

MONITORING PLAN

Overview:

The Early Head Start program’s monitoring system has levels of oversight at both the agency and program levels. The EHS Director is responsible for overall compliance with the Head Start Program Performance Standards. The EHS Director sits on the Director’s Team and interfaces closely with the Head Start, Finance, Human Resources and Operations Directors, and the Executive Director, to ensure coordination across all departments. Monitoring of the EHS program content areas is assigned to the following management staff. All management staff has responsibility for record-keeping and reporting and monitoring for their areas of oversight.

Position	Content Area(s)
EHS Director	EHS Program Design & Management: Program Planning, Community Assessment, Self-Assessment, EHS ERSEA, Reporting to the Board and Policy Council
EHS Program Manager	EHS Education and Curriculum, Family Partnerships, Parent Education, Center Service Delivery, Staff Development and Training
EHS Health/Nutrition Manager	EHS Health & Nutrition Services for pregnant women and children
HS/EHS Food Service Manager	CACFP menus & oversight
HS/EHS Disabilities/Mental Health Manager	EHS Disabilities and Mental Health
HS/EHS Family and Community Partnerships Manager	Policy Council, Policy Committees, Community Partnerships,

The EHS Program Manager and the EHS Health/Nutrition Manager report to the EHS Director. The Disabilities/Mental Health Manager, Food Service Manager and Family and Community Partnerships Manager report to the Head Start Director and indirectly to the EHS Director. They provide monthly reports to the EHS Director on their monitoring activities. The managers are supported by the EHS Center Supervisors who are responsible for assuring that the Head Start Performance Standards are delivered at the center level. The Center Supervisors report to the EHS Program Manager and submit monitoring reports monthly to the EHS Program Manager and Director.

Monitoring Tools: The EHS program utilizes Genesisearth, a web-based data management system to record prenatal, child and family data. This system produces an extensive number of reports to monitor compliance with performance standards across all content areas including health, nutrition, family services, disabilities and mental health. Areas tracked include well-child exams, immunizations, treatment and follow-up needs, vision, hearing and developmental screenings, ERSEA data, daily attendance and meal counts, disability information and follow-up, family needs, strengths and goals, home visit tracking as well as many other areas. For the education content area, the CC.net web-based system provides tracking and reporting on child observations, assessment and child goal planning. The CC.net system is a component of the Creative Curriculum for Infants, Toddlers and Twos. Our program expectation is that new data is entered into Genesisearth within 48 hours of receipt, and in CC.net weekly, to ensure that our data reporting is up-to-date.

The EHS Monitoring Plan:

The “EHS Monitoring Plan” identifies in detail the key monitoring activities conducted by EHS staff. The plan includes the person responsible for the monitoring activity, the person conducting the monitoring task, the schedule of monitoring and the report or document that provides evidence that the monitoring task was completed. Across the agency, other departments also carry out additional monitoring activities. Together, they make-up a comprehensive 0-5 monitoring system to assure all the Head Start Program Performance Standards are met.

By fully implementing the monitoring plan, our program can identify non-compliance areas in a timely manner. Genesisearth reports quickly identify areas that have not been completed, and our management staff follow-up with center staff to ensure they complete all requirements. When non-compliance is identified, the follow-up is individualized according to the issue. For example, a staff performance issue may be identified that needs to be addressed, or, if the non-compliance is determined to be more systemic, new training or procedures are developed and implemented to assure the area is corrected. Other follow-up may include development of new monitoring procedures or tightening up of existing monitoring procedures.

