

## Monitoring Procedure 3500-Education Subset

Monitoring Process	Monitoring Tools or Reports	Timeline	Responsible Staff
Observe each teaching team or home visitor	Home Visit or EHS / HS Classroom Observation and Curriculum Fidelity Tool	At least once annually, September through January	Education Coordinator/Coach or Manager
Monitor curriculum fidelity for each teaching team or home visitor	Home Visit or EHS / HS Classroom Observation and Curriculum Fidelity Tool	At least once annually, September through January	Education Coordinator/Coach or Manager
Review at least 10% of the education documents from each teaching team or home visitor	EHS, HS, or Home-Based Document Review	At least once annually, September through January	Education Coordinator/Coach or Manager
Track timely completion of developmental screenings	ChildPlus Report 2515 Status: Enrolled Include: Incomplete and Not Past Due, Incomplete and Past Due	At least twice monthly	Education Coordinator/Coach or Manager
Track completion of parent conferences and home visits	ChildPlus Report 2501 Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, and Completed Dates: First and Last Dates of the Quarter	At least quarterly	Education Coordinator/Coach or Manager
For Tier 3: Complete a sample of CLASS observations For Tiers 1 And 2: Complete a sample of CLASS observations	Classroom Assessment Scoring System (CLASS) Pre-K manual and scoresheets	Annually, September through May	Grantee and direct service provider staff, observing in classrooms of other providers
Optional: Interview groups of teaching and home visiting staff	Interview questions from federal monitoring protocol	Annually	Education Coordinator/Coach or Manager

Effective Date: July 1, 2021