

Monitoring Protocol: Health Accountability

The health status of children in Early Learning Programs is of utmost importance. PSESD must effectively monitor and maintain timely information on children’s health status and care, including ongoing source of health care, preventive care, and follow-up. The Health Accountability Checklist is a tool to help PSESD and subcontractors ensure the health and safety of all children, families and ultimately the community at-large.

What are you monitoring?	Health Accountability Monitoring includes an in-depth review to ensure health enrollment documentation, medications, staff support, and resources are in place for children and families. Annual monitoring allows PSESD to monitor progress toward achieving program goals and ensure compliance with program standards.
Who is responsible?	HNS Coaches are responsible for the following: <ul style="list-style-type: none"> • Preparation and completion of health accountability monitoring based on sites assigned; • Determining whether program operations are in compliance with PSESD policies and procedures, program standards, and quality practices; • Providing training, technical assistance, coaching or corrective action as needed; • Conducting follow-up to determine if corrective action has been fully implemented and/or additional assistance is needed; and • Sharing trends internally to highlight strengths and determine professional learning needs.
How will you plan for the monitoring?	HNS Coaches will complete the following during the planning process: <ul style="list-style-type: none"> • Determine the minimum number (at least 33%) of files that must be monitored per site; • Notify sites of the monitoring procedure and the timeframe in which the monitoring will occur. Coaches will want to confirm the sites’ non-contact and closure dates; • Review monitoring forms and instructions; and • Review prior monitoring reports and documentation, if applicable.
How will the data be collected?	Onsite and desk review of sites’ and centers’ operations and records allows PSESD to evaluate program quality and sustainability.
Who collects (enters) the data?	HNS Coaches are responsible for data collection and documentation. All monitoring results must be entered in ChildPlus.
How often will you collect the data?	Health Accountability Monitoring must be completed annually (October through December) for each site.
What documents and/or activities will be monitored?	HNS Coaches will be reviewing availability and/or documentation of the following: <ul style="list-style-type: none"> • Dietary accommodation forms, • Child health plans, • Emergency and health consent forms, • Health history forms, • Individualized Education Plans, • Medications,

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	<ul style="list-style-type: none"> • Referrals and resources, • Screening Results, and • Well Child Exams <p>HNS Coaches should use the following consideration when completing Health Accountability Monitoring:</p> <ul style="list-style-type: none"> • Of the 33% that must be monitored, first select files of students with CHPs, NCs, or other health documentation. • Cross-reference information documented in the file with documentation in the classroom and/or backpacks.
What will be learned from these documents and/or activities?	Effective monitoring of sites and centers ensures they comply with program guidelines and confirms their viability, accountability, and sustainability. Monitoring results help PSESD determine strengths, concerns, and areas for improvement.
How is the ongoing monitoring data aggregated and analyzed?	HNS Coaches will work with their team managers to analyze the data for the sites they support. The data will then be aggregated and analyzed at the program level and shared department-wide during Monitoring PLCs.
How are the results shared?	HNS Coaches will share the monitoring results in the following ways: <ul style="list-style-type: none"> • With site leadership and appropriate staff within 3 days of the completing the monitoring; • With HNS Content Area at time designated by the Program Manager; and • With their team at the next scheduled team meeting.
What is the plan for responding to issues and making course corrections?	<p>HNS Coaches will complete the following once monitoring is complete:</p> <ul style="list-style-type: none"> • Debrief with site leadership and staff after monitoring is completed to review strengths, concerns, and areas for improvement; • Determines whether technical assistance, coaching, or corrective action is needed based on the information noted below; • Provide ongoing follow-up and/or closeout corrective action as appropriate. <p>CAPs should be issued if non-compliant with the following (based on current checklist) and sent to Center Director via the CAP Template:</p> <ul style="list-style-type: none"> • Identification of Health Status/Needs <ul style="list-style-type: none"> ○ Child Health Plans (#2) • Emergency Info <ul style="list-style-type: none"> ○ Emergency contact authorization (#7) <ul style="list-style-type: none"> ▪ Missing form ▪ Missing parent signature ▪ Missing consent for screenings (if missing, is there a “Declining Health Services” form signed and in file?) • Medications <ul style="list-style-type: none"> ○ All Items (#12-16) <p>All remaining monitoring items that are observed non-compliant or not up-to standards require technical assistance and/or follow-up and will be marked “Compliant-TA Needed”.</p>