



# Office of Head Start Monitoring Protocol File Review Guides

**October 7, 2013**



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## File Reviews

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### Child File

#### ERSEA Key Indicator #2 - Eligibility

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- ▶ Is there a statement in the file verifying the child's eligibility?
- ▶ Is the statement verifying the child's eligibility signed by a program employee?
- ▶ Did the statement indicate which documents, in accordance with 1305.4(d), were examined to determine whether the child was eligible to participate in the program?
- ▶ Indicate the documents examined to determine eligibility (as detailed on the signed statement).
- ▶ List the other documentation.
- ▶ In which eligibility status did the program enroll the child?
- ▶ Is there source documentation in the child's file available for review?
- ▶ Indicate the type of documentation present in the child's file.
- ▶ List the other documentation.
- ▶ Using the documents present in the child file, re-determine the child's eligibility status. Did the program enroll the child using the correct eligibility?
- ▶ In which eligibility status should the program have enrolled the child?
- ▶ Additional comments related to the child's eligibility status.

#### Child Health & Safety Key Indicator #1 - Access to Health & Dental Care

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- ▶ On what date did the program obtain the determination from the health care professional regarding whether the child was up to date on a schedule of age-appropriate preventive and primary health care (including EPSDT)?
- ▶ On what date did the health care professional make a determination as to whether the child was up-to-date on a schedule of age-appropriate preventive and primary health care (including EPSDT)?
- ▶ Did the health care professional determine that the child was up-to-date?
- ▶ Has the program assisted parents in making arrangements to bring their children up-to-date on a schedule of primary and preventive health care?
- ▶ Does the child have a known, observable, or suspected health, dental, or developmental problem?
- ▶ Did the program arrange for further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional?
- ▶ Did the child receive follow-up treatment as recommended by the licensed or certified professional?



- ▶ Did the program develop or is the program in the process of developing a follow-up plan for the child?

## Child Health & Safety Key Indicator #2 - Screening and Referrals

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- ▶ Were all sensory screenings (vision and hearing) completed?
- ▶ Was the screening incomplete due to parent/guardian refusal?
- ▶ What was the latest date on which either of the sensory screenings (vision or hearing) was completed?
- ▶ Did the program make an attempt to complete the sensory screenings for the child within 45 days of the child's date of entry?
- ▶ Were all screenings for developmental concerns (including motor, language, cognitive, and perceptual skills) completed?
- ▶ Was the screening incomplete due to parent/guardian refusal?
- ▶ What was the latest date on which any of the screenings for developmental concerns were completed?
- ▶ Did the program make an attempt to complete the developmental screenings for the child within 45 days of the child's date of entry?
- ▶ Were all screenings for social, emotional, and behavioral concerns completed?
- ▶ Was the screening incomplete due to parent/guardian refusal?
- ▶ What was the latest date on which any of the screenings for social, emotional, or behavioral concerns were completed?
- ▶ Did the program make an attempt to complete the social, emotional, and behavioral screenings for the child within 45 days of the child's date of entry?
- ▶ List the screenings that were completed more than 45 days after the child's entry into the program (30 days for programs operating shorter durations). Indicate the date of each screening and how many days after the 45- (30-)day timeframe each screening was completed.
- ▶ Does the child have a suspected or identified disability? (Includes children with current IEPs or IFSPs as well as children with screening results that indicate a possible disability or need for an evaluation)?
- ▶ Did the Disabilities Coordinator make a prompt referral to the LEA or Part C agency?

## Staff File

## Management Systems Key Indicator #3 - Human Resources

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- ▶ Has a tuberculosis (TB) screening been completed?
- ▶ Select the reason the TB screening has not been completed.
  - Shortage, documentation verifying shortage on file



- Shortage, documentation verifying shortage NOT on file
- Other-explain reason in Notes field above
- ▶ Did the program obtain one of the following for the employee?
  - A State, Tribal, or Federal criminal record check covering all jurisdictions in which the grantee provides Head Start services to children
  - A State, Tribal, or Federal criminal record check as required by the law of the jurisdiction in which the grantee provides Head Start services
  - A criminal record check as otherwise required by Federal law
- ▶ Was the employee hired within the last 12 months?
- ▶ Was the criminal record check conducted prior to employment?

### **Child Development and Education Compliance Framework #4 - Quality Teaching & Learning**

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- ▶ Please enter the qualifications of the preschool teacher:
  - A baccalaureate or advanced degree in Early Childhood Education (ECE)
  - A baccalaureate or advanced degree and coursework equivalent to a major relating to ECE, with experience teaching preschool-age children
  - An associate's degree in ECE
  - An associate's degree in a related field and coursework equivalent to a major relating to ECE, with experience teaching preschool-age children
  - A baccalaureate degree and admission into the Teach For America program, passing a rigorous Early Childhood content examination such as Praxis II, teaching preschool children in a Teach For America summer training institute, and receiving ongoing professional development and support from Teach For America's professional staff
  - Does not meet the qualifications
- ▶ Please list the qualifications.
- ▶ Please enter the qualification of the infant-toddler teacher:
  - A minimum of a current Child Development Associate (CDA) credential and have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development
  - Does not meet qualifications.
- ▶ Please list the qualifications.
- ▶ Please enter the qualifications of the FCC provider:
  - Previous ECE experience, current CDA



- Previous ECE experience, enrolled in CDA program (within 6 months of beginning service provision)
  - Previous ECE experience and associate's degree in Child Development or ECE (attained within 2 years of beginning service provision)
  - Previous ECE experience and bachelor's degree in Child Development or ECE (attained within 2 years of beginning service provision)
  - Previous ECE experience and enrolled in an associate's or bachelor's degree program in Child Development or ECE (within 6 months of beginning service provision)
  - Does not meet qualifications
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- ▶ Please describe the qualifications of this provider.
  - ▶ Is there a professional development plan on file?
  - ▶ Is the professional development plan designed to ensure attainment of qualifications or is the staff person currently enrolled in a degree program?
  - ▶ Enter the date of expected acquisition of teacher qualifications.