Central Texas 4C, Inc. Monitoring and Action Plans

Note: The colored star in the “What” column, i.e. Financial Reports\*, is monitored by the groups/individuals in the “Who” column that have red stars\*.

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| System | WHAT | WHO & Frequency | HOW  |
| Administrative Level | -Financial Reports**\***-Enrollment/Attendance Reports**\***-USDA Reports**\***-Budget**\***-Fraud Risk**\***-Fraud Risk Assessment Program**\*** | - 4C Board-Monthly**\*\*\*\*\*** 4C Board-Annually**\***-Policy Council-Monthly**\*\*\*\*\*** -Finance Director - Daily**\*\*\***-Finance Clerk - Daily**\***-Auditor - Yearly**\*\***-Finance Committee - Monthly**\*\*\*\***-Executive Director - ongoing**\*\*\*\*\***-HS Director - Monthly**\*\*\*\***-USDA Clerk - Daily**\***-Nutrition Director - Weekly**\*\*\*** | DocumentsRequisitionsMeetingsReportsCommunity- AssessmentMIP Fund Accounting SystemPROMIS Database Data Collection Plan |
| Human Resources | Hiring/Termination/Benefits**\***References/Criminal Background**\***Evaluations**\***Staff Development/Training**\***Workers Comp**\***FMLA**\*** | - 4C Board-At regular meetings**\*\***-Policy Council-At regular meetings**\*\***-Human Resource Director - ongoing**\*\*\***-Executive Director - Annual**\***-HS Director ­-As needed**\*** Annual**\*\***An -Nutrition Director - Annual**\***-Finance Director - Annual**\*** | HR ProcessApplicationsReportsMeetingsRegistrationQuestionnairesReportingPROMISPerformance Evaluations |
| Mid-Management/Strategy Team | Health/Safety**\*** Eligibility, Recruitment, Selection, Enrollment, Attendance**\***Classroom Observation**\***Environment**\*** Teacher/Child/Peer Interaction**\***Child Outcome**\*** Mental Health**\***Disability**\***Family Case Management**\*** | Health Coordinator-4 x a year**\***ERSEA Coordinator-Weekly**\***Education Coordinator-ongoing**\***Education Coordinator (Outcome)-3 - 4 x a year, (KRS-annually)**\***Disability Coordinator-Bi-annual/ongoing**\***Family Partnership Coordinator- ongoing**\*** | ChecklistPROMISObservationTS GoldKRS(Kindergarten Readiness System) "e READI School"ITERSECERSCLASSBehavior ChecklistAges & StagesFamily Strength AssessmentReport CardsSchool Readiness PlanSchool Readiness Goal & AlignmentData Collection Plan |
| Center Level | Daily Attendance**\***Classroom/Playground**\***Building**\***ADA Accessibility**\***Fire/Tornado Drill/Emergency Evacuation**\***Classroom Observation**\***Teacher/Child/Peer Interaction**\***Environment**\***Focus Visit**\***Educational Goals/Outcomes**\***Social Emotional Development**\***Family Case Management**\*** Nutrition Monitoring**\*** | Center Director-Daily **\*\*\*\***Classroom Staff-Daily **\*\*\***Family Community Advocate-ongoing**\***Mentor/Coach-ongoing**\*\***Disability Coordinator-Annual**\***Nutrition Director**\*** | PROMISObservationChecklistDaily ChecklistFacility ChecklistCLASSTeaching Strategies GoldAges & StagesADA ChecklistBehavior ChecklistSchool Readiness PlanSchool Readiness Goal & Alignment |
| AnnualSelf-Assessment | GovernancePlanningCommunicationRecordkeeping and ReportingOngoing MonitoringHuman ResourcesFiscal ManagementPrevention and Early InterventionIndividualizationDisability ServicesCurriculum and AssessmentFamily PartnershipParent InvolvementCommunity PartnersERSEAFacilities, Materials, Equipment and TransportationChild Outcomes | Policy CouncilBoardStrategy TeamAll 4C staffParents/FamiliesProfessionalsCommunity Representatives | Head Start Self-Assessment  Tool KitChecklistReportsCenter VisitsInterviewsMeetingsCommunity AssessmentSchool Readiness PlanSchool Readiness Goals & AlignmentFollow-up Focus Visits |
| Maintenance | Building & Playground Safety | Maintenance Staff-ongoingCenter Directors-ongoingStaff-ongoingExecutive Director | Building ChecklistDaily ChecklistWork OrdersRequisitions |
| Grantee | Content Area Administration | Hill Country Community Action Association- Visits 2x per year, Mailing Reports 4x per year, Enrollment/Attendance Reports Monthly  | ReportsChecklistsCenter VisitsAdministrative VisitsE-MailPhone CallsPostal Services |
| Office of Head Start | Federal Review | Federally contracted staff-Triennial | Site visitsAdmin visitsInterviewsReportsMeetings |
| USDA | Onsite Review | Department of Agriculture staff-Triennial | Site visitsReportsEnrollment AttendanceQualifications |
| Child Care Service | Onsite Review | Texas Work Force Child Care Service staff-Annual | Site visitsChild RecordsInterviewsChecklistReports |
| Texas State Licensing | Minimum Standards | Child Care Licensing staff-Annual and as needed  | Minimum StandardsObservationOnline ReportingQualificationBackground Checks |
| County Health Department | Child Care Health and Safety, SanitationImmunizations Records | Bell County and Coryell County Health Department-Annual | Site visitsKitchen Sanitation ChecklistReports |
| Texas Department of Health | Hearing/Vision Screening | Texas Department of Health-Annual | Checklist Reports |
| City Fire Marshall | Gas Test, Fire Safety and Emergency Preparation | City Fire Marshall-Annual | ChecklistReport |