Head Start
MID-AMERICA REGIONAL COUNCIL

**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:<br>HR008a-e*<br>HR009* | MARC QA Coordinator runs & reviews with DSP | Tier 1 & 2<br>Direct Service Providers |
| | | Review monthly<br>Share results of monitoring during quarterly meetings with MARC OD Manager | Tier 3<br>Direct Service Providers |
| Classroom assignments | ChildPlus: 1010 | By the 20th of each month, send CP 1010 to:<br>• Tier 1 & 2-MARC QA Coordinator<br>• Tier 3-MARC Data & Evaluation Coordinator | Tier 1, 2, 3<br>Direct Service Providers |
| Staff Roster review for:<br>*Terminations<br>*Change of positions | ChildPlus: HR005 | By the 20th of each month, send CP HR005 to MARC QA Coordinator | Tier 1 & 2<br>Direct Service Providers |
| | | Review monthly<br>Share results of monitoring during quarterly meetings with MARC OD Manager | Tier 3<br>Direct Service Providers |
| Data entry accuracy of qualifications for all staff:<br>*New hires<br>*Staff who change positions<br>*Staff with updated qualifications | ChildPlus:<br>HR1031<br>HR1011 | Upon hire and Ongoing | Tier 3<br>Direct Service Providers<br><br>Tier 1 & 2<br>MARC QA Coordinator |



Reviewed: 8/13/25

**Human Resources Monitoring Guide Subset 3500**

| | | | |
|---|---|---|---|
| Professional Development Plans and Annual Performance Appraisals | ChildPlus: HR008c | Ongoing | Tier 3 Direct Service Providers<br><br>Tier 1 & 2 MARC QA Coordinator |
| Annual required health and safety trainings for designated employees, consultants, contractors, and volunteers (See 8010 Clarification.)<br>*Pre-service<br>*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<br><br>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 |

*

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

## Human Resources Monitoring Guide Subset 3500

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.**