

# Monitoring Protocol: Administrative

<b>What are you monitoring?</b>	Parent participation in hiring, Criminal Record Checks, staff qualifications, Limited Restraint training (ECEAP only), Medical Release Forms (HS/EHS) or TB screening (ECEAP only), online courses
<b>Who is responsible?</b>	Center Directors
<b>How will you plan for the monitoring?</b>	Article in the Connector. Venissia Buyco does ongoing follow-up for documents as time allows. Kristyl Riddle does ongoing follow-up for ECEAP staff quals and CRCs as time allows. Cheryl Habgood and Mike Condardo do ongoing follow-up for online courses as time allows.
<b>How will the data be collected?</b>	Desk monitoring
<b>Who collects (enters) the data?</b>	Venissia Buyco, Cheryl Habgood, and Kristyl Riddle work together to gather data. Kristyl Riddle enters in ChildPlus.
<b>How often will you collect the data?</b>	Fall, Winter, Spring
<b>What documents and/or activities will be monitored?</b>	See checklists in ChildPlus
<b>What will be learned from these documents and/or activities?</b>	Compliance
<b>How is the ongoing monitoring data aggregated and analyzed?</b>	It's not in any systematic way
<b>How are the results shared?</b>	Email
<b>What is the plan for responding to issues and making course corrections?</b>	Kristyl Riddle communicates with CD by email to follow-up on missing compliance pieces. Utilize CAP template as needed when follow-up is required.