

Area: Management Systems

Subject: MS06 – Communication with Delegate Agencies

Reference: 1304.51 (f)

Policy: Program information will be communicated to Delegate Agencies including governing bodies, policy committees and Delegate staff in a timely manner.

Procedure:

1. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs distribute in a timely manner relevant and/or pertinent program information to Delegate Agencies including governing bodies, policy committees and Delegate staff pertaining to:
 - a. Procedures (new and/or revised)
 - b. Timetables for program planning
 - c. Communication from funding agencies including regulations, policies, legislation, and advocacy
 - d. Program and financial reports
 - e. Program operations, plans, and policies
2. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs distribute program information to Delegate Agencies including governing bodies, policy committees and Delegate staff via:
 - a. Written (including but not limited to memos, letters, agendas, minutes, flyers, reports, summaries, plans)
 - b. Verbal (telephone, face-to-face, voice mail, meetings, videoconference, teleconference)
 - c. Electronic (e-mail, Internet)
3. Information to be communicated to Delegate staff is completed within 10 business days upon receipt and/or completion of items 1a – 1e.
4. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs distribute written communication to or from Delegate staff and ensure that a copy is filed in the centrally located filing system.
5. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs follow up verbal communication with written and/or electronic communication to summarize information shared.
6. If follow-up communication is documented as a memorandum, copy(ies) are distributed to appropriate Delegate staff and Grantee staff and filed in the centrally located filing system.
7. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs can schedule meetings on an as needed basis depending on importance of information to be shared and notify appropriate Delegate Management staff and the Delegate Director that their attendance is requested.
8. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs staff prepare agendas, sign-in sheets and have copies of discussion materials, if necessary, for meetings with assigned delegate.
9. Director II/Child Development Supervisor/Coordinator of Early Childhood Programs prepare summaries and/or minutes, distribute to all attendees and absent staff and ensure that a copy is filed with the sign-in sheet in the centrally located filing system.

10. Director II/Coordinator of Early Childhood Programs make up the "Review Teams" that monitor and provide training/technical assistance to assigned delegates. Communication efforts will be documented on Site Visit Report.
11. Coordinator of Early Childhood Programs/Child Development Supervisor follow up with monitoring reports that address findings by meeting with the Delegate Directors and Management Staff to discuss corrective plans especially in regards to system issues, fiscal or human resources.
12. Director II facilitates meetings with Delegate Directors on a monthly or as needed basis. Coordinator of Early Childhood Programs assists with coordinating these meetings including minutes, agendas, handouts and sign in sheets. Documentation of meetings are filed in binders that are kept at the Grantee offices at H Street and Celeste Drive.

Supervised by: Director II

Performed by: Director II, Coordinator of Early Childhood Programs, Child Development Supervisor

Forms needed: Memos, letters, agendas, sign-in sheets, minutes, flyers, reports, summaries, plans, Site Visit Reports

Frequency: As needed.