

**Rutland County Head Start
Ongoing Monitoring 2014-2015**



Program Area	Data	Frequency	Monitoring Responsibility
Child Health & Safety	Health Indicators	Monthly	Health Systems Manager
	45 Day Requirements	Within 45 Days of Enrollment	Health Systems Manager
	Health/Nutrition/Dental History	Monthly	Health Systems Manager
	Health & Safety Inspection	Monthly	Health Systems Manager
	Fire Drills	Monthly	Health Systems Manager
	Medical Conditions	Monthly	Health Systems Manager
	First Aid Inventory	Monthly	Health Systems Manager
	Essential Maintenance Practices	Annual	Health Systems Manager
	CACFP Meal Observations	3 x Per Year	Health Systems Manager
	Classroom Nutrition Activity	Monthly	Health Systems Manager
	CACFP Claim Summary	Monthly	Health Systems Manager/Admin. Coordinator
	Emergency Bus Evacuations	Each Fieldtrip	Health Systems Manager
Family & Community Engagement	S.F. Protective Factors Survey	2 x Per Year	Family Services-Mental Health Manager
	Family Assessment	2 x Per Year	Family Services-Mental Health Manager

Program Area	Data	Frequency	Monitoring Responsibility
	Family Conferencing	Monthly	Family Services-Mental Health Manager
	Parent Training feedback	In Conjunction With Trainings	Family Services-Mental Health Manager
	Parent Engagement Activities	Ongoing	Family Services-Mental Health Manager
	Family Pre-Assessment	Registration	Family Services-Mental Health Manager
Child Development & Education	ESI-R – Developmental Screening Tool	Within 45 days of enrollment	Disabilities Manager
	School Readiness Goals and Objectives	Annual	Education & Disabilities Managers
	Classroom Lesson Plans	Weekly	Education & Disabilities Managers
	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 & Disabilities Managers
	CLASS Observations	Annual	Education & Disabilities Managers
	CC-TSG Fidelity Tool	Annual	Education & Disabilities Managers

Program Area	Data	Frequency	Monitoring Responsibility
	TPOT (Teaching Pyramid Observation Tool)	As Needed	Family Services-Mental Health Manager
	Beginning of Year Classroom Checklist	Annual	Education & Disabilities Managers
	LEA, Pre-K Collaborative Agreements	Annual	Director
	Individual Education Program	Ongoing	Disabilities Manager
	LEA Meetings	Annual	Disabilities Manager
Management Systems Governance	Policy and Procedure Manual	As Needed	Leadership Team
	Human Resources Policies	As Needed	Leadership Team
	Program Plan	Annual	Leadership Team
	Staff Health & Training requirements	Annual	Health Systems Manager
	Staff Health Requirements	Monthly	Leadership Team
	Mandatory Staff Trainings	Annual	Leadership Team
	Strategic Work Plan	Monthly	Leadership Team
	Governance Training	Annual	Leadership Team
ERSEA & Fiscal Integrity	Recruitment Calendar	Spring	Family Services-Mental Health Manager
	Enrollment	Monthly	Family Services-Mental Health Manager
	Selection Criteria	Annual	Family Services-Mental Health Manager

Program Area	Data	Frequency	Monitoring Responsibility
	Attendance	Monthly	Family Services-Mental Health Manager
	Wait List	Ongoing	Family Services-Mental Health Manager
	OHS Eligibility Form	At Recruitment	Family Services-Mental Health Manager
	General Ledger/Variance Reports	Monthly	CFO/Director
	Valuation of Non-Federal Share	Quarterly	Director/Admin. Coordinator

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