

Human Resources Monitoring Guide Subset 3500

Monitoring Process	Monitoring Report	Timeline to Monitor and Submit Evidence	Responsible Staff
Completion of Background Checks, Hire Date, initial Health Status, and new hire documents	ChildPlus: HR008a-e* HR009*	MARC QA Coordinator runs & reviews with DSP	Tier 1 & 2 Direct Service Providers
		Review monthly Share results of monitoring during quarterly meetings with MARC OD Manager	Tier 3 Direct Service Providers
Classroom assignments	ChildPlus: 1010	By the 20 th of each month, send CP 1010 to: <ul style="list-style-type: none"> • Tier 1 & 2-MARC QA Coordinator • Tier 3-MARC Data & Evaluation Coordinator 	Tier 1, 2, 3 Direct Service Providers
Staff Roster review for: *Terminations *Change of positions	ChildPlus: HR005	By the 20 th of each month, send CP HR005 to MARC QA Coordinator	Tier 1 & 2 Direct Service Providers
		Review monthly Share results of monitoring during quarterly meetings with MARC OD Manager	Tier 3 Direct Service Providers
Data entry accuracy of qualifications for all staff: *New hires *Staff who change positions *Staff with updated qualifications	ChildPlus: HR1031 HR1011	Upon hire and Ongoing	Tier 3 Direct Service Providers Tier 1 & 2 MARC QA Coordinator

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Professional Development Plans and Annual Performance Appraisals	ChildPlus: HR008c	Ongoing	Tier 3 Direct Service Providers Tier 1 & 2 MARC QA Coordinator
Annual required health and safety trainings for designated employees, consultants, contractors, and volunteers (See 8010 Clarification.) *Pre-service *New hires	OPEN or ChildPlus	Ongoing	
15 hours of professional development that is specific to their position for all staff	OPEN or ChildPlus: HR1003	Ongoing	Tier 3 Direct Service Providers Tier 1 & 2 MARC QA Coordinator
Regular Volunteers – *Criminal Background *Check and Tb (Volunteer who have 20 hours or more a month)	ChildPlus: HR1022	Ongoing	Tier 1, 2, 3 Direct Service Providers

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HR008a – Initial Criminal Background Checks (Monitoring Employee’s Prior to Hire Criminal Background Checks)

- Title, Position, Hire Date
- Initial Criminal Background Check Date, Initial FBI Fingerprint Date, Initial State, Fingerprint Date
- Sex Offender Date, Child Abuse & Neglect Check Date

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HR008b – Initial Hiring Requirements (Monitoring Requirements within the first 30 days of hire)

- Title, Position, Hire Date
- Initial Physical Date, Initial TB Screening Date, TB Results
- Handbook Receipt Date

HR008c – Annual Requirements (Monitoring Annual Requirements for all staff)

- Title, Position, Hire Date
- Standards of Conduct & Confidentiality
- CAN Training (Child Abuse & Neglect Training)
- CASE Training (During Orientation, Annual & Refresher Mid-Year)
- Performance Appraisal
- Professional Development Plan

HR008d – Required Trainings (Monitoring Training Requirements)

- Title, Position, Hire Date
- Safe Sleep Training, Safe Sleep Date, Safe Sleep Expiration (Due every 3 years)
- CPR Training, CPR Date, CPR Expiration, First Aid Training, First Aid Date, First Aid Expiration (Due every 2 years for any staff member who would count in classroom ratio)

HR008e – 5 Year Criminal Background Checks (Monitors when staff members need to get or have gotten their 5-year Background Checks)

- Title, Position, Hire Date
- Initial FBI Fingerprint Date, Initial State Fingerprint Date, Initial Sex Offender Registry Date, Initial Child Abuse & Neglect Check Date
- RAP Back Date, Agreement Date for RAP Back
- Recent FBI Fingerprint Date, Recent State Fingerprint Date, Recent Sex Offender Registry Date
- Recent Child Abuse & Neglect Check Date, Recent FCSR Date

HR009 – Review of HR Information

- This report is a detailed report for viewing notes of what documents are still needed for staff members and follows the sections from form 8021a. It has notes from the MARC Head Start Quality Assurance Coordinator and the MARC Head Start Data Team about any of our requests for HR documents or questions regarding them.

Tier 3 Direct Service Providers should be prepared to share evidence of the results from monitoring during quarterly T/TA meetings with the MARC Head Start Organizational Development Manager.