

Area: Management Systems

Subject: MS24 – State Program Monitoring

Reference: Title 5 Regulations; CPM/CMR Tool, Program Self-Evaluation and Monitoring Plan

Policy: SCOE will monitor its State operations, as well as the operations of each of its sub contractor agencies, to ensure that they effectively implement state regulations

Procedure:

1. All State funded programs will be monitored by CFS Data Department Staff, Coordinator of Early Childhood Programs, Child Development Supervisor, or Project Technician. Program monitoring will be conducted a minimum of every 3 months during site operational dates. Fiscal monitoring will be conducted a minimum of 3 times per year.
2. A monitoring visit shall include the following:
 - a. Review the status of any findings/corrective action plan that remained unresolved since the last visit or since the program operations ended
 - b. Review the program's documentation of ongoing self-monitoring
 - c. Review current ECCERS or ITERS
 - d. Conduct a random sampling of family need/eligibility files
 - e. Conduct a random sampling of child files (Health, DRDPr, Observations)
 - f. Conduct a random sampling of family fee and attendance records
 - g. Fiscal/claim reporting, allocations, enrollment reports
 - h. Discuss any specific need staff have for training or technical assistance
 - i. Review the monitoring procedure if any changes have been made for the current program year
3. The State Programs Guide to Program Implementation binder will be kept at each site and available to reviewers as outlined in the Monitoring Instrument Protocol. Reviewers will document highlights of their site visit and initial/date their entry on the Monitoring Instrument. The sub-contractor is also expected to document their monitoring efforts within the Monitoring Instrument. At the end of the year programs will file a copy of the Monitoring Instrument in a central location.
4. A Site Visit Report will be completed by the review team to document activities, findings, and recommendations. If applicable the plan of action for the agency and plan of action for the grantee will also be documented. The Site Visit Report will be reviewed with the designated contact at site. The Site Visit Report shall be distributed as follows:
 - a. Original to designated Grantee Coordinator of Early Childhood Programs, along with monitoring worksheets
 - b. Yellow copy to designated contact at site (Sub-contractor agency staff is responsible for forwarding a copy to their central office)
 - c. Pink copy to reviewer (Fiscal report pink copies shall be maintained in a binder at H Street)

5. The Coordinator of Early Childhood Programs will maintain a binder of all original Site Visit Reports. The binder will be kept at the DeArmond community shelf.
6. Coordinator of Early Childhood Programs will review all Site Visit Reports and provide technical assistance and/or training as needed.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Coordinator of Early Childhood Programs; Child Development Supervisor; Project Technician, CFS Data Department Staff

Forms needed: State Monitoring Instrument; Site Visit Report

Frequency: Program at least quarterly; Fiscal at least 3 times per year