

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 (CNAА) and the GSRP Program Implementation Plan (PIP) in MEGS+.

Programs utilize MEGS+, the Michigan Student Data System (MSDS), and the applicable program evaluation tool 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 minimally 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 (CNAА)	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 children served by program option for the year.
Preschool Program Quality Assessment (PQA®); Preschool Program Quality Assessment Revised (PQA-R); Classroom Assessment Scoring System (CLASS®)	OnlinePQA; PQA-R; CLASS	End-of-Year observations administered between March 1 and May 15, completely entered in the applicable online collection platform 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 allocation. 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, interest in being awarded funding, 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 program evaluation reports;
- ISD-wide professional development plans including any plans for professional development of a new curriculum; 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;
- Financial documents, i.e. budgets, final expenditure reports and carryover reports and any other financial documents that support GRSP spending;
- 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:
 - program evaluation tool 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), 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, 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 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.

ISD Monitoring of Subrecipients

The ISD is responsible for monitoring subrecipients for implementation and compliance with written policies and procedures for fiscal and programmatic guidelines. ISDs must develop a systematic approach to monitoring subrecipients for adherence to both fiscal and programmatic GSRP requirements. A written record of such monitoring must be shared with the subrecipient upon completion and made available to MDE during either a programmatic or fiscal review. The written record must include signatures of both the ISD 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 but are not limited to:

- Prior and current single audit findings for Federal grants;
- Time frame for the ISD's PIP to be approved by MDE;
- ECC and/or business official change 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 fiscal monitor, 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 review is an extensive review of all financial records that pertain to the GSRP funds. All GSRP fiscal reviews are conducted using the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). See the [Fiscal Review Process](#) in the resources to this section for more information.

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.