

TRI-COUNTY HEAD START/EARLY HEAD START

Classroom #: _____ Teacher: _____ Center: _____ Monitoring Date: _____

Child's 1st Name initial, last name	Confidentiality of Record	Education/Disability Checklist	BDI-3 Permission	TSG Permission	Consent: Mental/Photo/Media	Communication To/From Parents	Getting to Know Child (if applicable)	1 st Home-Visit/ Date of	CIP last entry date

Staff Monitoring Files: _____ Date: _____

Responsible Staff: _____ Date: _____

TRI-COUNTY HEAD START/EARLY HEAD START

Corrective Action Plan (CAP): To ensure the center staff understand all of the *noncompliance issues* and *what* they need to do to make improvements. To ensure that ALL comprehensive education files are kept in compliance with our Tri-County Head Start/Early Head Start Performance Standards and Policy & Procedures.

Issues of Noncompliance	Corrective Action	Responsible Staff	Follow-up Date
	<p><i>How do you plan to correct the non-compliance items in the comprehensive education files?</i></p>	<p><i>Who is going to be responsible for the corrective actions in this plan?</i></p>	

Information:

- The plan must specifically address EACH issue of noncompliance noted during the monitoring review.
- The plan MUST clearly state how the issue(s) of noncompliance will be corrected, who will correct each one, and when they will be corrected (not to exceed the follow-up date).
- If any noncompliance items are found uncorrected by the follow-up date a disciplinary corrective action will follow. Please see policy & procedure 1302.90 Personnel Policies: Employee Discipline for information on disciplinary actions.
- I understand that the comprehensive education files are a collection of on-going documentation, evidence-based records, legally binding permissions, and individualized communication with intentional supportive plans and that is why it is significant for me to attend to the CAP in its entirety.

Responsible Staff Signature: _____ **Date:** _____

Monitoring Staff: _____ **Date:** _____

Center Director: _____ **Date:** _____