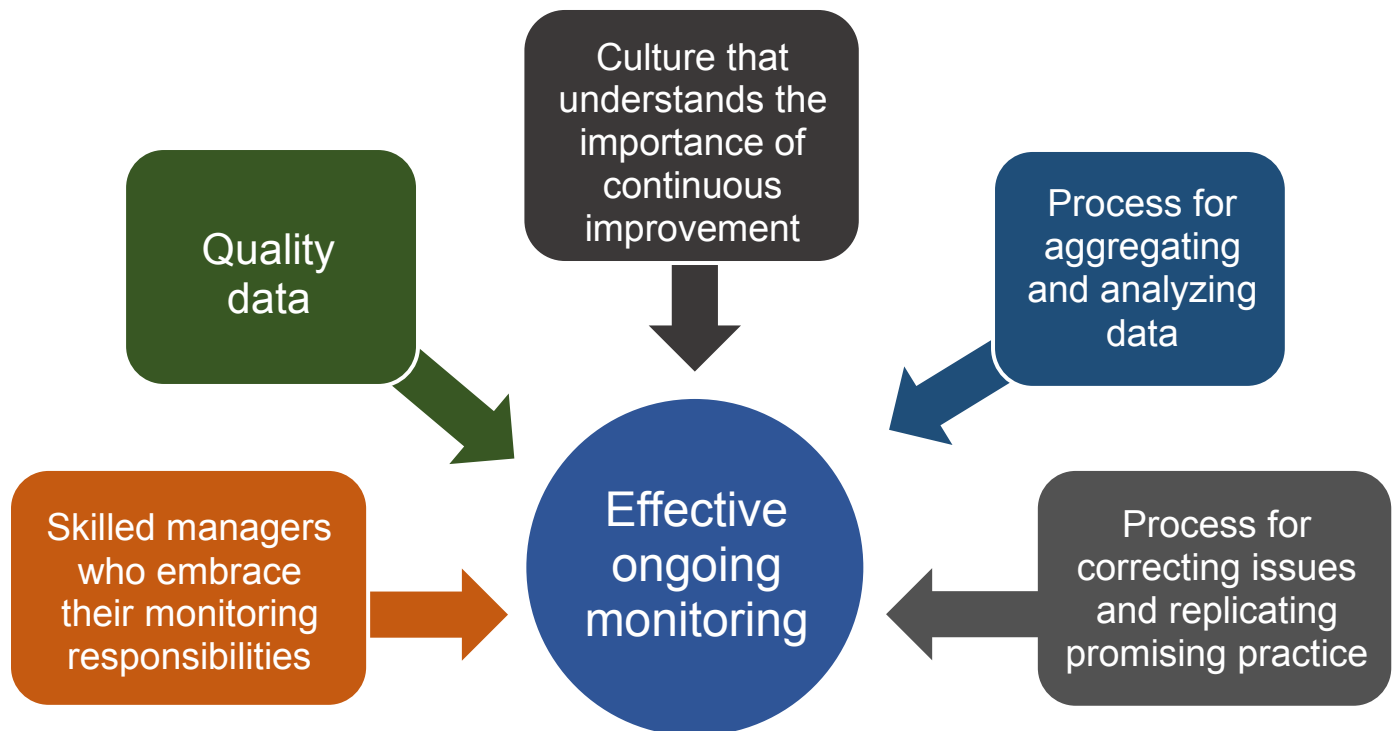


Ongoing Monitoring System Assessment and Action Plan

Elements of an Effective Ongoing Monitoring System



Identifying Improvement

Use the checklist below to assess your ongoing monitoring system. Think about your current program. Indicate which characteristics of each element are always evident, sometimes evident, not at all evident, or in the process of being implemented. Then, fill in the Action Plan with concrete steps for strengthening your ongoing monitoring system.

Skilled Managers	Always	Sometimes	Never	In process
Managers understand their monitoring responsibilities and are trained to carry them out.				
Managers are supported in their monitoring role through ongoing supervision and opportunities for professional development.				
Quality Data	Always	Sometimes	Never	In process
The program has identified the data necessary to monitor compliance with Head Start Program Performance Standards (HSPPS) and progress on goals and objectives.				
Our recordkeeping and reporting system is supported by appropriate technology.				
Data practices are documented through procedures that outline a coordinated approach to data management.				
There are systems in place for double-checking data for errors.				
Culture of Continuous Improvement	Always	Sometimes	Never	In process
Program leaders and staff communicate effectively about data and results, both positive and negative.				
Staff understand the importance of data collection and its value for program operations and improvement.				
There is a program-wide understanding of data monitoring for compliance and goal attainment. Staff understand how monitoring supports continuous improvement.				

Process for Aggregating and Analyzing Data	Always	Sometimes	Never	In process
Staff are supported in data analysis with opportunities for practice and reflection.				
Ongoing monitoring data is aggregated and analyzed in a manner that supports the identification of risks and informs strategies for continuous improvement in all service areas.				
Process for Making Corrections and Replicating Promising Practices	Always	Sometimes	Never	In process
Data from ongoing monitoring is used to identify issues that require correction.				
There is a system in place to ensure that quality and compliance issues are corrected immediately, or as quickly as possible.				
Data from ongoing monitoring is used to identify promising practices so they can be replicated in other areas.				
ACTION PLAN				
Next Steps	Timeline		Person Responsible	

