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**\*\*\*** | Documents  Requisitions  Meetings  Reports  Community- Assessment  MIP Fund Accounting System  PROMIS 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 Process  Applications  Reports  Meetings  Registration  Questionnaires  Reporting  PROMIS  Performance 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**\*** | Checklist  PROMIS  Observation  TS Gold  KRS(Kindergarten Readiness System) "e READI School"  ITERS  ECERS  CLASS  Behavior Checklist  Ages & Stages  Family Strength Assessment  Report Cards  School Readiness Plan  School Readiness Goal & Alignment  Data 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**\*** | PROMIS  Observation  Checklist  Daily Checklist  Facility Checklist  CLASS  Teaching Strategies Gold  Ages & Stages  ADA Checklist  Behavior Checklist  School Readiness Plan  School Readiness Goal & Alignment |
| Annual  Self-Assessment | Governance  Planning  Communication  Recordkeeping and Reporting  Ongoing Monitoring  Human Resources  Fiscal Management  Prevention and Early Intervention  Individualization  Disability Services  Curriculum and Assessment  Family Partnership  Parent Involvement  Community Partners  ERSEA  Facilities, Materials, Equipment and Transportation  Child Outcomes | Policy Council  Board  Strategy Team  All 4C staff  Parents/Families  Professionals  Community Representatives | Head Start Self-Assessment  Tool Kit  Checklist  Reports  Center Visits  Interviews  Meetings  Community Assessment  School Readiness Plan  School Readiness Goals & Alignment  Follow-up Focus Visits |
| Maintenance | Building & Playground Safety | Maintenance Staff-ongoing  Center Directors-ongoing  Staff-ongoing  Executive Director | Building Checklist  Daily Checklist  Work Orders  Requisitions |
| Grantee | Content Area  Administration | Hill Country Community Action Association- Visits 2x per year, Mailing Reports 4x per year, Enrollment/Attendance Reports Monthly | Reports  Checklists  Center Visits  Administrative Visits  E-Mail  Phone Calls  Postal Services |
| Office of Head Start | Federal Review | Federally contracted staff-Triennial | Site visits  Admin visits  Interviews  Reports  Meetings |
| USDA | Onsite Review | Department of Agriculture staff-Triennial | Site visits  Reports  Enrollment  Attendance  Qualifications |
| Child Care Service | Onsite Review | Texas Work Force Child Care Service staff-Annual | Site visits  Child Records  Interviews  Checklist  Reports |
| Texas State Licensing | Minimum Standards | Child Care Licensing staff-Annual and as needed | Minimum Standards  Observation  Online Reporting  Qualification  Background Checks |
| County Health Department | Child Care Health and Safety, Sanitation  Immunizations Records | Bell County and  Coryell County Health Department-Annual | Site visits  Kitchen Sanitation Checklist  Reports |
| 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 | Checklist  Report |