

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) Funding Application 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. To ensure a systemic use of data collected, it is essential that data be accessible and easily connected across multiple systems. The naming conventions that are used in MEGS+ must be consistent with licensing and used in the other reporting systems required for GSRP as well (see Program Evaluation below).

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+	Mid-October This application is completed by each Head Start grantee; ISDs sometimes collaborate with Head Start on data entry.
Funding Application	MEGS+	Mid-January
Acceptance of Funds	MEGS+	Early June
Program Implementation Plan (PIP)	MEGS+	Mid-September
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 Revised (PQA-R); Classroom Assessment Scoring System (CLASS®)	PQA-R; CLASS	End-of-Year observations administered between March 1 and May 30, completely entered in the applicable online collection platform by June 15.
Staff Information Report (SIR)	MEGS+	Early April
Final Expenditure Report and Carryover Budget	MEGS+	Early August
Carryover Final Expenditure Report	MEGS+	Late May

Program Evaluation

The following naming conventions **must** be used when creating the hierarchy in PQA-R and CLASS:

- Subrecipient Name is the name on the GSRP Implementation Plan (PIP) Breakdown of Accepted Funds page in MEGS+
- Site/Center is the Site Name reported in the GSRP PIP Site Description page which must be the facility name as it appears on the license
 - Duplicative site names should include city after facility name (ABC Childcare-Lansing) and if there are still duplicates then the street name should be added (ABC Childcare-Lansing-Allegan St)
- Classroom Name includes license number followed by teacher last name (DC123456789-Last name)
 - Classroom name within hierarchy must match name used in STARS

When entering End of Year program evaluation data in PQA-R online, please ensure that:

- Data is entered in the system that is shared with MDE if an ISD utilizes multiple data collection systems
- State funded PreK is indicated as the program setting
- If a classroom is a GSRP/Head Start Blend, indicate that it is also a Head Start classroom
- Teaching team last names are entered on the individual assessment where requested

Michigan School Data System (MSDS) Reporting

It is the responsibility of the ISD to ensure that each GSRP student is accurately reported in the MSDS. ISD should pay close attention to the reporting requirements that differ from K-12 reporting. The Center for Education and Performance Information (CEPI) uses the Supplemental Nutrition Eligibility (SNE) component to report the student's status as eligible for free or reduced-price milk or meals through the NSNP. Multiple State of Michigan offices use these data in the determination of sub-groups and as the poverty indicator for districts. If the student is participating in meal services through the SNP, they are to be reported in the SNE field as a part of the Fall General Collection in MSDS. Conversely, if they are *only* participating in meal services through the CACFP, they are *not* to be counted in the SNE field.

It is the responsibility of the ISD to ensure that an accurate end date for each GSRP student is entered including a reason for leaving. When a student leaves mid-year, the ISD should retain documentation on last day of attendance in program. When the same student enrolls in another ISD, each ISD should work to confirm accurate end and start dates for the student that are not overlapping to reduce errors in the Early Childhood Spring Count report.

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 learning plans including any plans for professional learning 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 learning 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.