

**Rutland County Head Start
Ongoing Monitoring 2018-2019**



Program Area	Data	Frequency	Monitoring Responsibility
Child Health & Safety	Health Indicators	Monthly	Health Services Manager
	Vision & Hearing Screening	Within 45 Days of Enrollment	Health Services Manager
	Health & Safety Inspection	Monthly	Health Services Manager
	Fire Drills / Extinguishers	Monthly	Health Services Manager
	Fire Alarms	Annually	Health Services Manager
	Medical Conditions	Monthly	Health Services Manager
	First Aid Inventory	Monthly	Health Services Manager
	Essential Maintenance Practices	Annually	Disabilities and Child Care Manager
	CACFP Meal Observations	3 x Per Year	Health Services Manager
	Classroom Nutrition Activity	Monthly	Health Services Manager
CACFP Claim Summary	Monthly	Health Services Manager/Admin. Manager	
Family & Community Engagement	Family Pre-Assessment	Registration	Family Services-Coordinator
	VT Strengthening Families Protective Factors Survey	2 x Per Year	Family Services-Mental Health Manager
	Self Sufficiency Assessment	2 x Per Year	Family Services-Mental Health Manager
	Family Conferencing	Monthly	Family Services- Coordinator
	Parent Training feedback	In conjunction with trainings	Family Services-Mental Health Manager
	Parent Engagement Activities	Ongoing	Family Services-Mental Health Manager
	School Readiness Survey with Families	November, Annually	Education Manager

Child Development & Education	ASQ-3 – Developmental Screening Tool	Within 45 days of enrollment	Disabilities and Child Care Manager
	School Readiness Goals and Objectives (TSG)	Annually (April/May)	Education Manager
	Classroom Lesson Plans	Weekly	Education Manager
	Classroom Mental Health Observations	3 x Per Year	Family Services-Mental Health Manager
	DECA Assessment	2 x Per Year	Family Services-Mental Health Manager
	PBS(Positive Behavior Support Referrals)	Ongoing	Family Services-Mental Health Manager
	Mental Health Referrals	Ongoing	Family Services-Mental Health Manager
	Teaching Strategies GOLD Outcomes	3 Assessment Cycles- Fall, Winter, Spring	Education Manager
	CLASS Observations	November, Annually	Education Manager
	CC-TSG Fidelity Tool	Annually	Education Manager
	TPOT (Teaching Pyramid Observation Tool)	November, April each year	Family Services-Mental Health Manager
	Beginning of Year Classroom Checklist	Annually	Education Manager
	LEA, Pre-K Collaborative Agreements	Annually	Director
	Individual Education Program	Ongoing	Disabilities and Child Care Manager
LEA Meetings	Ongoing	Disabilities and Child Care Manager	

Management Services Governance	Policy and Procedure Manual	As Needed	Director
	Human Resources Policies	As Needed	Director
	Program Plan	Annually	Director
	Staff Health & Training Requirements	Annually	Health Services Manager
	Mandatory Staff Trainings	Annually	Leadership Team
	Strategic Work Plan	Monthly	Director
	Governance Training	Annually	Director
ERSEA & Fiscal Integrity	Recruitment Calendar	Monthly	Family Services-Mental Health Manager
	Enrollment	Monthly	Family Services-Mental Health Manager
	Selection Criteria	Annually	Family Services-Mental Health Manager
	Attendance	Monthly	Family Services-Mental Health Manager
	Wait List	Ongoing	Family Services Coordinator
	OHS Eligibility Form	At Recruitment	Family Services Coordinator
	ERSEA Training	w/in 90 days of new hire (FSS); w/in 180 days of new term (governance)	Family Services-Mental Health Manager
	General Ledger/Variance Reports	Monthly	CFO/Director
	Valuation of Non-Federal Share	Quarterly	Director/Admin. Manager