

**Tri-County's Ongoing Monitoring Plan
2023-2024**

Content Area/	Person Responsible for Completing Task	Who Monitors the Report	How Often Monitored	Form or Report Reviewed for monitoring	Information is used for
Disabilities					
Disability Section of the Child's Education File/Comprehensive File	Teachers/Caregivers/Home Visitor	Center Coordinator Disability Specialist	Within 45 days of enrollment 5% of files in December, February, April	Hard copy of Battelle & ASQ Child Plus Report #3020 Health – Required Assessment Report	Ensure needed documents are completed, accurate, and filed in child's education/comprehensive file
IEP (Expiration Date)	Disability Specialist	Education Coordinator	April/May	Child Plus Report Disability # 3501 Management Report	To ensure the children's IEP is current
IFSP (Expiration Date)	Disability Specialist	Education Coordinator	April/May	Child Plus Report Disability # 3501 Management Report	To ensure the children's IFSP is current
Education					
Lesson Plans	Teachers/Caregivers/Home Visitor	Center Coordinator Education Specialist	Weekly on coordinator report September, Dec., March	Lesson Plans posted in the classroom Teaching Strategies Gold-Teacher - Submitted Weekly Plans	Ensure lesson plans are being completed and requirements are being met.
Bus and Pedestrian Training for Children	Teachers/Caregivers/Home Visitor	Education Specialist	September	August/September Lesson Plans	To ensure that the children are receiving Bus & Pedestrian training within 30 days of entry.
Portfolios	Teachers/Caregivers/Home Visitor	Coach Education Specialist	Sept., Nov, Jan., March May	Individual Child Portfolio	To ensure children are completing work samples and all

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					information is being filed and shared.
Professional Development Plan (for all staff)	Education Specialist	Education Coordinator	January and May	Staff Individual Professional Development Plan	To ensure that all staff have an active professional development plan.
Visual Active Supervision	Teachers/Caregivers	Center Coordinator Education Coordinator	Daily September, December, March, June	Unannounced Visual Periodic Roll Call Monitoring Form	To ensure that active supervision is being conducted in accordance with the Active Supervision Strategies.
Child's Education File	Teachers/Caregivers/Home Visitor	Center Coordinator Coach, Education Specialist, Disability Specialists	September All classroom education files – November, January, March, May monthly	Child's Education File Checklist for required documents	To ensure all required documents are complete and up to date in child's education file.
Education Home Visits inputted in Child Plus	Center Coordinator	Education Coordinator	December & April	Child Plus Report Education - #2511- Individual Education Service Record	Ensure that the home visits are being inputted in Child Plus
Parent/Teacher Conferences inputted in Child Plus	Center Coordinator	Education Coordinator	January & May (HS) January & July (EHS)	Child Plus Report Education - #2511- Individual Education Service Record	Ensure that the conferences are being inputted in Child Plus
Teaching Strategies GOLD (TSG) Documentation	Teachers/Caregivers/Home Visitor	Education Specialist	September, January, April	Teaching Strategies Gold Documentation Status Report	To ensure that children are being assessed on a regular basis.

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Creative Curriculum Fidelity	Education Team	Education Coordinator	September and March	Curriculum fidelity Tool Booklets	To ensure Creative Curriculum for Preschool, Infant/Toddlers are being implemented in the way the developers intended.
Coaching - Teaching Staff	Coach	Director	December and April	Child Plus Practiced Based Coaching Report #1113 PBC	Ensure that all teaching staff are being coached.
CLASS	Education Team	Education Coordinator	November and May	CLASS – Scoring Summary Sheet/5610 Pre-K CLASS Observation List	Ensure all classrooms have a Classroom Observation completed.
Active Supervision	All staff	Education Staff	The different centers and classrooms will be monitored monthly	Periodic Active Supervision Monitoring Form	To ensure that staff are actively supervising children and practicing the six strategies of active supervision.
ERSEA/Family Service/Community Engagement					
Child’s Family File	Family Service Advocate	Center Coordinator Family Service /Mental Health Coordinator	Within first 30 days of child’s enrollment December and March for mid and end of year	Child’ Family File checklist for required documents	To ensure all documents are complete and up to date in child’s file
Weekly attendance report matches attendance records in Child Plus	Family Service Advocate and Center Coordinator	Family Service /Mental Health Coordinator	Weekly	Attendance Report and Child Plus Report #2305	To ensure that children’s attendance is being monitored

Analysis of daily average attendance is documented when falling below 85%	Family Service Coordinator	Director	Oct., Jan., Apr., July	Notes on program coordinators weekly report & Child Plus Reports #2336	Ensure attendance is being tracked for child's well-being and concerns.
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Documentation is in place showing that every family has a Family Partnership with goals initiated within 90 days of enrollment.	Family Service Advocate	Center Coordinator Family Service /Mental Health Coordinator	Within 90 days of new enrollment	Child's Family File Child Plus Report #4019	To ensure that families set attainable goals.
Documentation in place showing Family goals are updated quarterly	Family Service Advocate	Family Service /Mental Health Coordinator	December, March, May	Goals on Child Plus Report #4130	Ensure that staff are meeting with families to address their goals.
Follow-up documentation on referrals.	Family Service Advocate and Center Coordinator	Family Service /Mental Health Coordinator	October, December, February, April, June, August	Referral Form Child Plus Report #4120 & #4130	To ensure that follow-up is being completed on the submitted referrals.
Facilities/Safe Environments					
Fire Drill/ Monoxide/Emergency Preparedness Drill	Center Coordinator	Health Services Coordinator	November and March	Fire Drill/ Monoxide/Emergency Preparedness Drill Form	To ensure compliance and staff and children know what to do in case of a fire/emergency.
Daily Health Checks	Teachers	Center Coordinators Health Services Coordinator	Jan., Apr., November and March	Daily Health Checklist	To ensure children are well when they are in our care.

Indoor Premises Checklist	Teacher	Center Coordinator Health Services Coordinator	Oct., Jan., Apr., July October and February	Inspection of Indoor Premises	To ensure that the classroom/inside premises are safe.
Playground Checklist	Center Assistant/Designated Staff	Center Coordinator Health Services Coordinator	Oct., Jan., Apr., July October and February	Playground Daily Safety Checklist	To ensure that the playground is safe for children.

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First Aid Kit	Teacher	Center Coordinator	Beginning of August and January	First Aid Kit Supply List	To ensure that the first aid kits are stocked with required items.
Health and Safety Inspection	Center Coordinator	Health Services Coordinator	January	Health and Safety Inspection Checklist	To ensure that the facility is safe and maintenance needs are addressed.
Cleaning and Sanitizing	Classroom Staff/Center Assistant	Center Coordinator Health Service Coordinator	Oct., Jan., Apr., October and February	Cleaning and Sanitizing Chart	Ensure that classrooms are clean and toys are sanitized.
Visual Periodically Roll Call HS & EHS	Classroom and Kitchen Staff	Center Coordinator Health Services Coordinator	Weekly on coordinator's report October and February	Unannounced Visual Periodically Roll Call Monitoring Form	Ensure that children are visually accounted for throughout the day.
Periodically Roll Call HS & EHS	Classroom Staff	Center Coordinator Health Service Coordinator	Oct., Jan., Apr., October and February	Periodically Roll Call Form	Ensure that staff are documenting that children are accounted for throughout the day.

Health and Nutrition

Child's Family File	Family Service Advocate	Center Coordinator	Within first 30 days of child's enrollment	Child' Family File checklist for required documents	To ensure all documents are complete and up to date in child's file
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		Health Service Coordinator	September		
Hearing and Vision	Family Service Advocate	Health Service Coordinator	September	Child's Family File	To ensure that every child receives a hearing and vision exam/test.
Dental Exam	Family Service Advocate	Center Coordinator	Within 90 days of child entry to program	Child's Family File	To ensure every child receives a dental exam
		Health Service Coordinator	October	Child's Family File/Tracking	
Tooth brushing in classrooms on a daily basis	Teacher	Center Coordinator	Jan., Apr.,	Posted Tooth Brush Chart	Ensure chart is posted and children are brushing their teeth.
		Health Service Coordinator	October and February		
Emergency procedures are posted in parent corner	Center Coordinator	Health Service Coordinator	September	Emergency procedures in parent corner	To ensure that parents are aware of how emergencies are handled at the center and that their children are safe.
Follow-up documentation on health concerns	Family Service Advocate	Center Coordinator	Jan., Apr.,	Referral Form	To ensure that follow-up is being

		Health Service Coordinator	October and February		completed on the health concerns.
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Human Resources					
Personnel Requirements – (Ex. Physical, insurance, 5 yr. background screening, etc.)	Staff/Center Coordinator and Staff/Director Assistant	Personnel Tech	Monthly	Personnel Updates	To ensure employee requirements are up to date
Staff Files	Center Coordinator	Director Assistant	Oct./Nov.	Staff Files	Ensure that required paperwork is being filed and up-to-date.
Mental Health					
Support for effective classroom management to support children with challenging behaviors and other mental health concerns are in place.	Teacher	Family Service/Mental Health Coordinator	November & March	Request Assistance Form or Child Plus Report #3610	Documentation to ensure that what is needed to assist child and staff is provided.
Mental health referral follow-up	Center Coordinator & Family Service/Mental Health Coordinator	Director and/or Director Assistant	October, December, February, April, June, & August	Referral Form	To ensure that follow-up is being completed on mental health concerns
Program Management and Quality Improvement					
Child Plus Enrollment Report for each month	Nutrition/Program Assistant	Head Start Director	October, April	USDA Enrollment Notebook – Child Plus Enrollment Report #2025	To ensure monthly enrollment is counted correctly.

CCFP Child Participation Forms	Nutrition/Program Assistant	Health Service Coordinator	Within the first 30 days of child's enrollment	USDA Enrollment Participation Form in Child's Family File	To ensure all children have a participation form.
Child Care Food Program (CCFP) Site Review Form	Nutrition/Program Assistant	Health Services Coordinator	February and May	Site Review Forms for each center	To ensure that the site reviews are completed in

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Employee Summary of Training Hours	Education Specialist	Head Start Director	November, April	Child Plus Report #1310	To ensure staff receive their 15 hours of professional development
Program Goals Progress	Program Coordinators	Head Start Director	November and June	Program Goals and updates	To ensure progress towards goals and used for annual application
Monitoring the Monitoring Plan	Director's Assistant	Head Start Director	December and June	Monitoring Notebook	To ensure monitoring is being done according to the monitoring plan.
Self-Assessment Improvement Plan	Director's Assistant	Head Start Director	March	Self-assessment improvement plan	To ensure areas of improvement are made

Transportation

Bus Escort Logs	Bus Escort	Center Coordinator Health Service Coordinator	Oct., Jan., Apr., July October and February	Bus Escort Logs Notebook	Ensure that the bus escorts are checking children on and off the bus.
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Bus Driver Files	Center Coordinator	Health Service Coordinator	September	Bus Driver Files	To ensure that the bus driver files has all required paperwork filed and up-to-date.
Bus Driver On the Road Performance	Health Service Coordinator	Head Start Director	December	On the Road Performance Form	Ensure that the bus drivers are adhering to all safety driving requirements.

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Data Input/Integrity					
Health – vision, hearing, physical, dental, lead, and hemoglobin	Family Service Advocates	Health Service Coordinator	September	Child Plus Report #3035 Latest Occurrence of Health Events	To ensure information is inputted in Child Plus – current and up to date.
Health Actions for Health follow-ups	Family Service Advocates and/or Center Coordinator	Health Service Coordinator	October and May	Child Plus Report #3050 Health Actions	To ensure that health concerns and follow-ups are inputted in Child Plus and accurate.
Immunizations	Family Service Advocates	Health Service Coordinator	October	Child Plus Report #3320 Immunization Record.	To ensure information is inputted in Child Plus and up-to-date.
Accident/Incidents	Center Coordinator	Health Service Coordinator	October and February	Child Plus Report #1082 Accident/Incident Reports	To ensure that all accident/incidents are inputted and up to date in Child Plus
Child Plus Application	Family Service Coordinator	Director Assistant	August, December, and April	Child Plus Report #2115-Program	Ensure all information from the

				Enrollment Status (Check status -New for children and then review application section of entry express of the children)	application are in Child Plus
Child Plus Waiting List	Family Service Coordinator	Head Start Director	Oct., Jan., Apr., July	Child Plus Report #2115-Program	Ensure that all children are in Child

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				Enrollment Status (Check status - waitlisted and drop/wait)	Plus and updated waitlist is available
Child Plus Enrollment/Dropped	Center Coordinator/Family Service Advocate	Family Service Coordinator	Monthly	Child Plus Report #2115-Program Enrollment Status (Check status - enrollment/dropped)	
Child Plus Personnel	Director Assistant	Director	September and February	Review Child Plus Under Management then click personnel	Ensure that all employed staff's information is current and staff that no longer are employed are placed in inactive status.