Record-keeping & Reporting Systems Check

➢ Does your record-keeping system include required information on children, families, staff, and program services? How could it be improved?

➢ How do you use technology to ensure efficient record-keeping and report generation?

➢ How are you using your data to improve program services?

➢ How do you ensure quality control of your record-keeping system through ongoing monitoring and program oversight?

➢ How do you make sure your reports are appropriate for your various stakeholders?