



# Record-keeping & Reporting Systems Check

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- 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?