

ERSEA Monitoring Guide  
Subset 3500 ERSEA

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Track accuracy of the Eligibility Determination Record and the data entry process	ChildPlus Reports 1107  Eligibility Determination Record from participants file  Agency defined monitoring tools  10% File Monitoring	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA Manager
Track accuracy of the Selection process	ChildPlus Reports 2025	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Coordinator  Tier 1 and 2 Program Director  MAHS ERSEA Manager
Report results of Monthly Attendance Audit <ul style="list-style-type: none"> <li>• Consecutive Absences</li> <li>• ChildPlus Absence Documentation</li> <li>• Within 60 days of program operation identify children with attendance patterns and develop appropriate strategies</li> </ul>	ChildPlus Reports 2330; 4110, 2335, 2336  MAHS Funded Enrollment Report Form 5160	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Coordinator  Tier 1 and 2 Program Director  MAHS ERSEA Manager
Track Over-Income Enrollment	ChildPlus Report 2001; 2004  MAHS Over-Income Authorization Form	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• As Needed when accepting Over-Income Families.</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Coordinator  Tier 1 and 2 Program Director

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			MAHS ERSEA Manager
Audit that all sites/program options have a sufficient Active Waitlist.	ChildPlus Report 2025	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Coordinator  Tier 1 and 2 Program Director
Track the funded enrollment of each site and classroom	Weekly: ChildPlus Report 2001; 2210  Monthly: ChildPlus Report 2001; 2210  MAHS Funded Enrollment Report Form 5160	<ul style="list-style-type: none"> <li>• Weekly; Each Monday of the following week</li> <li>• Monthly; reports are to be ran on the last working day of the month</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Manager  Tier 1 and 2 Designated Staff
Track the recruitment and outreach activities of each MAHS program	Individual Program Logs	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• As needed by the Grantee</li> </ul>	Tier 3 Designated Staff  MAHS ERSEA/FCE Coordinator  Tier 1 and 2 program Director  MAHS ERSEA Manager