

# REPORTING AND MONITORING

## Reporting

The Michigan Department of Education (MDE) has a responsibility to monitor program quality and does this with reports submitted in the Michigan Electronic Grants System Plus (MEGS+), the Grant Electronic Monitoring System (GEMS), and On-Site Monitoring Visits. Intermediate School Districts (ISDs) report annually on community need, and the structure, processes, and financial aspects of the program. Through the submitted final application, they assure that they will comply with all reporting requirements. If they fail 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) application in MEGS+.

Formula and Competitive 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 the Early Childhood Investment Corporation data collection efforts.

Formula Report	Target Availability
Community Needs and Resources Assessment (CNRA)/preapplication	Winter
Application/Budget	Autumn
Child Information and Staff Report (CISR)	Late Winter
Program Summary	Late Spring
OnlinePQA	Late Spring
Final Expenditure Report and Carryover Budget	Summer
Carryover Final Expenditure Report	Summer
Michigan Student Data System (MSDS)	Three times annually with the Spring Early Childhood Collection serving as the official count of slots filled for the year.
Competitive Report	Target Availability
Competition	Spring
Application/Budget	Autumn
Child Information and Staff Report (CISR)	Late Winter
Program Summary	Late Spring
OnlinePQA	Late Spring
Final Expenditure Report	Summer
Michigan Student Data System (MSDS)	Three times annually with the Spring Early Childhood Collection serving as the official count of slots filled for the year.

## Administrative Records

The following administrative records should be kept on file by programs for seven years. Records that must be available for monitoring by the ISD or MDE and for potential audits during the program year include:

- applications and CNRAs including correspondence regarding out-of-compliance items and compliance plans;
- all reports, including the CISR, Program Summary, and any reports from monitoring;
- all budgets, financial records, and reports;
- student recruitment and selection plans; including copies of flyers, announcements, and enrollment forms;
- project plan, including the philosophy statement, curriculum model, and examples of lesson plans.
- parent involvement records:
  - evidence of parent participation in decision-making activities, such as rosters of Advisory Committee members, agendas, and meeting minutes
  - records of parent group meetings and family activities
- supplementary child care records;
- program evaluation plan:
  - PQA records
  - program improvement plans
  - program profiles of child outcome data
  - records of accreditation plans, if applicable;
- the Michigan Department of Human Services, Child Care License/Approval, including correspondence on compliance and any special investigations;
- personnel records for the director, early childhood specialist, lead teacher(s), associate teacher(s), home visitor(s), and others:
  - staff credentials;
  - 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)
  - health and immunization records
  - documentation of eligibility (risk factors)
  - verification of income eligibility
  - family information (parent name, address, phone number)
  - assessment of child's progress in the program and follow-up information through second grade
  - documentation of date and content of home visits and parent/teacher conferences.

## **On-Site Monitoring Visits**

The ISD and MDE periodically conduct On-Site Monitoring Visits. Typically the ISD will monitor at the program level and MDE will monitor the ISD's administration of the program. ISD onsite monitoring will include a review of administrative and children's records, as well as classroom observation, utilizing the *Preschool Program Quality Assessment (PQA)*. Programs should refer to the *On-Site Monitoring Guide* located in resources.

## **MDE Monitoring**

Beginning with a pilot in the spring of 2013, MDE will monitor ISDs using GEMS. At the beginning of the 2013-14 grant year, all ISDs will be assigned to a year within the monitoring cycle. Annually MDE will perform a "risk assessment" to determine if there is a need to monitor any ISD outside of its assigned year. Training in the use of GEMS will be given to the appropriate contacts at the ISD. Monitoring will cover the programmatic, administrative and fiscal aspects of the work of the ISDs as GSRP grantees.