

Monitoring Protocol: Active Supervision

What are you monitoring?	Active Supervision On-Site	
Who is responsible?	Monitors and Coaches (initial) All Education Services (DLL, Dis, ED, and MH) and Team Managers Monitors will team with Coaches to ensure completion of classes for initial monitoring.	
How will you plan for the monitoring?	Internally <ul style="list-style-type: none"> • Check class schedule (if needed) 	Externally <ul style="list-style-type: none"> • ELPM • Connector • To Do List • Litmos Course • CD informs subs of the AS Plan.
How will the data be collected?	On-site	
Who collects (enters) the data?	Monitors will team with Coaches to ensure completion of classes for initial monitoring. Each staff person who completes the checklist will be responsible for entering the data into ChildPlus. Data is collected by the Ed Services team every time they enter a classroom. Results will be entered into Limos within 48 hours. (ongoing) Ongoing monitoring data will be entered into the Litmos platform by the ESD staff member who collects the data	
How often will you collect the data?	October 1 st - December 15 th (initial) As often as Ed Services staff is in the classroom. (ongoing)	
What documents and/or activities will be monitored?	Teachers are following the plan and practicing other activities that allow them to supervise children at all times including but not limited to the following. <ul style="list-style-type: none"> • Arrival and Departure • Transitions • Free Choice • Outside Time 	
What will be learned from these documents/ activities?	Teachers are engaged and aware of all children. All responsible adults count children when appropriate.	
How is the ongoing monitoring data aggregated and analyzed?	This data will be used to check on the decrease of incidents related to supervision. Are teachers prepared to update the plan when staff or children change in the class.	

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How are the results shared?	<ul style="list-style-type: none">• ChildPlus (internally)• Litmos (internally)• If children are in danger results will be shared immediately with current administration at site and with entire Site Support Team, examples include:<ul style="list-style-type: none">○ Child left alone inside or outside○ Child leaving the class unsupervised○ Child leaves outside area unsupervised○ Child allowed to freely roam out of auditory or visual range of supervising adults.• If class is out of ratio, the information is shared immediately with current administration and with entire Site Support Team.• Between the 1st and 5th of every month reports gathered from Litmos will be sent to Team Managers to address with Sites and Center Directors during already scheduled meeting.
What is the plan for responding to issues and making course corrections?	<p>Initial onsite monitoring - the ESD staff member who collects the data will develop, enter, and verify the CAP. Education Services staff will check the data often in Child Plus to address initial concerns.</p> <p>Ongoing monitoring - Team managers will develop, enter, and verify the CAP after meeting with Center Director. Center Directors are responsible for creating the plan in collaboration with Team Managers via form or in conversation. Documentation of plan will be put in CAP template. Team managers will be addressing CAP issues that have to do with the system of sites and centers that could improve Active Supervision efforts.</p>