

On-Going Monitoring Plan



MountainHeart Community Services, Inc.
Head Start/Early Head Start Program
Approved By Policy Council

**MOUNTAINHEART COMMUNITY SERVICES, INC.
HEAD START/EARLY HEAD START
ONGOING MONITORING PLAN**

Early Childhood Development and Health Services

- Child Health and Developmental Services
- Education and Early Childhood Development

Preschool Program

1. The Early Childhood Specialist will utilize the *CC Implementation Checklist* as a comprehensive tool to assess the degree of compliance with the Creative Curriculum in all classrooms. Attachment: *CC Implementation Checklist*
2. The Early Childhood Specialist will visit each classroom at least two times per year spending a sufficient amount of time observing each classroom during a substantial portion of the schedule. Following the completion, the Early Childhood Specialist will complete the *Implementation Checklist Classroom Profile* at least twice a year.
3. The Early Childhood Specialist will meet with the teaching staff and provide an overview of the results.
4. The Early Childhood Specialist and the teaching staff will write the *Implementation Checklist* progress and planning form plans reflecting findings from the monitoring tool which will include next steps.
5. The Early Childhood Specialist will provide on-site monitoring and coaching to support the development of the plans identified.
6. The *ECERS* will be completed in each of the Head Start classrooms to assist in classroom and program planning.
7. The Early Childhood Specialist and Infant Toddler Specialist will utilize **CLASS** (at least once yearly) as a tool to monitor teacher/child interaction.

For Collaborative Classrooms

1. The Early Childhood Specialist and the Preschool Specialist will jointly utilize the *CC Implementation Checklist* as a comprehensive tool to assess the degree of compliance with the Creative Curriculum in all classrooms. Attachment: *CC Implementation Checklist*
2. The Early Childhood Specialist and the Preschool Specialist will visit each classroom as a team at least two times per year spending a sufficient amount of time observing each classroom during a substantial portion of the schedule. Following the completion, the Early Childhood Specialist and the Preschool Specialist will

jointly complete the *Implementation Checklist Classroom Profile* at least twice a year mutually agreeing on the results.

3. The Early Childhood Specialist and the Preschool Specialist will meet with the teaching staff and provide an overview of the results.
4. The Early Childhood Specialist, the Preschool Specialist and the teaching staff will write the *Implementation Checklist* progress and planning form plans reflecting findings from the monitoring tool which will include next steps.
5. The Early Childhood Specialist and the Preschool Specialist will provide on-site monitoring and coaching to support the development of the plans identified.
6. The *ECERS* will be contracted by a qualified person every three years in each collaborative classroom to assist in class and program planning.
7. The Early Childhood Specialist, Infant and Toddler Specialist, and Pre-K specialist will utilize CLASS (at least once yearly) as a tool to monitor teacher/child interaction.

Infant and Toddler Program

1. The Infant and Toddler Specialist will utilize the *ITERS* as a universal, comprehensive tool to guide the monitoring process to assure consistency across all classrooms.
2. The Infant and Toddler Specialist will visit each classroom at least two times per year spending a sufficient amount of time observing each classroom during a substantial portion of the schedule.
3. The Infant and Toddler Specialist will meet with the teaching staff following each observation and provide an overview of the results.
4. The Infant and Toddler Specialist and the teaching staff will write individual goal plans reflecting findings from the monitoring tool which will include strategies and timelines.
5. The Infant and Toddler Specialist will provide on-site mentoring and coaching to support the development of the goals identified. Ongoing progress to the attainment of the goals will be recorded on the goal sheet.

Home Visits (Infant/Toddler Program)

1. The Infant/Toddler Specialist will monitor home visits monthly as teachers turn in monthly reports. At team meetings and as monthly reports by teachers are turned in, completed home visit forms are reviewed then logged on the tracking sheet. If the forms are late and/or incorrect, then the teacher will be made aware via memorandum by the 15th of the following month. *Attached is a copy of tracking sheet and monthly report.*
2. The Infant/Toddler Specialist will monitor at least one home visit a year for each

teacher doing home base or combination option using the Home Visit observation instrument. Within two weeks of the home visit observation, the Infant/Toddler Specialist will meet with the teacher to discuss all aspects of the home visit, including strengths, weaknesses, and recommendations. A copy of the observation and recommendations is given to the teacher. *Attached is a copy of a Home Visit observation document.*

Home Visits (Prenatal Program)

1. The Prenatal Health/Nutrition Specialist monitors the prenatal home visits on a monthly basis. Prenatal Home Visitors turn in their monthly reports by the 10th day of each month for the previous month to the Prenatal Health/Nutrition Specialist who reviews the reports and calculates the percentages.
 2. The Prenatal Health/Nutrition Specialist will monitor at least one home visit for each Prenatal Home Visitor per year using the *Home Visit Observation Instrument* (attached). The Prenatal Home Visitor and the Prenatal Health/Nutrition Specialist will meet within three days following the visit to discuss any concerns that may include any strengths, weaknesses and/or suggestions for improvement. A copy of the observation and recommendations is given to the Prenatal Home Visitor.
 3. The Prenatal Health/Nutrition Specialist will conduct team meetings monthly with the Prenatal Home Visitors to discuss all aspects of the client's needs and care. These will be documented on the Team Meeting Tracking Sheets for monitoring purposes.
- **Child Health and Safety**

Preschool Program

1. The Health and Safety Specialist will be responsible for on-going monitoring utilizing the Health and Safety Checklist a minimum of three times per year. Attachment: *Health and Safety Checklist.*
2. The Center Teachers including Collaborative Classroom Teachers will utilize this tool prior to children attending the classrooms at the beginning of the program year. The results and any required corrective actions will be reported immediately to the Health and Safety Specialist.
3. The Health and Safety Specialist will conduct observations of each classroom using the *Health and Safety Checklist* two times per year. The first of these observations will be completed by the teacher in September with the second being conducted the end of January and the third by the end of April. The third observation will be included in the self-assessment process.
4. The Health and Safety Specialist will meet with the teaching staff following each observation and provide an overview of results. Corrective action will take place immediately for any issues warranting immediate danger or hazardous conditions.
5. The Health and Safety Specialist and the teaching team will write individual goal plans reflective of the monitoring tool and include strategies and timelines.

6. The Head Start/Early Head Start Director will issue a memorandum requiring corrective action, if needed, to the Center Teacher within five of the ongoing monitoring. For Collaborative Classrooms not located in a Head Start facility, this memorandum will be also sent to the Preschool Specialist. A copy of this memorandum will be given to the Health and Safety Specialist.
7. The Center Teacher will have thirty days to make any corrective action and will provide a written response to the Head Start/Early Head Start Director assuring that the corrective plan has been completed. A copy of this memorandum will be provided to the Health and Safety Specialist.
8. An unannounced site visit may be conducted by the Health and Safety Specialist at any time to assure corrective actions have been completed.
9. Ongoing monitoring results, goal plans, strategies and timelines, staff development concerns and/or issues, and any identified training needs will be summarized and included in the Health and Safety Specialist's monthly reports to be submitted to the Head Start/Early Head Start Director by no later than **the fifteenth** **10th** day of each month.

Infant and Toddler Program

1. The Prenatal Health/Nutrition Specialist shall be responsible for on-going monitoring utilizing the *Health and Safety Checklist* a minimum of three times per year. Attachment: *Health and Safety Checklist*.
2. The Lead Teachers will utilize this tool prior to children attending the classrooms at the beginning of the program year in August. The results and any required corrective actions will be reported immediately to the Prenatal Health/Nutrition Specialist.
3. The Prenatal Health/Nutrition Specialist will conduct observations of each classroom using the *Health and Safety Checklist* at least two more times per year. The first of these observations will be completed by the end of January and the second by the end of April. The second observation will be included in the self-assessment process.
4. The Prenatal Health/Nutrition Specialist will meet with the teaching staff following each observation and provide an overview of results. Corrective action will take place immediately for any issues warranting immediate danger or hazardous conditions.
5. The Head Start/Early Head Start Director will issue a memorandum requiring corrective action, if needed, to the Center Teacher within five days of the ongoing monitoring. A copy of this memorandum will be given to the Prenatal Health/Nutrition Specialist.
6. The Center Teacher will have thirty days to make any corrective action and will provide a written response to the Head Start/Early Head Start Director assuring that

the corrective action has been completed. A copy of this memorandum will be provided to the Prenatal Health/Nutrition Specialist.

7. An unannounced site visit may be conducted by the Prenatal Health/Nutrition Specialist at any time to assure corrective actions have been completed.
8. Ongoing monitoring results, goal plans, strategies and timelines, staff development concerns and/or issues, and any identified training needs will be summarized to be included in the Prenatal Health/Nutrition specialist's monthly reports to be submitted to the Head Start/Early Head Start Directory by no later than the 15th 10th day of each month.

- **Child Nutrition**

Preschool and Infant and Toddler Programs

1. The Prenatal Health/Nutrition Specialist shall be responsible for ongoing monitoring of the nutrition service area utilizing the *Child and Adult Care Food Program Monitoring Report and the Food Service Inspection Report* which is attached.
2. The Prenatal Health/Nutrition Specialist will conduct announced/unannounced observations utilizing the required monitoring report within thirty days of enrollment and at least once every three months thereafter.
3. The Prenatal Health/Nutrition Specialist will meet with the cook, if applicable and the teaching staff immediately following each observation and provide an overview of the results. Corrective action will take place immediately for any issues warranting immediate action.
4. The Prenatal Health/Nutrition Specialist, the cook (if applicable), and the teaching staff will develop corrective action plans including strategies and timelines if needed.
5. Ongoing monitoring results, findings, corrective actions, strategies, timelines, staff concerns and/or issues, and training needs identified will be summarized to be included in the Prenatal Health/Nutrition Specialist's monthly reports to be submitted to the Head Start/Early Head Start Director by no later than the 15th 10th day of each month.

- **Child Mental Health**

1. Each child will receive a mental health screening (assessment) (ASQ) within 45 days of enrollment using the Ages and Stages SE questionnaire.
2. The Early Childhood Specialist and Infant/Toddler Specialist will review all screenings within 15 days of receiving the screenings with center monthly reports.
3. If a child's screening indicates a concern or need for further observation, the teacher will immediately submit results to the central office to be reviewed by the

appropriate specialist.

4. A qualified person will observe each child identified as having a potential mental health concern. The center environment/interaction will also be observed to examine the classroom's effectiveness in promoting child mental health. Children needing mental health services will be referred and monitored through regular scheduled mental health consultations, phone contact, team meeting, and feedback from referrals.
5. Teachers will keep running records on children with suspected mental health concerns as requested by the Early Childhood Specialist and/or the Infant Toddler Specialist.
6. Teachers will use the special needs form to document activities used in the classroom to implement the goals and objectives.
7. The appropriate specialist will review the special needs forms to examine the progress of the established plan's goals and objectives by the 10th day of each month.
8. The Early Childhood Specialist and Infant/Toddler Specialist will report any and all findings to the Head Start/Early Head Start Director in summary form to be included on their monthly recap to be submitted by the 15th 10th day of each month.

Family and Community Partnerships

Preschool and Infant and Toddler Programs - Family Partnerships

1. The Family and Community Partnership Specialist for each program shall be responsible for ongoing monitoring in this service area utilizing the *Family Partnership Monitoring Instruments* which are attached.
2. At least twice per year, the Family Partnership Agreements will be reviewed by the Family and Community Partnership Specialist for each program to ensure proper follow-up, documentation, and that every effort to achieve any identified goals have been met. In addition to the two reviews, the Family Partnership Agreements will be monitored during each of the three team meetings conducted throughout the year. Information collected during these meetings will be logged on the Team Meeting Tracking Form.
3. The Family and Community Partnership Specialist will meet with the teaching staff immediately following the review to discuss any concerns or issues regarding the completion and implementation of the Family Partnership

Agreements.

4. The Family and Community Partnership Specialist will provide assistance and support to the teaching staff for implementation of the Family Partnership Agreement including follow-up on any and all referrals.
5. Family and Community Partnership Specialist will report all results of monitoring to the Head Start/Early Head Start Director with their monthly reports which are due no later than the 15th 10th day of each month. These reports will include data regarding the completion of Family Partnership Agreements, number and status of referrals, and any concerns or issues identified including training needs.

Preschool and Infant and Toddler Programs - Parent Involvement

1. The Family and Community Partnership Specialist shall be responsible for ongoing monitoring of parent involvement activities including volunteer time used to meet the required non-federal match.
2. The Family and Community Partnership Specialist will review all Records of Volunteer Services submitted on a monthly basis by the teaching staff for each program. The review will be conducted for accuracy and appropriateness as well as for amount of participation. Each center will complete a Volunteer Attendance Sheet which shows the totals for each center. The totals are then logged onto a Volunteer Attendance Tally Sheet to keep a running tally for each volunteer.
3. The Family and Community Partnership Specialist will conduct unannounced observations at each classroom at least three times per year (October, January, and April) utilizing the *Parent Involvement Checklist* which is attached.
4. The Family and Community Partnership Specialist will meet immediately following the reviews and observations with teaching staff when concerns or issues are identified and complete a Staff Development Goal Sheet.
5. The Family and Community Partnership Specialist will provide assistance and support to each teacher in writing individual goals including strategies and timelines and reflecting concerns regarding parent involvement issues and volunteerism.
6. Ongoing monitoring results, goal plans, strategies and timelines and staff development concerns and/or issues will be summarized to be included in the Family and Community Partnership Specialists' monthly reports to be submitted by no later than the 15th 10th day of each month to the Head Start/Early Head Start Director.
7. The Family and Community Partnership Specialist will send out a Parent Board/Classroom Check to ensure proper forms and documents are posted in center for parents to review. Checklists are due back upon completion or date given.
8. In addition to the above monitoring, the Family and Community Partnership Specialist will complete a Volunteer Hour Recap Sheet to be submitted along with

their monthly reports no later than the 15th 10th day of each month to the Head Start/Early Head Start Director.

9. The Early Head Start Family and Community Partnership Specialist will complete a Space Cost per Home Visit Form and submit the form to the fiscal office monthly to ensure Early Head Start meets the required non-federal match.

Preschool and Infant and Toddler Programs - Community Partnerships

1. The Family and Community Partnership Specialist shall be responsible for ongoing monitoring for the community partnerships services area by utilizing the *Community Partnership Monitoring Form*.
2. The Family and Community Partnership Specialist will review all community partnership agreements formal and informal at least twice per year (June and December).
3. The Family and Community Partnership Specialist will provide a summary. Including a listing of all informal and formal community partnership agreements, to the Head Start/Early Head Start Director in January and July of each year with recommendations for changes and improvements and any other needed updates.
4. The Family and Community Partnership Specialist will serve as liaisons with all community agencies and provide relevant information regarding community partners to the Head Start/Early Head Start Director with their monthly reports to be submitted no later than the 15th 10th day of each month.

Advisory Committees

1. The Early Childhood Specialist and the Infant and Toddler Specialist will be responsible for scheduling, recording, and distributing information regarding the Education Advisory Committee.
2. The Health and Safety Specialist and the Prenatal Health/Nutrition Specialist will be responsible for scheduling, recording, and distributing information regarding the Health/Social Advisory Committee. Minutes will be given to the Head Start/Early Head Start Director and sent to centers to be posted.
3. Minutes of the Health/Social Advisory Committee will be provided to the Head Start/Early Head Start Director by the service area specialist responsible for the committee along with any other relevant information regarding each committee to the Head Start/Early Head Start Director with the current monthly reports due no later than the 15th 10th day of the month.

Program Design and Management

Preschool and Infant and Toddler Programs - Program Governance

1. The Family and Community Partnership Specialists shall maintain and distribute schedules, minutes, and concerns or issues regarding each center's parent committee(s).

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2. The Head Start/Early Head Start Director and the Management Team will develop a schedule to include standard information and/or training to be provided to Policy Council. This schedule will be provided to the Policy Council and relative staff.
3. The Head Start/Early Head Start Director will distribute minutes of the Board of Directors meeting to the Policy Council on a monthly basis. The Head Start/Early Head Start Director will provide a report of each Board meeting to the Policy Council on a monthly basis as they occur. A period of discussion will be held following each report allowing for Policy Council input.
4. The Head Start/Early Head Start Director will provide a monthly report to the Board of Directors regarding Head Start/Early Head Start activities. A period of discussion will be held for Board input following each report.

Eligibility, Recruitment, and Enrollment - Preschool and Infant/Toddler Programs

1. The Family and Community Partnership Specialist will monitor recruitment procedures utilizing the developed *Recruitment Plan*. The Recruitment Plan will be reviewed twice yearly by these service area specialists for effectiveness.
2. Applications that have been received but are not complete are monitored monthly for needed information by the Family and Community Partnership Specialists.
3. The Family and Community Partnership Specialist will provide an updated master list of approved applications monthly to verify accurate information and will include new enrollees, withdrawals, drops and transfers. This master list will be provided to the Head Start/Early Head Start Director as well as to the Management Team for tracking purposes.
4. The Family and Community Partnership Specialist will provide a monthly enrollment report to the Policy Council and Management Team to ensure that funded enrollment is maintained.
5. When concerns with enrollment arise, the Policy Council and Management Team will provide input as to changes in the recruitment plan or process and offer suggestions to maintain enrollment.
6. The Family and Community Partnership Specialist will provide all current data regarding the number of clients enrolled, dropped/withdrawn, and/or transferred on their monthly reports to be submitted to the Head Start/Early head Start Director by the 15th 10th day of each month.
7. The Head Start/Early Head Start Director will discuss concerns with enrollment with the Management Team at their weekly meetings. Depending on the severity of the concerns regarding enrollment, the Head Start/Early Head Start Director will notify the Family and Community Partnership Specialists in writing.
8. The Head Start/Early Head Start staff will adhere to the application/enrollment process (*Attached*).
9. The Family and Community Partnership Specialist will use a tracking log to monitor

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the status of all applications submitted to the Head Start/Early Head Start Program.
(Attached).

Disability Services

Preschool Program

1. The Early Childhood Specialist and Infant and Toddler Specialist shall be responsible for monitoring the disabilities services area utilizing the *Individualized Education Plan Special Needs Form* and the teacher's IEP/IFSP goals at least once per month to ensure that the short-term objectives are being met.
2. Any and all teachers of children with IEP's enrolled in their classroom will submit the child's progress toward achieving the short term and annual goal(s) on an Individual Education Plan sheet along with their monthly reports which must be submitted by no later than the third day of the following month to be reviewed by the Early Childhood Specialist.
3. The Early Childhood Specialist and Infant and Toddler Specialist will contact or meet with the teacher no later than the 15th 10th day of the month if any concerns are identified with the documentation on the Individual Education Plan sheets.
4. All children with IEP's will be discussed by the Management Team and center teaching staff during team meetings. Team meetings will take place a minimum of three times each program year.
5. The LEA representative will be provided a copy of the IEP Special Needs Form and a summary of the child's progress in measurable terms upon request.

Infant and Toddler Program

1. The Infant and Toddler Specialist shall be responsible for monitoring the disabilities services area utilizing the *IFSP Special Needs Form* and the teacher's classroom observations at least once per month to ensure that the IFSP objectives are being met.
2. Any and all teachers with children with IFSP's enrolled in their classrooms will submit the child's progress toward achieving the IFSP outcomes on an Individualized Family Service Plan sheet along with their monthly reports which must be submitted by no later than the third day of the following month to be reviewed by the Infant and Toddler Specialist.
3. The Infant and Toddler Specialist will contact or meet with the teacher no later than the 15th day of the month if any concerns are identified with the documentation on the Individual Education Plan sheets.
4. All children with IFSP's will be discussed by the Management Team and center teaching staff during team meetings. Team meetings will take place a minimum of three times each program year.
5. The Part C representative will be provided a copy of the IFSP Special Needs form

and a summary of the child's progress in measurable terms upon request.

6. The Infant and Toddler Specialist and the teaching staff will meet immediately following the monthly observation to write individual goal plans reflecting findings from the monitoring tool which will include strategies for correctly implementing IFSP goals, objectives, and timelines. The Infant and Toddler Specialist will meet or make contact with the appropriate representative from Part C. Agency to provide IFSP updates regarding child progress.

Transportation

1. The Transportation Facilities Specialist will monitor all drivers every three months unannounced utilizing the *Bus Driver Evaluation Form*. Drivers will be observed during the pre-trip and entire bus route. Both the Transportation Facilities Specialist and driver will sign off on the form and it will be maintained by the Transportation Facilities Specialist with a copy given to the Head Start/Early Head Start Director. If any concerns are identified, a follow-up observation will be completed within thirty days.
2. The self-assessment team assigned to transportation will monitor the transportation system utilizing the bus driver checklist once per year as part of the self-assessment process. Any findings will be reported to the Transportation Facilities Specialist.
3. Drivers will monitor the first aid supplies on the bus monthly using the *First Aid Checklist*. The completed checklist will be submitted to the Transportation Facilities Specialist by the third day of each month. Additionally, any contents used from the first aid kit will be reported to the Health and Safety Specialist immediately so that they can be replaced.
4. The Transportation Facilities Specialist will monitor the preventive maintenance which is completed every 3,000 miles and will monitor routine servicing which is completed every 6,000 miles. The mechanic will complete the *Preventive Maintenance Checklist* and the driver will sign off on the form. The form will be reviewed and maintained by the Transportation Facilities Specialist.
5. The Transportation Facilities Specialist will monitor the daily pre-trip/post-trip procedure by reviewing the pre-trip/post trip forms submitted by each driver with their monthly reports. The Transportation Facilities Specialist will monitor fuel consumption and maintenance recorded on this form and keep an individual file for each vehicle.
6. The Transportation Facilities Specialist will report any and all findings/concerns to the Head Start/Early Head Start Director via the monthly recap for this area by the 15th 10th day of each month.

Fiscal Operations

1. The Chief Financial Officer will prepare and distribute a monthly operating statement (attached) to include monthly expenditures, budgeted amount, year-to-date expenditures, balance, projected year-end balance, and administrative cost to date. These operating statements will include federal and non-federal costs.

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The Chief Financial Officer will distribute these operating statements to the Board of Directors, Policy Council, Executive Director, and Head Start/Early Head Start Director.

2. The Chief Financial Officer will provide a monthly report to include the operating statement to the Board of Directors utilizing their input as appropriate.
3. The Head Start/Early Head Start Director will distribute and discuss the current operating statements with the Policy Council each month allowing for input and recommendations from the Policy Council.
4. The Chief Financial Officer will meet at least once per month with the Executive Director and the Program Directors to discuss budget and expenditures.
5. The Chief Financial Officer will meet at least once per month with the Head Start/Early Head Start Management team to discuss the current operating statement, projected year-end balance, and projected expenditures. Any discrepancies will be documented in the minutes and corrected by the next meeting.
6. The Financial System will be monitored at least twice per year utilizing the Fiscal
7. Checklist: Once in April of each year by the self-assessment team and November by the Executive Director and the Head Start/Early Head Start Director.

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