

Unannounced Active Supervision Monitoring Report

(Hot Sheet)
CF/H-22 Interim 3/17
(Mandatory)

Active Supervision Monitoring Parameters:

1. An Active Supervision Monitoring visit should last at least thirty minutes to include observing at least one of the following transitions:
 - a. Arrival
 - b. Indoor to Outdoor
 - c. Outdoor to Indoor
 - d. Meal Time
 - e. Nap Time supervision
 - f. Departure
 - g. Restroom Supervision
2. The Active Supervision plan will be reviewed at each visit.
3. The monitor should observe until they are able to see at least one system in action as noted on the Active Supervision Plan.
4. Each visit will include verifying the posted child count, comparing it to the sign-in sheet, and verifying with the staff how many children are present. The monitor will conduct a child count to verify.
5. The monitor will not leave until any immediate risks are corrected or staff is back in ratio.
6. Any items that are marked out of compliance that need further follow-up will be followed up on no more than 7 days after the visit. The follow-up must take place at the same time of day the out of compliance was observed.
7. The Grantee monitor will contact the appropriate agency manager the same day an out of compliance is noted.

Form Instructions:

1. Complete the agency, site/class, teaching staff, date/time, observer name and visit status at the top of the form.
 - a. Visit Status Key
 - i. New- Out of compliance indicators noted
 - ii. No findings- All items are in compliance
 - iii. Complete- Follow-up is complete and findings are closed out
2. Mark each of the eight indicators as C=In-compliance, N= Not in Compliance or NO=Not Observed utilizing the Unannounced Active Supervision Monitoring guidance as needed.
3. Items that are not observed should be marked as "Not Observed"
4. Items that are observed and are in compliance should be marked as "In Compliance"
5. Items that are observed and are out of compliance should be marked as "Out of Compliance"
6. Comments must be noted for all items and an action plan must be developed and documented in the identified area for any areas marked out of compliance.
7. The observer and agency contact will sign and date the form at the end of the visit.
8. The observer will distribute the form as noted.