



Office of Head Start Monitoring Protocol

Review Team Meeting Guide

October 7, 2013



Table of Contents

Interviews	1
<i>Review Team Meeting—Interview</i>	<i>1</i>
Management Systems Team Discussion	1



Interviews

Review Team Meeting—Interview

Management Systems Team Discussion

Program Planning

- ▶ How does the program:
 - Develop goals, objectives, and plans based on an analysis of program data and the results of the program's Community and Self-Assessments
 - Engage stakeholders (governing bodies, policy groups, parents, and staff) in planning
 - Use program data to design and implement changes to improve program services on an ongoing basis

Ongoing Monitoring

- ▶ How does the program:
 - Use effective tools and procedures to ensure it is in compliance and meets its goals and objectives
 - Clearly define staff roles and responsibilities in program oversight
 - Conduct frequent, ongoing monitoring activities
 - Collect and use data for planning activities and to ensure compliance
 - Ensure ongoing monitoring of delegate agencies takes place

Human Resources

- ▶ How does the program:
 - Maintain an organizational structure that supports its goals and objectives
 - Assign all major program functions and responsibilities to staff
 - Provide adequate supervision and support to staff

Communication

- ▶ How does the program:
 - Share accurate and timely information with staff to support outcomes for children and families



- Share accurate and timely information with parents, policy groups, and the general community

Record Keeping and Reporting

- ▶ How does the program:
 - Keep records up-to-date
 - Consistently collect and record data
 - Generate reports to inform planning, communication, and ongoing monitoring
 - Make information accessible to appropriate parties
 - Maintain confidentiality

Program Strengths

- ▶ Each night as a Review Team, discuss the grantee's areas of strength. Throughout the week, the team should collect additional information on the areas of strength to inform the final documentation of a strength at the end of the week.