

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



| Program Area                             | Data  | Frequency                     | Monitoring Responsibility                 |
|--|---|-------------------------------|---|
| <b>Child Health &amp; Safety</b>         | 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                    |
| <b>Family &amp; Community Engagement</b> | 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                         |                                       |
| <b>Child Development &amp; Education</b> | 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                  |
| <b>Management Systems Governance</b> | 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                       |
| <b>ERSEA &amp; Fiscal Integrity</b>  | 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           |