

Child Development Services

Program Monitoring Overview

Technical Assistance Visit

➤ **PRE-SITE INFORMATION PACKAGE**

- Set Date and Schedule for On Site Technical Assistance Training
- Confirmation letter sent with information request
- Return Required Information
- Interviews by the Department of Education
 - Interviews will be conducted with site staff, providers, site board members, parents and community members

➤ **ON-SITE VISIT (1 day (3-hours))**

- Technical Assistance Training for Staff and Site Directors
 - Orientation and Overview of Child record Audit form and the Program Monitoring Process
 - Process for Conducting Self-review Plan and Compliance Audit
 - File review with staff and site director using the Child Record Audit Form
- Administration Presentation
 - Review Focus Monitoring Process
 - Data Summary from Key Performance Indicators on the State Performance Plan and Entitlement Plan
 - Parental Survey Results
 - Review of Self-review Plan and establish Timeline for completion
 - Schedule on-site Compliance Monitoring

Verification Visit

➤ **Pre-Site Review**

- Submit Self-Review Plan to the Department
- The Department will conduct interviews

➤ **ON-SITE verification Visit (2-3 days)**

- Record review of a minimum of 10% of Part C files and 10% of Part B files requested by the Department
- Exit Summary with Director/Selected Personnel of preliminary findings

➤ **LETTER OF FINDINGS**

- Recommendations for Full Approval to Commissioner of Education
- Required Sanctions and Interventions
- Corrective Action Plan for Noncompliance to be completed within 3 months of findings or specified time frame
- Local Improvement Plan for areas needing improvement

Follow-up

➤ **POST-SITE LETTER**

- Completion of Corrective Action Plan/Letter of Approval/Sanctions