



Child Family Services

**MONITORING INSTRUMENT**

\* Early Head Start \* Head Start \* Migrant/Seasonal Head Start \*

Agency: \_\_\_\_\_ Location: \_\_\_\_\_ Service Options: \_\_\_Center Based \_\_\_Home Based \_\_\_FCCH

Self Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Grantee Monitoring completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**EARLY CHILDHOOD AND DEVELOPMENT HEALTH SERVICES**

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.20 Child Health and Developmental Services</b>					
(a) Determining Child Health Status					
(b) Developmental, Sensory, and Behavioral Screening					
(c) Extended Follow-up and Treatment					
(d) Ongoing Care					
(e) Involving Parents					
(f) Individualization of the Program					

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.21 Education and Early Childhood Development</b>					
<b>(a) Child Development and Education Approach for all Children</b>					
▪ Environments reflect individual rates of development, interests, temperaments and cultural backgrounds.					
▪ Inclusive of IFSP/IEP					
▪ Balanced daily program includes: child initiated, adult directed, individual and small group activities					
▪ Parent involvement in curriculum, home visits, conferences					
▪ Supports home language					
▪ Routines/Schedules/Transitions					
▪ Plans support social emotional, cognitive, language and physical development for all children					

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>(b) Child Development and Education Approach for Infants and Toddlers</b> <ul style="list-style-type: none"> <li>▪ Individualized environment supports: Trust /emotional security, Self expression/awareness/autonomy</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Individualized environment supports: Emerging communication skills,</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Individualized environment supports: Sensory/motor development , Physical / fine motor development</li> </ul>					
<b>(c) Child Development and Education Approach for Preschoolers</b> <ul style="list-style-type: none"> <li>▪ Supports each child’s individual pattern of development and learning.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Integrates into classroom activities all educational aspects of health, nutrition and mental health services</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Provides opportunities to develop competence, self esteem and understanding of self as an individual and group member</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Indoor/outdoor activities provide individual and small group experiences.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Uses a variety of strategies based on observations/assessments to enhance individual progress.</li> </ul>					

	Self Monitoring		Grantee Monitoring		<b>Comments</b>  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1302.22 Child Health and Safety</b>					
(a) Health Emergency Procedures					
(b) Conditions of Short-Term Exclusion and Admittance					
(c) Medication Administration					
(d) Injury Prevention					
(e) Hygiene					
(f) First Aid Kits					

	Self Monitoring		Grantee Monitoring		<b>Comments</b>  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.23 Child Nutrition</b>					
(a) Identification of Nutritional Needs					
(b) Nutritional Services					
(c) Meal Service					
(d) Family Assistance with Nutrition					
(e) Food Safety and Sanitation					
<b>§1304.24 Child Mental Health</b>					
(a) Mental Health Services					



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**FAMILY AND COMMUNITY PARTNERSHIPS**

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.40 Family Partnerships</b>					
(a) Family Goal Setting					
(b) Accessing Community Services and Resources					
(c) Services to Pregnant Women, Infants, and Toddlers					
(d) Parent Involvement – General					
(e) Parent Involvement in Child Development and Education					

	Self Monitoring		Grantee Monitoring		<b>Comments</b>  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
(f) Parent Involvement in Health, Nutrition and Mental Health Education					
(g) Parent Involvement in Community Advocacy					
(h) Parent Involvement in Transition Activities					
(i) Parent Involvement in Home Visits					
<b>§1304.41 Community Partnerships</b>					
(a) Partnerships					
(b) Advisory Committees					
(c) Transition Services					



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**PROGRAM DESIGN AND MANAGEMENT**

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.50 Program Governance</b>					
(a) Policy Council, Policy Committee, and Parent Committee Structure					
(b) Policy Group Composition and Formation					
(c) Policy Group Responsibilities-General					
(d) The Policy Council or Policy Committee					
(e) Parent Committee					
(f) Policy Council, Policy Committee, and Parent Committee Reimbursement					
(g) Governing Body Responsibilities					
(h) Internal Dispute Resolution					

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.51 Management Systems and Procedures</b>					
(a) Program Planning					
(b) Communications – General					
(c) Communication with Families					
(d) Communication with Governing Bodies and Policy Groups					
(e) Communication Among Staff					
(f) Communication with Delegate Agencies					
(g) Record-Keeping Systems					
(h) Reporting Systems					
(i) Program Self-Assessment and Monitoring					

	Self Monitoring		Grantee Monitoring		Comments  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1304.52 Human Resources Management</b>					
(a) Organizational Structure					
(b- f) Staff Qualifications					
(g) Classroom Staffing and Home Visitors					
(h) Standards of Conduct					
(i) Staff Performance Appraisals					
(j) Staff and Volunteer Health					
(k) Training and Development					
<b>§1304.53 Facilities, Materials, and Equipment</b>					
(a) Head Start Physical Environment and Facilities					
(b) Head Start Equipment, Toys, Materials, and Furniture					
<b>§1310 Head Start Transportation</b>					
▪ Safety Education: provide pedestrian safety training for parents and children.					

	Self Monitoring		Grantee Monitoring		<b>Comments</b>  *Please date & initial comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start</b>					
(.3) Determine community strengths/needs					
(.4) Age of children and family income eligibility					
(.5) Recruitment of children					
(.6) Selection process					
(.7) Enrollment and re-enrollment					
(.8) Attendance					



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**DISABILITIES**

	Self Monitoring		Grantee Monitoring		<b>Comments</b> <small>*Please date &amp; initial comments</small>
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	
<b>§1308 Children with Disabilities</b>					
(.4) Disabilities Service Plan					
(.5) Recruitment and Enrollment					
(.6) Assessment					
(.7-.17) Eligibility					
(.18) Health Services Coordination					
(.19) Developing IEP's					
(.20) Nutrition Services					
(.21) Parent Participation and Transition					