

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Monitoring  
**Revised:** February 27, 2003

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## **POLICY:**

Monitoring for the Head Start Program will be an on-going process to ensure quality, efficiency, and accuracy throughout the program year.

## **PROCEDURE:**

1. Management Team Meetings for Head Start Director, Assistant Directors and Area Managers will be conducted at least every two weeks.
2. Staff Meetings will be held each Monday, as needed, that will include the above mentioned personnel along with Specialists, and Family Case Managers. Verbal up-to-date weekly reports will be given and hand-outs distributed by the Director and Assistant Directors. Time will be allowed for open discussion of all staff, questions, and/or problems which need to be addressed. Minutes of each meeting will be recorded and distributed at the next staff meeting. Copies of all minutes and sign-in sheets are kept on file by the Administration Specialist.
3. Area managers will submit the "Monthly Classroom Visit Form" and submit to the Assistant Director for Early Childhood Development and to the Head Start Director. A copy is to be kept on file by the person completing the form.
4. Reports will be given by the Assistant Directors to the Director pertaining to their component at each Management Team Meeting to ensure a direct line of communication and accomplishments.
5. The Data Entry Specialist will submit end-of-the-month reports by the eighth day of the following month to the Head Start Director which will include: total enrollment, waiting list, absenteeism, average daily attendance, total number of disabled children and type of disability, In-kind, etc.
6. Southwest HRA operates a centralized accounting system which is audited annually by an independent auditing firm, Whitehorn, Tankersley, and Company. The Executive Director and the Head Start Director approves/disapproves all expenditures of the Head Start Grant Funds. Monthly computer print-outs allow the Executive Director and Head Start Director to monitor expenditures, Federal and In-Kind, contract commitments, and call attention to any over/under expenditures for quick corrective action. Quarterly reconciliation is made with internal Head Start financial records, and HHS/ACYF financial reports are prepared and submitted as follows: end of year and final.