

Area:	Management Systems
Subject:	MS08 – Reporting Systems
Reference:	1304.51 (h)(1)
Policy:	The program will establish and maintain efficient and effective reporting systems that generate periodic reports to governing bodies, policy groups and staff regarding financial status, program quality, program accountability, and program progress to achieve goals and objectives.

Procedure:Reporting for Governing Bodies and Policy Groups

Reports will be provided as indicated:

- Migrant Head Start program reports provided to the Central California Migrant Head Start (CCMHS) Board of Directors, the CCMHS Policy Council and CCMHS Management Staff.
 - Regional and Early Head Start program reports provided to the SCOE Superintendent, the RHS/EHS Policy Council and RHS/EHS Management Staff.
1. Financial status will be reported using a Governing Body/Policy Group Financial Status form.
 - a. An Accounting Supervisor will generate the reports by the 10th work day of the following month. The report will be approved by the Director II and returned to the Accounting Supervisor for filing by the 15th work day of the same month
 - b. These reports contain the program name, the current total budgeted amount, the current total expenditure amount and the current total balance of each category. For example: Salaries/Benefits (combined), Travel, Equipment >\$5K, Supplies <\$5K, Contracts, Renovations, and Other
 - c. These reports will be made available to the governing body/policy group monthly by the Director II or Child Development Supervisor II
 - d. The PC Budget Report, which is prepared by an accountant, is presented by a Child Development Supervisor II (CDS II) to policy groups
 2. Program quality will be reported using the following four methods:
 - a. The Site Visit Monitoring Findings Report prepared and filed by a member of the review team will be made available to the governing body/policy group upon request
 - b. The tri-annual Outcomes data will be summarized via the Outcomes Data System. A CDS II will analyze Summary Reports for agencies and present information at Board and Policy Council meetings at least two times each year (after 2nd & 3rd collection period). Teachers input the data for these reports after conducting a classroom observation and completing individual assessments on preschool aged children
 - c. The Annual Self-Assessment results, findings/corrective plans will be presented to the governing body/policy group by the Executive Director, Director II or Child Development Supervisor II

- d. Upon completion of the Federal Program Review, (Head Start every 3 years) or State Coordinated Compliance Review (every 5 years) the Division Administrator, Director II or Child Development Supervisor II will present results, findings/corrective plans to the governing body/policy group
3. Program accountability will be reported using the Enrollment/Attendance Monthly Summary.
 - a. The Senior Data Technician (SDT) will compile and summarize monthly, the enrollment and attendance information on the "Earnings Computation Sheet" for each program. The report will be completed by the 15th workday of the month. An Accounting Supervisor or the Data Director will approve the report by the 20th work day of the same month, and return the form to the SDT for filing
 - b. The report will include, the program name, the total funded enrollment, the total current enrollment, the total projected new enrollment for the following month, and the reported month's total attendance
 - c. The report will be made available to the governing body/policy group monthly and presented as needed by the Executive Director, Director II or Child Development Supervisor II

Reporting for Staff

1. The Earnings Computation Sheet that includes the program name, total funded enrollment, total current enrollment, total projected new enrollment for the following month, and the reported month's total attendance will be provided to Directors and CDS II's (relevant to agencies they review).
2. Financial status will be reported to Division Management Staff using a Monthly Financial Status Report by program, and the Non-Federal Share/In-Kind Report. The report will be approved by a Director and returned to the Accounting Supervisor for distribution to management staff and filing by the 15th workday of the same month.
3. In-depth program quality reporting will be presented to management staff at scheduled meetings or as needed. The Site Visit Monitoring Findings Report documents progress to achieve goals (including Outcomes) and any findings. Highlights of these reports are shared at program staff meetings by the review team (CDSII, CDSI, Project Technician).
4. Upon completion of the Annual Self-Assessment, management staff, and Directors meet to discuss results (findings/corrective plans). A summary report will be developed to share the outcome of the review to division staff by a Child Development Supervisor II or Director II.
5. Upon completion of the Federal Program Review and the State Coordinated Compliance Review directors and management staff will meet to discuss results, findings/corrective plans. A summary report will be developed to share the outcome of the review to the division staff by a Child Development Supervisor II or Director II.

Supervised by:	Executive Director, Director II
Performed by:	Senior Data Technician, Director I, Child Development Supervisor I & II, Director I, Accounting Supervisor
Forms needed:	Program Information Report (PIR), J590 Report (Annual Financial Status Report – State) Forms: 424 in conjunction with the Grant Application Budget Instrument (GABI) SF269 (Annual Financial Status Report – Federal), Monthly Financial Status Report (by program), Enrollment Attendance Monthly Summary: Earnings Computation Sheet, 272 (Quarterly and Annual Close-Out), CD9500 (Child Attendance & Earning Report), CD801A (Monthly Center Population Report), CD801B (Quarterly Population Report), Governing Body/Policy Group Financial Status form, Federal Monitoring Instrument, CCR (State)
Frequency:	Monthly, Quarterly, Annually and as needed.