

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

SUBJECT:

Reporting Systems

POLICY:

The program will maintain an effective and efficient reporting system that generates reports for financial status and program operations.

- *This policy relates to [Head Start Performance Standards Part 1304.51](#)*

PROCEDURE:

1. The grantee and each delegate agency will utilize data tracing and financial management software that allows the program to:
 - a. Generate periodic reports for financial status and program operations in order to control program quality, maintain program accountability and advise the governing board, Policy Council and staff of program progress, and
 - b. Generate official reports for Federal, State and local authorities as required by applicable law.
2. The program currently uses the COPA data tracking system. The printouts frequency, use and type of data staff receive is determined by need.
 - a. The Family Service Manager reviews and/or generates reports on enrollment, waiting lists, attendance, terminations/transfers, eligibility, family assessments/partnership, referrals, parent involvement and volunteer services.
 - b. The Head Start Service Managers review and/or generates reports of developmental/sensory/behavior screenings, medical/dental exams, immunizations status, referrals and follow-up treatment.
 - c. The Education Service Manager(s) reviews and/or generates reports of developmental screening and child assessment, child outcomes, educational home visits, parent/teacher conferences, teacher accreditation, and training.

- d. The Nutrition Services Coordinator reviews and/or generates reports on enrollment, eligibility, daily attendance, child's growth and nutritional assessment data.
 - e. The Disability Services Coordinator reviews and/or generates reports on child referral/evaluation, eligibility/disability status, special education & related services.
 - f. The Mental Health Coordinator reviews and/or generates reports on mental health referrals and services.
3. All information is used to assess needs, plan service delivery activities and training, track the provision of services, monitor progress and compliance with Head Start Performance Standards, federal and state regulations.
 4. The program uses the data to support and increase the integration of services as follows:
 - a. Attendance data is used by family and nutrition services staff to monitor compliance with the 85% average daily attendance requirement, identify family support needs, and compare with meal counts for CACFP reimbursement.
 - b. Health services data is used in all component areas to address individual child & family needs and to monitor compliance with federal, state, local regulations and licensing requirements.
 - c. Family services and parent involvement data is used in all component areas, in program planning, identifying and obtaining needed services outside the program, and in the provision of information and training for parents.
 - d. Developmental/sensory/behavioral screenings and child assessment data is used by education, disability, health and family services to develop individualized education plans for children and to involve and train parents.
 - e. Volunteer services data is used by family services, health and administrative staff to ensure volunteer training and health requirements are met and to determine in-kind for the 20% funding match.

5. All financial information at the grantee level is maintained on the Fund Ware accounting system. Monthly reports are generated that compare monthly and yearly expenditures to budgets and itemize line item expenditures. Financial information from the general ledger is transferred to the appropriate line item of the Financial Status Report (SF269) annually for each grant year. The report is submitted to the ACF Regional Office within 90 calendar days after the end of the grant year.

Approved by the Policy Council October, 2007