

**Rutland County Head Start
Ongoing Monitoring 2017-2018**



Program Area	Data	Frequency	Monitoring Responsibility
Child Health & Safety	Health Indicators	Monthly	Health Systems Manager
	Vision & Hearing Screening	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	Annually	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	Family Pre-Assessment	Registration	Family Services-Mental Health Manager
	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-Mental Health Manager
	Parent Training feedback	In conjunction with trainings	Family Services-Mental Health Manager

Program Area	Data	Frequency	Monitoring Responsibility
	Parent Engagement Activities	Ongoing	Education Manager
	School Readiness Survey with Families	October, Annually	
Child Development & Education	ESI-R – Developmental Screening Tool	Within 45 days of enrollment	Disabilities 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	Annually	Education Manager
	CC-TSG Fidelity Tool	Annually	Education Manager
	TPOT (Teaching Pyramid Observation Tool)	As Needed	Family Services-Mental Health Manager
	Beginning of Year Classroom Checklist	Annually	Education & Disabilities Managers
	LEA, Pre-K Collaborative Agreements	Annually	Director
	Individual Education Program		Disabilities Manager
	LEA Meetings	Ongoing	

Program Area	Data	Frequency	Monitoring Responsibility
		Annually	Disabilities Manager
Management Systems Governance	Policy and Procedure Manual	As Needed	Leadership Team
	Human Resources Policies	As Needed	Leadership Team
	Program Plan	Annually	Leadership Team
	Staff Health & Training Requirements	Annually	Health Systems Manager
	Staff Health Requirements	Monthly	Leadership Team
	Mandatory Staff Trainings	Annually	Leadership Team
	Strategic Work Plan	Monthly	Leadership Team
	Governance Training	Annually	Leadership Team
ERSEA & Fiscal Integrity	Recruitment Calendar	Spring	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-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