

# REPORTING AND MONITORING

## Reporting

The Michigan Department of Education (MDE) has a responsibility to monitor program quality and does this with applications and reports submitted in the Michigan Electronic Grants System Plus (MEGS+) as well as fiscal and program monitoring. Through the submitted applications and reports, the ISD assures compliance with all reporting requirements. If the ISD fails to comply, MDE may withhold up to 100 percent of the grant allocation until the ISD meets compliance. All current grant assurances can be viewed in the Great Start Readiness Program (GSRP) Community Needs Assessment and Application (CNA) and the GSRP Program Implementation Plan (PIP) in MEGS+.

Programs utilize MEGS+, the Michigan Student Data System (MSDS), and the Online Program Quality Assessment (OnlinePQA) 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. Due dates for MEGS+ applications are typically six weeks, and reports are typically four weeks from the date that notification of availability is sent by email. The following table details the required submissions for one complete funding cycle from the initial collection to the final report.

Application/Report	Submission Venue	Target Availability
GSRP Head Start Demographic	MEGS+	October 15 This application is completed by each Head Start grantee; ISDs sometimes collaborate with Head Start on data entry.
Community Needs Assessment and Application (CNA)	MEGS+	November 30
Acceptance of Funds	MEGS+	July 1
Program Implementation Plan (PIP)	MEGS+	September 15
Child Enrollment	MSDS	Three times annually (Nov., Feb., Aug.) with the Spring Early Childhood Collection (February) serving as the official count of slots filled for the year.
Preschool Program Quality Assessment (PQA)	OnlinePQA	Form B: Administered between November 15 and January 15, completely entered in the OnlinePQA by January 31. Form A: End-of-Year observations administered between March 1 and May 15,

		completely entered in the OnlinePQA by May 31.
Child Information and Staff Report (CISR)	MEGS+	April 1
Final Expenditure Report and Carryover Budget	MEGS+	May 16
Carryover Final Expenditure Report	MEGS+	April 15

## Administrative Records

The following administrative records should be kept on file by **grantees and/or subrecipients** for seven years. Records must be available for monitoring by the ISD or by MDE.

### ISD:

- All reports from monitoring with subrecipients including compliance plans if required;
- ISD contracts with subrecipients;
- Individual and total subrecipient budgets, reimbursement requests, final expenditure reports and carryover reports;
- **Source documentation (invoices, receipts, etc.) for GSRP expenditures;**
- **ISD employee contracts/agreements and rationale for prorated amounts for all employees paid with GSRP funds;**
- The ISD plan to recruit community agency partners to serve as subrecipients for at least 30% of the allocated slots. Include all notifications to potential subrecipients of availability to participate in GSRP, meeting notes, meeting sign-in sheets, and a summary for the specific grant year indicating each licensed center, its star rating, interesting in being awarded slots, and the result for the upcoming grant year;
- Minutes, agendas and attendance sheets from the area-wide 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 PQA reports;
- ISD-wide professional development plans; and
- Personnel records for any GSRP staff employed by the ISD.

### Subrecipient:

- 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 local and area-wide advisory committees, agendas, and meeting minutes, and
  - records of parent education meetings and family activities;
- **Any supplementary financial documents, like budgets, final expenditure reports and carryover reports, such as a spreadsheet;**
- **Source documentation, (invoices, receipts, etc.) for GSRP expenditures;**

- Employee contracts/agreements and rationale for proration amounts for subrecipient employees paid with GSRP funds;
- Supplementary child care records;
- Program evaluation:
  - PQA reports to committee,
  - program profiles of child outcome data,
  - program improvement plans and
  - records of accreditation plans, if applicable;
- 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), Child Care Licensing Division including correspondence on compliance and any special investigations;
- Personnel records for the director, early childhood specialist, lead teacher(s), associate teacher(s), and others:
  - staff credential
  - professional development 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 risk 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.

## ISD Monitoring of Subrecipients

The ISD is responsible for monitoring subrecipients for compliance with policies and guidelines for fiscal and programmatic issues. ISDs must develop a systematic approach to monitoring subrecipients for adherence to GSRP requirements. A written record of such monitoring must be shared with the subrecipient and with MDE during a review. The record must include signatures of both the monitor and a representative of the subrecipient and must also be accessible on site at the ISD. Refer to the *ISD Administration of GSRP* section of this manual for additional information.

## MDE Monitoring of ISDs

MDE has a monitoring process which is focused on the ISDs as GSRP grantees. Monitoring covers the programmatic, administrative and fiscal aspects of the ISDs as GSRP grantees and any subrecipients. An ISD risk assessment is completed annually by MDE. Risk assessment features include:

- Whether the ISD is or includes a ‘deficit district;’

- Prior and current single audit findings for Federal and State grants;
- Significant amount of time taken for the ISD's PIP to be approved by the consultant;
- ECC and/or business official has changed from the prior year;
- Fiscal or program complaints or concerns raised by internal or external partners; and
- The amount of GSRP funds received.

## **On-Site Monitoring Visits**

An MDE auditor, consultant, or combined team will conduct on-site monitoring visits to the ISD to ensure compliance with state policies and program requirements as they relate to fiscal and programmatic management of the grant.

Monitoring can be programmatic and/or fiscal and cover the work of the ISDs as GSRP grantees and subrecipients. A fiscal on-site monitoring review is an extensive review of all financial records that pertain to the GSRP funds. A programmatic monitoring visit is a review of compliance with all other requirements. If there are specific concerns regarding ISD operations, an on-site monitoring may be done through a focused review. This type of review is an examination of records that relate to GSRP with a focus, such as reviewing only all subrecipient contracts or all staff credentials.

MDE will use a combination of interviews, electronic and on-site records, MEGS+ applications and reports, and sampling of the ISD's subrecipient program and fiscal documentation to complete the monitoring process. The resources for this section include several documents which support program and fiscal monitoring.