

# REPORTING AND MONITORING

## Reporting

Clinton County Regional Educational Service Agency (CCRESA) has a responsibility to monitor Strong Beginnings program quality and will accomplish this through written reports, interviews and focus groups with members of the pilot teams as well as focused fiscal and program monitoring. Through these mechanisms, the ISD assures compliance with all reporting requirements. If the ISD fails to comply, CCRESA may withhold up to 100 percent of the allocation until the ISD meets compliance. All current assurances can be viewed in the Strong Beginnings Resource Documents.

Programs utilize systems developed by the CCRESA Implementation Team and the MSU Research Team and their applicable program evaluation tools for submitting data. ISDs may also be required to submit data to early childhood system data collection efforts such as Child Care Licensing and Great Start to Quality data collection efforts. To ensure a systemic use of data collected, it is essential that data be accessible and easily connected across multiple systems. The naming conventions that are used with CCRESA and MSU must be consistent with licensing and used in the other reporting systems required for Strong Beginnings (see Program Evaluation below).

The following table details the anticipated required submissions for each Strong Beginnings pilot. This schedule may be altered due to conditions and experience and firm due dates will be emailed to participants approximately four weeks before a report is due whenever possible.

Final Expense Reports (FERS) required 90 days after program year-ends.

### Data Elements which MAY be Needed for Children/Families Enrolled in Strong Beginnings

Information Needed	Collection, Timeframe and Frequency	Who Supplies Information	Type of Information and Who Receives It
Consent to Participate	Once at enrollment/start of program year	Strong Beginnings Program Staff assist families in registering online	Research Team

<b>Information Needed</b>	<b>Collection, Timeframe and Frequency</b>	<b>Who Supplies Information</b>	<b>Type of Information and Who Receives It</b>
End of Year Classroom Coach score for each item for each site	At beginning of school year for teams where at least one teacher is new to Strong Beginnings  At end of school year for all classrooms	Strong Beginnings Program Staff/ECS input data on online Classroom Coach system	Research Team receives classroom level data  Implementation Team receives summary level data
Teacher Completed Survey on children	Once a year in winter/spring 2021 and twice a year in the 2021-2022 school year	Teachers	Research Team
Parent Information (PI) – goals documents—Not applicable for the 2022-2023 school year	Bi-monthly	Family Liaison Supervisor	Research Team receives individual goals document  Implementation Team Receives summary sheet with number completed
PI-Participation at resource fair or distribution of brochure with local resource information	Once per school year	Family Liaison Supervisor	Info on each parent for Research Team  Summary site document for Implementation Team

<b>Information Needed</b>	<b>Collection, Timeframe and Frequency</b>	<b>Who Supplies Information</b>	<b>Type of Information and Who Receives It</b>
PI-referrals to other programs	Bi-Monthly	Family Liaison Supervisor/Child/Family support personnel	Info on each parent for Research Team  Summary site document for Implementation Team
PI-responsibilities of the Child/Family Support personnel by site	Bi-Monthly  Annually in 2022/2023	Family Liaison Supervisor/ECC	Classroom summary for Implementation Team
PI-Number/type of family contacts with the Family Liaison/School Social Worker	Bi-Monthly	Family Liaison Supervisor/Child/Family Support personnel	Info on each parent for Research Team  Family Liaison summary for Implementation Team
Child Attendance Data	Once at end of school year.	Teaching/Program Staff	Individual child data provided to Research Team by Site  Summary information by site provided to Implementation Team by Research Team

<b>Information Needed</b>	<b>Collection, Timeframe and Frequency</b>	<b>Who Supplies Information</b>	<b>Type of Information and Who Receives It</b>
Child COR or TSG scores	Two times a year for child-level data (Beginning and end of year as 3's and 4's).  Three times a year for site summary data (fall, winter, spring).	Program Staff	Research Team provided individual child data  Average score on each child assessment item fall, winter and spring by site for Implementation Team
Child Screener Data	Once at beginning of year (3's, and 4's ).	Teaching/Program Staff	Research Team gets Individual child data  Site summary for Implementation Team
Child self-regulation	Twice a year (Beginning and end of year as 3's and 4's)	Trained research assistants	Research
Child oral language and literacy skills, beginning math skills	Twice for 3 and 4's (beginning and end of year).	Trained research assistants	Research
Child Social Emotional	Twice for 3 and 4's (beginning and end of year).	Trained research assistants	Research

<b>Information Needed</b>	<b>Collection, Timeframe and Frequency</b>	<b>Who Supplies Information</b>	<b>Type of Information and Who Receives It</b>
Child Social Skills and Approaches to Learning	Twice for 3 and 4's (beginning and end of year)	Teachers	Research
Referral to Special Education for Evaluation	Monthly when there are referrals as 3's and 4's.	Teachers	Research Team receives child-level data Summary by classroom for Implementation Team for 3's
Child Expulsion Data	Monthly when there are expulsions as 3's, and 4's.	Teachers	Research Team receives child-level data Summary by classroom for Implementation Team for 3's
Family Survey and possible interviews	Twice a year as 3's and 4's.	Family	Research Team receives child-level data
Coaching Survey/Interview	Once at end of program year	ECS	Research and Implementation Team receive individual responses
Family Liaison/School Social Worker interviews	Once at end of program year	Family Liaisons/School Social Workers	Research and Implementation Team receive individual responses

## **Program Evaluation**

The following naming conventions must be used when creating the hierarchy used in Classroom Coach:

- Program Provider Name is the same as Subrecipient Name that is used for GSRP on the program evaluation hierarchy.
- Site/Center is the Site Name that is used for GSRP on the program evaluation hierarchy. If the site is used only for Strong Beginnings, use the name as it appears on the license.
  - Duplicative site names should include city after facility name (ABC Childcare-Lansing) and if there are still duplicates then the street name should be added (ABC Childcare-Lansing-Allegan St)
  - Classroom Name includes license number followed by teacher last name
- Classroom Name includes license number followed by teacher last name (DC123456789 – Last name)
- Classroom name within hierarchy must match name used in STARS

If Classroom Coach is selected as the program evaluation tool, when entering End of Year program evaluation data in Classroom Coach online, please ensure that:

- Data is entered in the system that is shared with MDE if an ISD utilizes multiple data collection systems
- Strong Beginnings is indicated as the program setting
- Teaching team last names are entered on the individual assessment where requested

## **MSDS Reporting**

ISDs and program providers are not required to enter child data into MSDS for the Strong Beginnings pilot. The ISD, however, is required to obtain Unique Identification Codes (UICs) for each child in the program and on the waiting list to be turned over to MSU as required.

## **Administrative Records**

The following administrative records should be kept on file by the ISD and/or program providers and/or Family Partnership Process service provider(s) for seven years. If no Family Partnership Process provider is used, those records are not required. Records must be available for monitoring by the ISD, CCRESA or by MDE.

ISD:

- All reports from monitoring with program providers including compliance plans if required;
- All reports from monitoring with Parent Partnership Process service provider(s) including compliance plans if required;
- ISD contracts with program providers;
- ISD contracts with Family Partnership Process service provider(s)
- Individual and total program provider and Family Partnership Process service provider(s) budgets, reimbursement requests and final expenditure reports;
- Source documentation (invoices, receipts, etc.) for Strong Beginnings expenditures;

- ISD employee contracts/agreements and rationale for prorated amounts for all employees paid with Strong Beginnings funds;
- Financial records with separate accounts for funding for slot allocations and for transportation.
- The ISD plan to recruit community agency partners to serve as program partners for all available funding in each catchment area for Strong Beginnings. While this plan does not need to be utilized for the Strong Beginnings pilot, it must be developed during the first year of pilot funding.
- Minutes, agendas and attendance sheets from the School Readiness Advisory Committee convened as a sub-committee of the Great Start Collaborative;
- Student recruitment and selection plans; including copies of flyers, announcements, and enrollment forms;
- ISD-wide program evaluation reports;
- ISD-wide professional learning plans including any plans for professional learning of a new curriculum; and
- Personnel records for any Strong Beginnings staff employed by the ISD.

### **Classroom Program Providers:**

Strong Beginnings administrative records for each program should be maintained separately from their GSRP administrative records.

- Project plan: philosophy statement, curriculum model, and examples of lesson plans;
- Parent involvement records:
- evidence of parent participation in decision-making activities, such as membership in family participation groups and/or ISD SRAC,
- agendas, and meeting minutes, and records of parent education meetings and family activities;
- Financial documents, i.e. budgets, final expenditure reports and any other financial documents that support Strong Beginnings spending;
- Source documentation (invoices, receipts, etc.) for Strong Beginnings expenditures;
- Employee contracts/agreements and rationale for proration amounts for program provider employees paid with Strong Beginnings funds;
- Supplementary child care records;
- Program evaluation:
  - program evaluation tool reports to committee,
  - program profiles of child outcome data,
  - program improvement plans,
  - records of accreditation plans, if applicable;
- Plan for collection of data and analysis of child follow-up information through second grade;
- Documentation of license/approval by the Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Community and Health Systems

- Child Care Licensing Division including correspondence on compliance and any special investigations;
- Personnel records for the director, early childhood specialist (if employed by program), lead teacher(s), associate teacher(s), and others:
  - staff credential
  - resume
  - professional learning logs; including in-service training, conferences, workshops, classes; and
- Children’s records – a single file for each enrolled child must be kept for seven years and include:
  - age documentation (birth certificate or other proof of age eligibility),
  - verification of income eligibility,
  - documentation of program eligibility factors,
  - health and immunization records,
  - family information (parent name, address, phone number),
  - evidence of developmental screening,
  - evidence of comprehensive assessment of child’s progress in the program, and
  - documentation of date and content of home visits and parent/teacher conferences.
- One file may be maintained for each child who completed both Strong Beginnings and GSRP in classrooms operated by the same program provider

**Family Partnership Process Service Provider(s) (if used):**

- Financial documents, i.e. budgets, final expenditure reports and any other financial documents that support Strong Beginnings spending;
- Source documentation (invoices, receipts, etc.) for Strong Beginnings expenditures;
- Employee contracts/agreements and rationale for proration amounts for subcontracted employees paid with Strong Beginnings funds;
- Personnel records for the Family Liaison Supervisor, Family Liaison(s):
  - staff credential
  - resume
  - professional learning logs; including reflective supervision, in-service training, conferences, workshops, classes;
- Schedule of monthly meetings with Family Liaison Supervisor and Family Liaison(s)
- Bi-monthly data reports described in the Systematic Collection and Utilization of Data section of the Strong Beginnings Pilot Implementation Manual Section 12—Program Evaluation.
- Family Records—a single file for each enrolled family must be kept for seven years and include
  - Family Partnership Process goals sheets and updates



- A record of family contacts
- Notes from each meeting with the family
- A list of referrals given to/made for the family
- A list of resources provided to the family
- Attendance of the family at events sponsored by the FL such as the Resource Fair

## **ISD Monitoring of Program Providers and Family Partnership Process**

The ISD is responsible for monitoring program providers and for implementation and compliance with written policies and procedures for fiscal and programmatic guidelines. ISDs must develop a systematic approach to monitoring program providers and Family Partnership Process service providers (if used) for adherence to both fiscal and programmatic requirements. A written record of such monitoring must be shared with the program provider and/or Family Partnership Process service provider upon completion and made available to CCRESA during either a programmatic or fiscal review. The written record must include signatures of both the ISD monitor and a representative of the program provider and/or Family Partnership Process service provider and must also be accessible on site at the ISD. Refer to the ISD Administration of Strong Beginnings section of this manual for additional information.

## **CCRESA Fiscal Monitoring and Collaborative Program Reviews**

CCRESA has fiscal monitoring and collaborative program review processes which are focused on the ISD as the Strong Beginnings grantee. Collaborative program reviews cover the programmatic and administrative aspects of the ISD as grantee, while fiscal monitoring attends to funding and associated requirements. Both processes address the ISD as grantee, as well as its subcontractors as applicable. external partners. Each ISD receiving pilot Strong Beginnings Funds will be monitored

### **Fiscal Monitoring**

A CCRESA fiscal monitor, consultant, or combined team may conduct on-site monitoring visits to the ISD to ensure compliance with state policies and program requirements as they relate to fiscal management of the grant. A fiscal on-site review is an extensive review of all financial records that pertain to Strong Beginnings funds.

### **The Collaborative Program Review Process**

The Collaborative Program Review Process is essentially a continuous quality improvement process conducted as a partnership between ISDs and CCRESA to provide readily accessible, high-quality experiences in Strong Beginnings for eligible

children within the state. Through the development of a partnership between CCRESA and the ISD, additional goals of the collaboration are to:

- Establish and maintain more frequent communication specific to continuous improvement;
- Ensure mutual understanding of needs and support;
- Ensure high-quality programming compliant with grant requirements and aligned to grant expectations;
- Increase program access;
- Increase program quality; and
- Increase child outcomes.

Collaborative reviews are conducted remotely as desk reviews, or in-person with on-site visits to ISDs and Strong Beginnings classrooms. Reviews are focused on particular components of the program. The focus of reviews will be determined annually by CCRESA. Focusing on specific program components allows for a deeper examination of the applicable policies, processes, practices, and data affecting the successes and ongoing areas for growth from within the ISD to CCRESA.

Collaboratively, CCRESA and the ISD will review written information, data, and anecdotes gathered through interviews and dialogue, and discuss strengths and areas for improvement. Quality improvement goals may be established with progress follow-ups and ongoing implementation support to ensure the continuous quality improvement cycle continues.

### **On-Site Monitoring Visits**

Each of the following pieces of information is required to be developed/kept in accordance with requirements of the Strong Beginnings Pilot Implementation Manual. They may be reviewed by the CCRESA Implementation Team at least once during the pilot program.

1. Resume of early childhood specialist, date of reliability test, dates of meeting with classroom staff, number of classrooms of Strong Beginnings and GSRP serving. Changes during the year.
2. Philosophy Statement
3. Portions of written contract with Strong Beginnings program providers dealing with implementation of Family Partnership Process
4. Contract with Child/Family Support service provider(s) (if used)
5. Policies for Child/Family Support services (if applicable)
6. Composition of Program Advisory Committee and example of agendas showing discussion of items related to Strong Beginnings
7. Research based parenting series offered by each Family Partnership Process provider, number of sessions and attendance at each
8. Teaching staff resumes (let us know if changes during the year)
9. Plan for transition activities between Strong Beginnings and GSRP
10. Budgets and Final Expense Reports (FERS) submitted and approved once each year

11. GSC endorsement
12. Summary of number of children enrolled in Strong Beginnings in each income quintile, having IEPs, entering Strong Beginnings early (turning three between September 1 and December 1)
13. Professional Learning/Reflective Supervision Calendar for Teaching Staff and Family Liaisons
14. Meetings/professional development record for ECS for things only applicable to Strong Beginnings
15. Sample data packets and follow-up plans from site and ISD wide data meetings