

Family and Community Engagement Monitoring Guide
Subset 3500 FCE

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Track timely completion of the Family Assessment-Initial and Final	ChildPlus Report 4220 5% File Review of previously unseen files	At least monthly to ensure compliance with 90 day timeline	Tier 3 FCE Content Leads
	MAHS FCE/ERSEA Site Visit Form		Tier 1&2 FCE Supervisors Tier 1&2 FCE Staff
	ChildPlus Report 4220 5% File Review of previously unseen files		Tier 1&2 FCE Supervisors MAHS FCE Manager, Coordinator and QA Staff
Track timely completion of Family Partnership Agreements	ChildPlus Report F1000 5% File Review of previously unseen files	At least monthly to ensure compliance with 90 day timeline	Tier 3 FCE Content Leads
	MAHS FCE/ERSEA Site Visit Form		Tier 1&2 FCE Supervisors Tier 1&2 FCE Staff
	ChildPlus Report 4110 5% File Review of previously unseen files		Tier 1&2 FCE Supervisors MAHS FCE Manager, Coordinator and QA Staff
Ensure individual work with families (including transitions, referrals made, and services received) is accurately documented in case notes and reflected in outcomes data.	ChildPlus Report 2130 ChildPlus Report 4110 ChildPlus Report 4130 ChildPlus Report 5220 ChildPlus Report 5120 5% File Review of previously unseen files	At least monthly	Tier 3 FCE Content Leads
	MAHS Monthly Report		Tier 1&2 FCE Supervisors Tier 1&2 FCE Staff
	ChildPlus Report 2130 ChildPlus Report 4110 ChildPlus Report 4130 ChildPlus Report 5220 ChildPlus Report 5120 5% File Review of previously unseen files		Tier 1&2 FCE Supervisors MAHS FCE Manager and Coordinator and QA Staff

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Review staff files to ensure at least 1 professional evaluation has been completed for each family service worker and that the Family and Community Engagement Practice Profile Core Competencies have been used to assess professional development needs	HR Files	At least once annually in conjunction with self-assessment	Tier 3 FCE Content Leads
	HR Files		MAHS FCE Manager, Coordinator and QA Staff
Report results of monitoring to the MAHS FCE Manager and QA Specialist	MAHS FCE/ERSEA Site Visit Form	Monthly on the 15 of each month.	Tier 1 &2 FCE Supervisors

Key: Blue - Delegate / Gray - Partner