

Great Start Readiness Program

Secondary Documentation for Monitoring

ISD Name:

Monitoring Dates:

Requested data should be on-site at the time of the monitoring visit.

Documentation	ISD Document	Subrecipient	Specified Subrecipients
Recruitment flyers	Yes	Yes, (if not ISD-wide)	
Early Childhood Specialist (ECC) Contract	Yes	No	
Parent coalition member list	Yes	No	
Minutes from parent coalition from current year	Yes	No	
Current year professional development plan or calendar	Yes	Yes	
ECS education credentials	Yes	No	
ECS position description and contract	Yes, if hired by ISD	Yes (if applicable)	
ECS feedback notes	Yes, if hired by ISD	Yes (if applicable)	
Classroom and site goals set by ECS and teaching team(s)	Yes, if directly operated	Yes	
Calendar of recruitment events	Yes	Yes	
Children's record review forms	Yes, if directly operated	Yes	
Prioritization plan for enrollment	Yes	No	
Local GSRP Parent Advisory Committee membership	Yes, if directly operated	Yes	
Local GSRP Parent Advisory Committee meeting minutes for current year.	Yes, if directly operated	Yes	

Documentation	ISD Document	Subrecipient	Specified Subrecipients
<p>Subrecipient written policies and procedures, if not included in handbooks:</p> <ul style="list-style-type: none"> • Program overview • Philosophy • Curriculum • Child assessment • Parent involvement • Child recruitment • Child and family referrals • Confidentiality • Calendar • Attendance 	Yes, if directly operated	Yes	
Staff professional development records	Yes, if directly operated	Yes	
<p>Documentation of ECC communications:</p> <ul style="list-style-type: none"> • With ECS team, subrecipients • Informing of ISD policies, procedures, expectations regarding GSRP • To identify CBOs to provide GSRP 	Yes	No	
Documentation of presentations, sharing GSRP information and outcomes	Yes	Yes	
All documentation of efforts to recruit community-based organizations (CBOs) to meet the requirement to award at least 30% of the ISD's total slots to CBOs.	Yes	No	
Documentation the ISD has requested and been granted permission to recruit children up to 300% FPL. If applicable)	Yes	No	