Monitoring Procedure 3500-Education Subset

Monitoring Process	Monitoring Tools or Reports	Timeline	Responsible Staff
Observe each teaching team or home visitor	Forms 3500 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	Forms 3500 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	Forms 3500 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 and update status for failed developmental screenings	ChildPlus Report 2520 Status: Enrolled Grouping: Site Report Type: Detail Date: Current	At least 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

Monitoring Process	Monitoring Tools or Reports	Timeline	Responsible Staff
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
Monitor completion of Observation and Curriculum Fidelity Tools and evidence of feedback provided for each classroom and home-based educator.	Form 3500i Monitoring and Coaching Checklist	Annually (Provider-specific timeline determined by Education Manager)	Tier 3 and MARC Education Managers
Monitor completion of document review and evidence of feedback provided for each classroom and home-based educator.	Form 3500i Monitoring and Coaching Checklist	Annually (Provider-specific timeline determined by Education Manager)	Tier 3 and MARC Education Managers
Monitor documentation of intensive individual and group coaching provided.	Form 3500i Monitoring and Coaching Checklist ChildPlus Report Management/Group Coaching/Print All Records	Annually (Provider-specific timeline determined by Education Manager)	Tier 3 and MARC Education Managers
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, 2024