

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Monitoring Program Objectives and Activities

POLICY:

Program monitoring will be an on-going process that assures program objectives and activities are being completed in a timely manner.

PROCEDURE:

1. An on-going monitoring system will be established that provides immediate feedback to ensure that the grantee and delegate agencies implement federal regulations and that appropriate services are being provided to children and families.
2. The monitoring system will address key areas to determine whether:
 - a. Program objectives are being met;
 - b. Component work plans are being followed;
 - c. Head Start Performance Standards and other regulations are being met;
 - d. Budgets are being managed;
 - e. Staff are performing assignments;
 - f. Enrollment slots are filled;
 - g. Attendance is regular;
 - h. Centers/classrooms are well equipped, organized and safe;
 - i. Parent involvement is occurring;
 - j. Services are being provided and/or arranged to meet child/family needs.
3. The following monitoring procedures will be used:

Monitoring Program Objectives and Activities
Page 2 of 3

- a. Desk top monitoring – includes reviewing manual and computer data/reports.
 - b. On-site observations- include visits to offices and classroom to visually observe and monitor.
 - c. Staff and parent interviews – include talking with staff and parents concerning program operations.
4. Staff responsibilities for monitoring are as follows:
- a. Grantee Head Start Director will monitor administrative activities at grantee and delegate levels.
 - b. Grantee management staff will monitor delegate program operations in their respective area of expertise.
 - c. Fiscal staff will monitor grantee and delegate fiscal operations including budget, audits, non-federal share.
5. Monitoring reports will be shared with delegate Head Start Directors and grantee management staff so that their follow-up can be done in a timely manner.
6. Findings relative to all delegates will be shared during monthly director/management meetings.
7. When the grantee identifies a deficiency in the delegate program operations, the grantee will notify the delegate agency in writing of such deficiencies. The grantee will arrange for individual consultation with appropriate administrative and/or management staff to assist the delegate in the development of a correction action plan and to provide technical assistance to either resolve the deficiencies immediately or within a 90 day period.
8. The grantee and all delegates will develop and implement their own “Monitoring Structure” format to guide all monitoring activities for each individual agency. The Monitoring Structure will designate responsibilities, methods to be used, and timelines for all necessary monitoring activities to the appropriate staff according to job title and field of expertise.
9. The grantee staff (director and managers) will keep individual monitoring logs to verify the Monitoring Structure is being followed. The grantee director will be responsible for checking these logs on a regular basis in

Monitoring Program Objectives and Activities
Page 3 of 3

10. order to assure the appropriate monitoring is occurring based on the timeline of the Monitoring Structure.

Approved by the Policy Council October, 2007