



# **FY 2010 Office of Head Start Monitoring Protocol**

*September 10, 2009*

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## Introduction to the FY2010 Office of Head Start Monitoring Protocol

The Office of Head Start (OHS) presents the FY2010 Office of Head Start Monitoring Protocol. The Protocol has been revised for FY2010 to place a greater emphasis on the quality of the delivery and management of program services. The Protocol organizes elements of program performance standards and other program regulations into 11 sections against which compliance will be monitored:

- Health Services
- Nutritional Services
- Safe Environments
- Transportation Services
- Disabilities Services
- Mental Health Services
- Family and Community Services
- Education and Early Childhood Development Services (ECD)
- Fiscal Management
- Program Design and Management
- Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

*Compliance Questions* form the basis of the Protocol, with each question focusing on one or more performance standards against which compliance will be monitored. *Targeted Questions* facilitate the monitoring process for each Compliance Question. Review teams must respond to Compliance Questions using the prompts, which outline the minimum “evidence gathering” requirements in addressing questions effectively. The *Targeted Questions* indicate the people to interview, questions to ask, information to retrieve from documents, observations to conduct and management systems to analyze and summarize in developing an understanding of grantee compliance with each question. All of the evidence gathering questions must be completed in order to answer the associated compliance question.

A series of tools have been developed to organize the evidence gathering process. These tools, which organize the Targeted Questions by method of data collection and source, include:

- Pre-site Guides
- Interview Guides
- Observation Guides
- Document Review Guides
- Checklists (e.g., Safe Environments Checklist)
- Child and Staff File Review Guides
- Management Systems Analysis Guides

The evidence collected through each tool is linked to Compliance Questions and will be used to assist review teams in making compliance determinations.

The Protocol gives grantees an opportunity to demonstrate compliance. Before the onsite monitoring review, grantees will be asked to identify the individual(s) who can address the Compliance and Targeted Questions most accurately and comprehensively. Grantee identification of the most appropriate individuals with whom review team members should communicate ensures that the onsite review provides an accurate assessment of the grantee’s program(s).