

HEAD START  
Regional T/TA Network

## Ongoing Monitoring for Head Start and Early Head Start Programs

These materials were developed for QAS Region XI under Contract No. HHS23332015W010C by ICF International.

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## Metaphorically Speaking

As you settle in, read the statement in the box.  
Finish the statement on a Post-it note:

A magnifying glass is like ONGOING MONITORING because.....

- Feel free to work with others.
- After you have finished, place your Post-it note on the chart paper in the back of the room.

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## Anticipated Outcomes

- Demonstrate the importance of Ongoing Monitoring as a system that is essential to ensuring continuous improvement
- Define the elements of an effective ongoing monitoring system
- Use a strength-based model to examine issues and take corrective action
- Enter data onto an ongoing monitoring matrix

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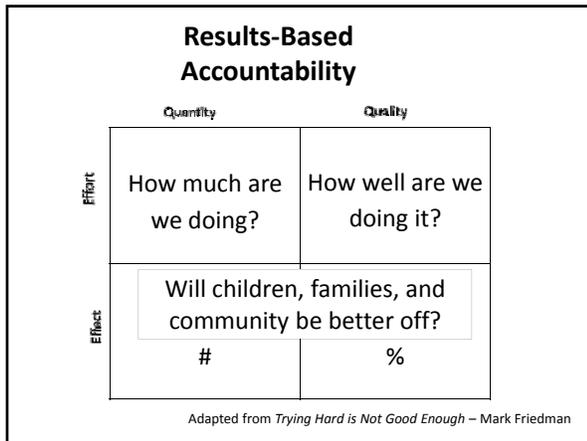
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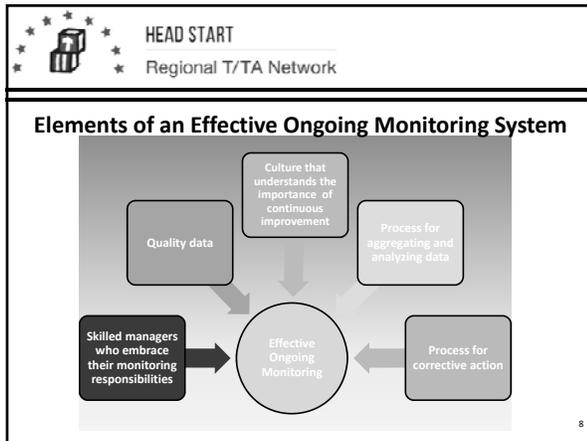
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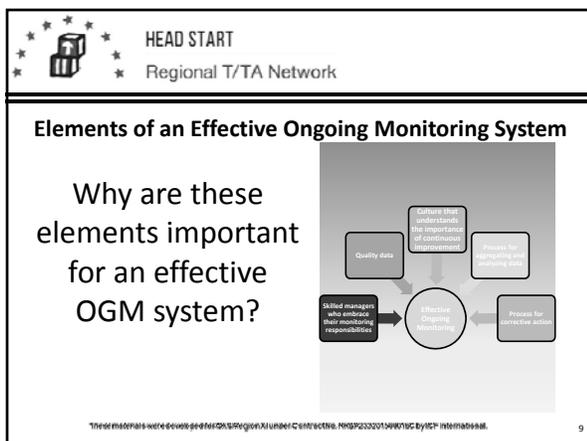
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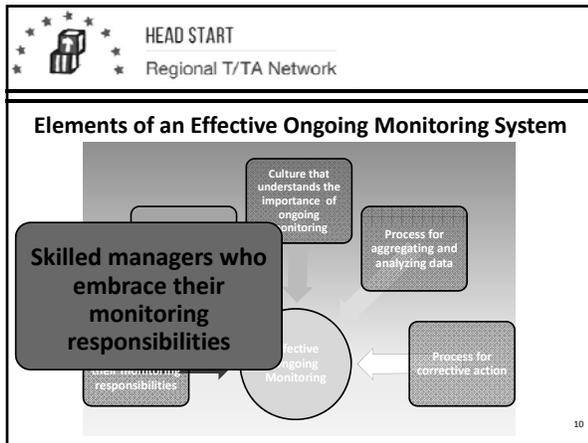
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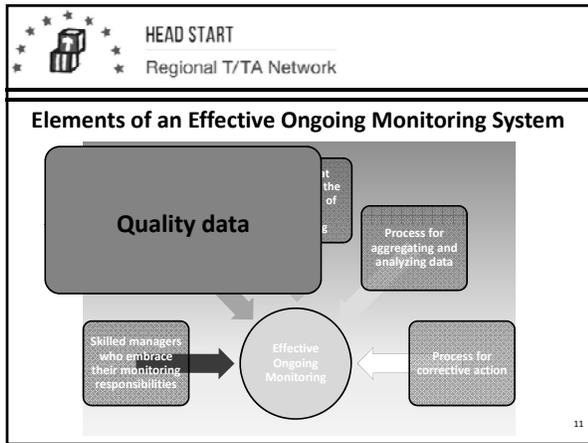
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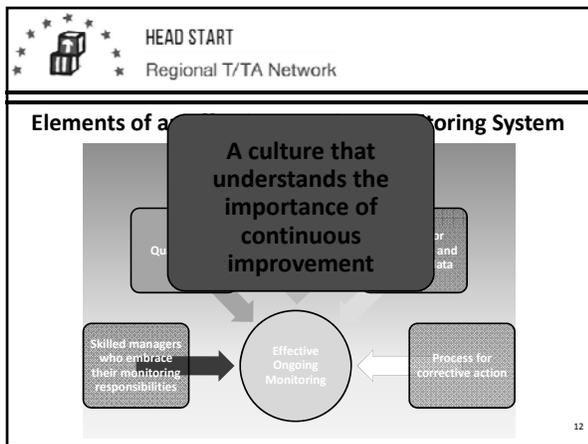
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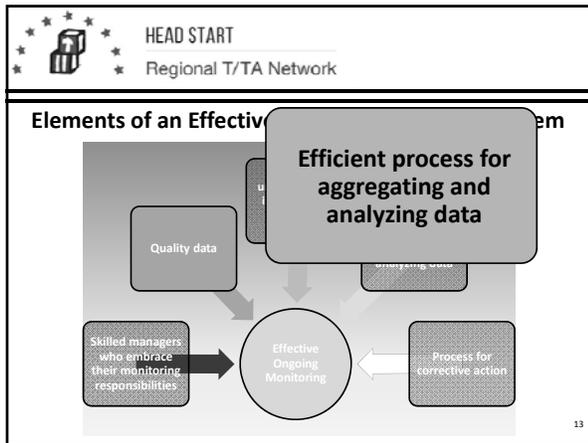
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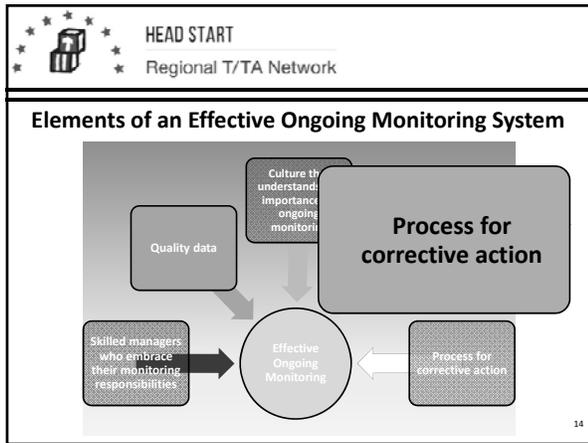
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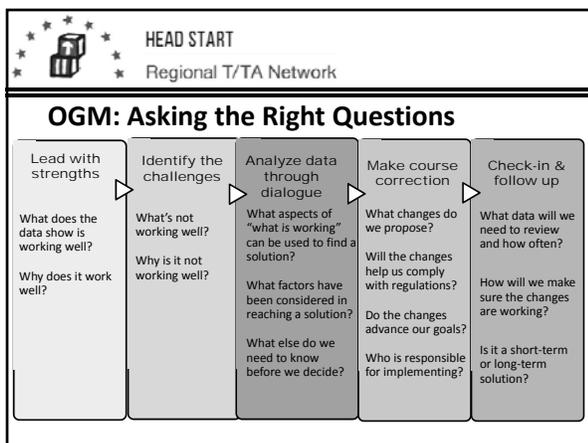
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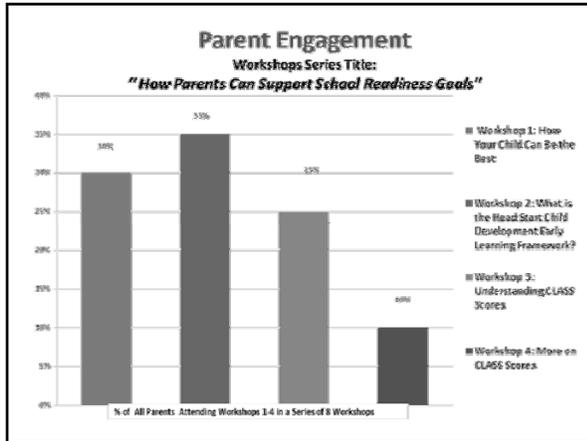
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**HEAD START** Tracking and Ongoing Monitoring  
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- Health Services
  - Immunizations
  - Screenings
  - Dental Exams
  - Well-Child Exams
- Proposed Budget vs. Actual Budget
  - Non-federal share Match at 20%
  - Administrative Cap at 15%
  - Indirect Cost Cap at 15%
- Progress on Program Goals
- Progress on School Readiness Goals
- Family Outcomes Towards Meeting Goals
- Self-Assessment Report
- Follow-up on action items captured during TC, PC & Staff Meetings
- Disability Services
  - Progress towards goals
  - Services as stated on IEP
- Training/Technical Assistance Plan
- Home Visits
- Parent Teacher Conferences
- Follow-up on child health or family needs

\*These materials were developed for Region 2 under Contract #HSR21321300701C by ICF International.

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**HEAD START**  
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**Ongoing Monitoring for Head Start and Early Head Start Programs**

**Planning**

1. Which is responsible for creating the plan for the program?

What are the program goals?	What are the program objectives?	What are the program outcomes?	What are the program activities?	What are the program resources?	What are the program risks?

2. How is the program monitoring and reporting progress? (How often? How much? What format?)  
The user will list all of the above items as they are related to your center.

3. What is the plan for evaluating the data? Who will do it? How often?

4. What is the plan for responding to findings and making corrections as needed? (Frequency? Action plan?)

5. What actions will you take to address the findings? (Action? Management? Training? PC, Monitoring, etc. activities?)

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Reflection Questions

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**Contact Information**

**Thank you!**

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