

Monitoring Instrument Protocol

(Hot Sheet)

Revised 1/08
(mandatory)

1304.51 (i)(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of their Delegate agencies, to ensure that these operations effectively implement Federal regulations.

To ensure program operations effectively implement federal regulations, ongoing, regular monitoring will be conducted by Grantee and Delegate staff. The Child Family Services Monitoring Instrument will be utilized to document ongoing monitoring efforts of Grantee Directly Operated and Delegate Agencies.

1. By referring to the Program Area Plans, reviewing documentation, site observations, and meeting with staff, the person completing the Monitoring Instrument will indicate if the program is “**in**” or “**out**” of compliance for each subpart of the Performance Standards. Specific out of compliance issues will be further explained in the comments section. Persons completing the instrument will initial and date each comment. Additional comments may be added to the back of each page.
2. As designated, Delegate/Directly Operated staff will begin monitoring within 45 days of the start up of program operations and complete the “**Self Monitoring**” section of the Monitoring Instrument before the agency’s annual self assessment. (Although these procedures constitute the oversight monitoring that each agency is expected to conduct, it is also anticipated that every Delegate/Direct Operated agency will maintain ongoing day to day responsibility for monitoring those activities that assure the health and safety of children and staff.)
3. A Health and Safety Checklist will be completed in each classroom /Family Child Care Home (FCCH) by designated Delegate/Directly Operated staff prior to the children arriving in the classroom/FCCH and again two weeks after the children’s first day of attendance. Designated Grantee staff will complete a Health and Safety Checklist within 60 days of the start up of program operations.
4. Grantee monitoring staff will complete the “**Grantee Monitoring**” section of the Monitoring Instrument within the program operation year.
5. Grantee staff conducting on site monitoring of Delegate/Directly Operated sites will complete a Site Visit report to summarize the visit activities, any out of compliance findings, as well as any plans of action for out of compliance findings. The report will be shared with onsite staff. Copies of the Site Visit report will be filed on site, sent to the Delegate/Direct Operated central office, and filed at the Grantee central office.
6. If programs are providing regular transportation of children, the Transportation Checklist must be complete by designated Delegate/Directly Operated staff prior to the beginning of the program year. Grantee monitoring staff will complete the **Transportation Checklist** within the program operation year.
7. In addition to the Monitoring Instrument, programs may choose to implement other tools to support their ongoing monitoring efforts. (i.e. The Creative Curriculum Implementation Checklist, Early Childhood Environment Rating Scale, Infant Toddler Environment Rating Scale, Family Child Care Environment Rating Scale).
8. At the end of the program year, staff must send the completed monitoring tool to the delegate/directly operated central office. Delegate/directly operated programs will keep the completed monitoring tools on file.