

<b>Area:</b>	Fiscal Systems
<b>Subject:</b>	FS05- Monitoring and Reporting Program Performance
<b>Reference:</b>	74.51 (a-h), 92.40 (a-d2)
<b>Policy:</b>	Grantees are responsible for managing the day-to-day operations of grant and sub-grant-supported activities. Grantees must monitor grant and sub-grant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved.

**Procedure:**

1. All applications, initial budgets and budget revisions from delegated and directly operated programs will be submitted to the data department for analysis and approval.
2. On a monthly basis the delegated and directly operated programs will submit reports to the data department of the following:
  - a. Non-Federal Share Reports, which are used to ensure the program and delegate is in compliance with the Federal matching requirements
  - b. Attendance Reports, which are used to track the program's progress towards enrollment and attendance goals
  - c. Expenditure Claims (Delegates only), which monitor the amount of categorical expenses
3. On an on-going basis, all delegated and directly operated programs will submit the following summarized program information on a quarterly basis to the data department:
  - a. Data on the children enrolled in the program, including age, enrollment option and status, primary language, and ethnicity
  - b. Information on the parent(s) including amount of father involvement, public assistance received, primary language, ethnicity, type of child-care used, housing situation, employment, and job or training status
  - c. Statistics on staff members, including salary, education level and/or professional qualifications, ethnicity, primary/secondary language(s), level of experience, and teacher turnover
  - d. A breakdown of the medical, dental and mental health services and enrollment facilitated by the program, including health insurance, prenatal care, disabilities services, immunizations, and medical/dental screening and care.
  - e. Information on the other services included in the program, including transportation purchases and volunteer involvement.
4. The Senior Data Technician compiles this information and enters it into a program information data base;
  - a. A Program Information Report (PIR) is completed for each delegate agency and directly operated program
  - b. The PIR software program automatically calculates totals for grantee level data, and:
    - i. Quantifies data from Section 3a (above)
    - ii. Compares the program's actual accomplishments with the goals set for the period
    - iii. Analyzes and requests explanation of any unattained goals
    - iv. Requests justification of any cost overruns or high unit costs

5. The Department of Health and Human Services is notified if it is determined that there are any issues that may cause a significant impairment to the program's ability to meet the objectives of the award.
6. One original and two copies of the PIR are sent to the Department of Health & Human Services.

**Supervised by:** Data Director

**Performed by:** Data Department

**Forms needed:** Program Information Report (P.I.R.); Non-Federal Share Report; Delegate Claim; Attendance Report; Program Budget

**Frequency:** On-going