Education Manager	

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	Outcomes	3 Assessment Cycles - Fall, Winter, Spring	Education Manager	
	Education Services Monitoring Checklist	Twice Annually	Education Manager	
	Home Visits	Fall & Spring	Education Manager	
	Classroom Observations	Monthly	Education Manager	
	Pre-ECERS Visit	Annually	Education Manager	
	Transitions	Spring	Education Manager	
Child Health & Safety	Health History	2 x Per Year with Child File Audit	Family Services Manager	
	Health Services Checklist	2 Classes per month	Health Services Manager	
	First Aid Inventory	Ongoing	Health Services Manager	
	Emergency Drills	2 x Per Year	Facilities Manager	
	Accident/Injuries	Ongoing	Health Services Manager	
Child Nutrition	CACFP Meal Observations	3 x Per Year	Facilities Manager	
	Classroom Nutrition Activity	Monthly	Facilities Manager	
	CACFP Claim Summary	Monthly	Facilities Manager	
	Menus	Monthly	Facilities Manager	
	Allergies	Ongoing	Facilities Manager	
Child Mental Health & Disabilities	Referrals	Ongoing	Health Services Manager	
	IEP's	Ongoing	Health Services Manager	
	Mental Health Referrals	Ongoing	Health Services Manager	
Family & Community Partnerships	Family Partnerships	Within 90 Days of Enrollment and Ongoing	Family Services Manager	
	Community Partnerships	Summer & Ongoing	Family Services Manager	
	Family Engagement Survey	Within 90 Days of Enrollment	Family Services Manager	
	Family Team Meetings	Monthly	Family Services Manager	
	Parent Meetings/Training	Monthly	Family Services Manager	
	Parent Activity Funds	Fall	Family Services Manager	

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	Classroom Communications	Monthly	Family Services Manager	
Program Governance	Governance Training	Annual	Director/Operations Manager	
	Shared Governance Trng.	Fall	Director/Operations Manager	
Management Systems & Procedures	Policy and Procedure Manual	As needed with changes coming only in summer	Management Team	
	Standard Operating Procedures (S.O.P's)	As needed with changes coming only in summer	Management Team	
	Forms	As needed with changes coming only in summer	Management Team	
Human Resources	Mandatory Staff Trainings	Annual & as needed	Operations Manager	
	CDL Requirements	Annual & as needed	Operations Manager	
	Staff Health Requirements	Annual & as needed	Operations Manager	
	Professional Development	Annual & as needed	Operations Manager	
	Staff Qualifications	Annual & as needed	Operations Manager	
Facilities	Environmental Health & Safety Checklist	2 x Per Year	Facilities Manager	
	Daily Playground Checklist	Monthly	Facilities Manager	
	Daily Facilities Checklist	Monthly	Facilities Manager	
	Work Orders	Monthly	Facilities Manager	
Transportation	Mandatory Staff Trainings	2 x Per Year	Facilities Manager	
	Emergency Bus Evacuations	2 x Per Year	Facilities Manager	
	Pre/Post Trip Inspections	2 x Per Year	Facilities Manager	
	Driver/Monitor	2 x Per Year	Facilities Manager	