

# REPORTING AND MONITORING

## Reporting

The Michigan Department of Education (MDE) has a responsibility to monitor program quality and does this with a mix of reports submitted in the Michigan Electronic Grants System (MEGS) and On-Site Monitoring Visits. Intermediate School Districts (ISDs) report annually on community need, and the structure, processes, and financial aspects of the program. They agree through signed assurances that they understand that if they fail to comply with reporting requirements, MDE may withhold up to 100 percent 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 (school district/public school academy) and Competitive (agency) programs utilize MEGS and the Michigan Student Data System (MSDS) 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
The Child Information and Program Evaluation Report (CIPER) – Formerly the Mid-Year Report	Late Winter
Program Summary	Late Spring
PQA Results (pulled by HighScope)	Late Spring
Final Expenditure Report and Carryover Budget	Summer
Carryover Final Expenditure Report	Summer
Michigan Student Data System (MSDS)	Three times annually-those children entered into MSDS through the Feb. 8, 2012 snapshot will constitute the GSRP slots filled for the 11/12 year.
Competitive Report	Target Availability
Competition	Spring
Application/Budget	Autumn
The Child Information and Program Evaluation Report (CIPER) – Formerly the Mid-Year Report	Late Winter
Program Summary	Late Spring
PQA Results (pulled by HighScope)	Late Spring
Final Expenditure Report	Summer
Michigan Student Data System (MSDS)	Three times annually-those children entered into MSDS through the Feb. 8, 2012 snapshot will constitute the GSRP slots filled for the 11/12 year.

## Administrative Records

The following administrative records should be kept on file for seven years. These records must be available for On-Site Monitoring Visits and for potential audits during the program year:

- Applications and CNRAs including correspondence regarding out-of-compliance items and compliance plans.
- All reports, including the CIPER, Program Summary, and any reports from On-Site Monitoring Visits.
- All Budgets, financial records, and reports.
- Student recruitment and selection plan; including copies of flyers, announcements, and enrollment forms.
- Project plan, including the philosophy statement, curriculum model, and examples of lesson plans.
- Parent Involvement:
  - 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 and compliance issues.
- Personnel records, including the director, early childhood specialist, lead teacher(s), associate teacher(s), home visitor(s), and others:
  - Staff credentials.
  - Professional development; including in-service training, conferences, workshops, classes, etc.
- 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 record.
  - 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

MDE periodically conducts On-Site Monitoring Visits. Visits include a review of administrative and children's records, as well as classroom observation, utilizing the *Preschool Program Quality Assessment (PQA)*.

Please refer to the *On-Site Monitoring Guide* located in resources.