## Delegate Monitoring Framework

**Head Start Performance Standards**  
45CFR 1304.20

<table>
<thead>
<tr>
<th></th>
<th>Delegate has established timetable Y/N</th>
<th>Delegate has met timetable Y/N</th>
<th>Documentation of service delivery</th>
<th>Documentation of monitoring</th>
</tr>
</thead>
</table>

### Child Health and developmental services

#### Determining Child Health Status
- Medical home
- Physical
- Dental Exam
- Immunizations
- Health Follow-Up

#### Developmental, sensory and behavioral screening
- Motor
- Language
- Social
- Cognitive
- Perceptual
- Emotional

#### Extended Follow-up and Treatment
- Parent Involvement
- Dental follow-Up

#### Ongoing Care
- Ongoing health assessment

#### Involving Parents
- Parental permissions
- Refusal of services

#### Individualization of the program
- Health information used to individualized child’s participation in the program
- EHS disabilities services
Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.22</th>
<th>Delegate has established timetable Y/N</th>
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</thead>
</table>

**Child Health and Safety**

*Health emergency procedures*
- Posted emergency procedures
- Posted locations and telephone # of emergency response
- Up-to-date family emergency contact information
- Posted emergency evacuation routes
- Child abuse/neglect reporting

*Short term exclusion procedures*

*Medication administration*
- Appropriate labeling
- Appropriate storage
- Designated medication administrator

*Injury Prevention*
- Safety practices
- Hygiene
- Diapering procedures

*First Aid kits*
- Inventory
### Delegate Monitoring Framework

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<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.23</th>
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#### Child Nutrition

**Identification of nutritional needs**
- Height, weight, hemoglobin/hemocrit
- Eating patterns/feeding requirements

#### Nutritional Services

- Use of USDA funds
- EHS meals developmentally appropriate
- Menus consistent w/USDA regulations
- Meal time appropriate
- Dental hygiene practices
- Parents involved in planning

#### Meal Service

- Variety of foods served
- Food not used as reward or punishment
- Sufficient time for meals
- Adults eat with children
- Infants are held while being fed
- Medically based and other dietary requirements are accommodated
- Food related activities for children

#### Family Assistance with Nutrition

- Parent Education activities

#### Food Safety and Sanitation

- Compliance with food safety and sanitation regulations/laws
## Delegate Monitoring Framework

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<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.24</th>
<th>Delegate has established timetable Y/N</th>
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<tbody>
<tr>
<td><strong>Child Mental Health</strong></td>
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<tr>
<td><em>Mental Health Services</em></td>
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<tr>
<td>Parent Information about children’s mental health is solicited</td>
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<tr>
<td>Staff discusses child behavior with parents</td>
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<tr>
<td>Parents are included in behavior intervention strategies</td>
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<tr>
<td>Mental health professional(s) used for identification and intervention</td>
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<tr>
<td>Regular schedule of on-site ongoing mental health consultation with parents and staff</td>
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<tr>
<td>Staff and parent education re: children’s mental wellness</td>
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<tr>
<td>Special help for children with atypical behavior or development</td>
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<tr>
<td>Use of community mental health resources</td>
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</tbody>
</table>
## Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.21</th>
<th>Delegate has established timetable Y/N</th>
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<th>Documentation of monitoring</th>
</tr>
</thead>
</table>

### Education and Early Childhood Development

- **Child development and education approach for all children**
  - Developmentally and linguistically appropriate
  - Inclusive of children w/disabilities
  - Environment of acceptance
  - Balanced daily program
  - Independence in toileting

### Parent Involved in:

- Curriculum development
- Observation
- Staff-parent conferences
- Home visits

### Child Development and education approach for all children:

- Support emotional and social development
- Development of cognitive and language skills
- Support physical development

### Child Development and education approach for infants and toddlers

- Provide for continuity of care
- Allow for the exploration of the environment
- Variety of sensory and motor experiences
<table>
<thead>
<tr>
<th>Social emotional development</th>
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</thead>
<tbody>
<tr>
<td>Support emerging communication skills</td>
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<tr>
<td>Support gross motor skills development</td>
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<tr>
<td>Support fine motor skill development</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Development and education approach for preschoolers (curriculum)</th>
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</thead>
<tbody>
<tr>
<td>Supports individual patterns of learning</td>
</tr>
<tr>
<td>Provides for development of cognitive skills</td>
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<tr>
<td>Includes health, nutrition, and mental health activities</td>
</tr>
<tr>
<td>Supports social development</td>
</tr>
<tr>
<td>Small and large group activities</td>
</tr>
<tr>
<td>Indoors and outside</td>
</tr>
<tr>
<td>Observations and ongoing assessment of each child</td>
</tr>
</tbody>
</table>
## Delegate Monitoring Framework

### Head Start Performance Standards

- **45CFR 1308**
  - Delegate has established timetable
  - Delegate has met timetable
  - Documentation of service delivery
  - Documentation of monitoring

### Disabilities Services

#### Disabilities Services Preschool Head Start

- Screening
- Assessment and referral
- Diagnostic Services
- IEP Development
- Intervention Services
- IEP Update and follow up
- LEA Agreements

#### Disabilities Services EHS

- Identification of children
- Referral for diagnostic services
- IFSP Development
- Intervention Services
- ISF Follow Up
- Coordination with Part C Provider
## Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.40</th>
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</table>

### Family Partnerships/Parent Involvement

#### Family Goal Setting
- Family partnership agreement process with all families
- Coordination with other agencies/other agreements for FPA
- Variety of opportunities for interactions with families

#### Accessing Community Services and Resources
- Linking families with services
- Emergency and crisis assistance
- Follow up referrals

#### Services for Pregnant Women (EHS)
- Prenatal and postpartum care
- Risk assessments and counseling
- Health promotion and treatment
- Mental health interventions
- Prenatal education
- Information about breastfeeding

#### Parent Involvement: General
- Parent involvement activities are responsive to parents interests and needs
- Centers/classrooms open to parents
- Parents have opportunities to volunteer

#### Parent Involvement: Child Development and Education
- Development of curriculum
| Opportunities for parents to increase skills in parenting |
| Opportunities for parents to share concerns with staff |
| Provide families materials, services, activities for family literacy |
| Assisting parents as adult learners |
| Teachers: two home visits |
| Teachers: at least two parent conferences |

**Parent Involvement in Health, Nutrition and Mental Health Education**

- Programs for staff, parents and families in:
  - Medical health
  - Dental health
  - Nutrition
  - Mental health

**Parent Involvement in Community Advocacy**

- Assist parents with information re: transition
- Meeting with individual parents pre: - transition about child’s progress in EHS/HS
- Parent training re: rights and responsibilities in school setting

**Parent Involvement in Home Visits**

- Two per year
- Scheduled at convenience of parents
## Delegate Monitoring Framework

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<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.41</th>
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</table>

### Community Partnerships

- **Partnerships**
  - Documentation of partnerships
  - Collaborative relationships with community organizations
  - LEA agreements

- **Advisory Committees**
  - Health Advisory Committee
  - Other Advisory Committees

### Transition Services

- **Transition into Head Start/EHS**
- **Transition out of Head Start/EHS**
- **Transfer of records into next placement**
- **Transfer of records from previous placements**
- **Outreach activities with/to schools and/or child care settings**
- **Meetings between parents, HS staff and school personnel**
- **Joint training for HS/EHS staff and school staff**
- **EHS: start transition planning when child turns 2 ½**
# Delegate Monitoring Framework

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<tbody>
<tr>
<td>45CFR 1304.50</td>
<td>Y/N</td>
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</table>

## Program Governance

**Governing Body, Policy Council, Committees**

- Formal Structure of Shared Governance
- Parent Committees established and functioning
- Policy Council trained and functioning
- Boards trained and functioning
- Community complaints policies established
- Internal Fiscal Controls Established
- Internal Dispute Resolution Procedure established
### Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1303.51</th>
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</thead>
</table>

### Management Systems and Procedure

**Program Planning**
- Written plans
- Ongoing process for plan revision

**Communications: Family**
- Communications carried out in family’s primary language

**Communications: Governance Groups**
- Regular information is provided to groups

### Outcomes

### Financial

### Enrollment

### Service Area Reports

**Communications with/among staff**
- Information is provided to all staff as needed

**Communications with Delegate Agencies**
- Procedure is in place to ensure delegates have the necessary information to effectively operate

**Recordkeeping Systems**
- Records kept:
<table>
<thead>
<tr>
<th>Applications</th>
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<tbody>
<tr>
<td>Educational Results</td>
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<tr>
<td>Enrollment</td>
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<tr>
<td>Family Services</td>
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<tr>
<td>Health</td>
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<tr>
<td>Non-Federal Share</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Returning Children</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Training</td>
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<tr>
<td>PIR Info</td>
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<tr>
<td>Reporting System</td>
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<tr>
<td>System to generate periodic reports on program operations and finances</td>
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<tr>
<td>Generate official reports as needed</td>
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<tr>
<td>Program Self Assessment and Monitoring</td>
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<tr>
<td>Once a year self assessment conducted and results used in program planning</td>
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</table>
Delegate Monitoring Framework

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<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.52</th>
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</table>

**Human Resource Management**

**Organizational Structure**

- Staff are qualified for their position
- Program management functions are formally assigned
- Staff are caring out the duties of the job as indicated by the job description

**Staff to duties caseload are appropriate**

**Staff qualifications**

- Only candidates with qualifications are hired
- Staff supported by consultants have note to file
- Criminal checks are conducted on new applicants

**Standards of conduct**

- Staff have read and understood the standards of conduct
- Volunteers have read and understood the standards of conduct
- Consultants have read and understood the standards of conduct
- Staff, Consultants and Volunteers have signed the standards of conduct
- Financial staff have signed statements against personal favors/gratuities
- Personnel Policies are current
- Personnel policies include provision
| for penalties |  |  |  |
| Child-Staff ratios are maintained |  |  |  |

**Staff performance appraisals**

| Performance appraisals have been conducted on all Head Start staff |  |  |  |

**Staff and volunteer health**

| Each staff member has had initial health exam |  |  |  |
| Staff and regular volunteers have been screen for TB |  |  |  |

**Training and Development**

| Orientation provided to new staff, consultants and volunteers. |  |  |  |
| There is a structured approach to staff development |  |  |  |
| Staff have opportunities to acquire knowledge and skills to implement the Performance Standards |  |  |  |
| Staff have been trained/understand how to report child abuse or suspected abuse |  |  |  |
| Governing body has had orientation and ongoing training |  |  |  |
| Policy Council has had orientation and ongoing training |  |  |  |
# Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1304.5</th>
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</thead>
</table>

## Facilities, Materials and Equipment

*Head Start physical environment*

- System for daily playground checks
- Centers free of toxins
- Outdoor play areas arrange to prevent children from leaving the premises
- Working and up-to-date fire extinguishers
- Working smoke detectors

*Copies of fire marshal’s reports*

- Safety check administered regularly
- Head Start equipment, toys, materials

*Toys sanitized regularly*

- Items to be shared are sanitized prior to loaning
- Items are inventoried in conjunction with Financial Policies

*Agency has theft deterrent policies*

- Materials are supportive and function in conjunction with curriculum
### Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1305</th>
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</table>

**ERSEA**

- Community Assessment is conducted every 3 years
- Community Assessment is used to develop long term plans
- Community Assessment is used to develop program plans
- Community Assessment is used to develop selection criteria
- Community Assessment is used to develop recruitment areas

**Waiting list of enroll-able children**

- ADA of 85%
## Delegate Monitoring Framework

**Head Start Performance Standards 45CFR 1306**

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</table>

### Staffing and Options

- Class size meets most restrictive requirement
- Center based classes meet for required length
- Full day requirements met if applicable
- Home Based has visits of 90 minutes
- Home Based has 2 socializations per month
- Combination option meets 1306 requirements
## Delegate Monitoring Framework

<table>
<thead>
<tr>
<th>Head Start Performance Standards 45CFR 1310</th>
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<tbody>
<tr>
<td><strong>Transportation</strong></td>
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<tr>
<td>Vehicle are equipped with Child Restraint Systems or have waiver</td>
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<tr>
<td>Program only uses School Buses or Allowable Alternate Vehicles for transportation</td>
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<tr>
<td>There is an inspection of new vehicles at the time of delivery</td>
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<tr>
<td>Procedure for maintenance of vehicles</td>
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<tr>
<td>Drivers meet the qualifications required by 1310</td>
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<tr>
<td>Operation of vehicles are in a safe and efficient manner</td>
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<tr>
<td>Driver and bus monitor conforms to requirements of 1310</td>
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<tr>
<td>Trip routing is set, children are on the bus routes for no more than 1 hour</td>
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<tr>
<td>Safety education including bus evacuation drills take place within first 30 days as ongoing</td>
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<tr>
<td>Children with disabilities are transported and mainstreamed to all extents possible</td>
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<tr>
<td>In order to show coordinated transportation efforts, the program will attempt to combine services with other providers</td>
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<tr>
<td>Program tracks the true cost of transportation</td>
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