

Child Family Services MONITORING INSTRUMENT

* Early Head Start * Head Start * Migrant/Seasonal Head Start *

Agency: _____ Location: _____ Service Options: ____ Center Based ____ Home Based ____ FCCH
 Self Monitoring completed by: _____ Date: _____
 Grantee Monitoring completed by: _____ Date: _____

PROGRAM DESIGN AND MANAGEMENT

	Self Monitoring		Delegate/DO Monitoring		Grantee Monitoring		Comments <small>*Please date & initial comments</small>
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	In Compliance	Out of Compliance	
§1304.50 Program Governance							
(a) Policy Council, Policy Committee, and Parent Committee Structure							
(b) Policy Group Composition and Formation							
(c) Policy Group Responsibilities-General							
(d) The Policy Council or Policy Committee							
(e) Parent Committee							
(f) Policy Council, Policy Committee, and Parent Committee Reimbursement							
(g) Governing Body Responsibilities							
(h) Internal Dispute Resolution							

	Self Monitoring		Delegate/DO Monitoring		Grantee Monitoring		<div>Comments</div> <div>*Please date & initial comments</div>
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	In Compliance	Out of Compliance	
§1304.51 Management Systems and Procedures							
(a) Program Planning							
(b) Communications – General							
(c) Communication with Families							
(d) Communication with Governing Bodies and Policy Groups							
(e) Communication Among Staff							
(f) Communication with Delegate Agencies							
(g) Record-Keeping Systems							
(h) Reporting Systems							
(i) Program Self-Assessment and Monitoring							

	Self Monitoring		Delegate/DO Monitoring		Grantee Monitoring		Comments
	In Compliance	Out Of Compliance	In Compliance	Out Of Compliance	In Compliance	Out of Compliance	
§1304.52 Human Resources Management							
(a) Organizational Structure							
(b- f) Staff Qualifications							
(g) Classroom Staffing and Home Visitors							
(h) Standards of Conduct							
(i) Staff Performance Appraisals							
(j) Staff and Volunteer Health							
(k) Training and Development							
§1304.53 Facilities, Materials, and Equipment							
(a) Head Start Physical Environment and Facilities							
(b) Head Start Equipment, Toys, Materials, and Furniture							
§1310 Head Start Transportation							
▪ Safety Education: provide pedestrian safety training for parents and children.							