

# **Family Development Component Monitors**

## **Family Partnership Monitors**

### Child and Family Advocate Monitors:

1. The Education Manager monitors the Family Partnership process for Child and Family Advocates. This process is done using the Family Partnership Monitor form while reviewing children's files. Education Managers monitor that a Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals is documented. Completed Family Partnership Monitor forms will be given to the Family Development/Mental Health Director. The Family Development/Mental Health Director and Education Manager are responsible to see that areas of need concerning Family Partnerships are addressed in a timely manner, with necessary follow-up appropriately documented in the child's file.

2. Monitors will occur at least 3 times per year, reviewing a sampling of 2-3 files for each Child and Family Advocate.

3. A monthly reporting system is used to track emergency/crisis issues, additional family needs, and goal development and progress, as they occur throughout the year.

### Family Educator Monitors:

1. The supervisor for the Home Base Family Educator monitors the Family partnership process for the Home Base Program. This process is done using the Family Partnership Monitor form while reviewing children's files. The supervisor monitors that a Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals is documented. Completed Family partnership Monitor forms will be given to the Family Development/Mental Health Director. The Family Development/Mental health Director and Home Base Supervisor are responsible to see that areas of need concerning Family Partnerships are addressed in a timely manner, with necessary follow-up appropriately documented in the child's file.

2. Monitors will occur a minimum of 3 times per year, with a sampling of 2-3 children's files reviewed.

3. A monthly reporting system is used to track emergency/crisis issues, additional family needs, and goal development and progress, as they occur throughout the year.

### Head Start Family Advocate Monitors:

1. The Family Development/Mental Health Director is responsible for monitoring the Family Partnership process for the Head Start Family Advocates. This process is done using the Family Partnership Monitor form while reviewing children's files.

2. Family Partnership monitors will occur at least bi-monthly, with a sampling of 4 or 5 children's file. The Family Development/Mental Health Director monitors that a Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals is documented. The Family Development/Mental Health Director will see that areas of need concerning Family Partnerships are addressed with the Family Advocate, with necessary follow-up appropriately documented in the child's file.

3. A monthly reporting system is used to track emergency/crisis issues, additional family needs, and goal development and progress, as they occur throughout the year.

#### Program Manager Monitors:

1. The Family Development/Mental Health Director is responsible for monitoring the Family Partnership process for Program Managers in Wallowa and Grant Counties. This process is done using the Family Partnership Monitor form while reviewing children's files.

2. Family Partnership monitors will occur during the 3 regularly scheduled monitor visits established within the contract (October, December/January, and March/April). The monitor will include a sampling of 4 or 5 children's files. The Family Development/Mental Health Director monitors that the Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals are documented. The Family Development/Mental Health Director will see that areas of need concerning the Family Partnership process are addressed with the Program Manager, with necessary follow-up appropriately documented in the child's file.

3. A monthly reporting system is used to track emergency/crisis issues, additional family needs, and goal development and progress, as they occur throughout the year.

#### Early Head Start Family Advocate Monitors:

1. The Early Head Start Operations Director is responsible for monitoring the Family Partnership process for Early Head Start Family Advocates. This process is done using the Family Partnership Monitor form while reviewing children's files.

2. Family Partnership monitors will occur, at least, bi-monthly, with a minimum of four children's files reviewed. The Early Head Start Operations Director monitors that the Family Partnership Agreement has been initiated, goals have been established, and progress towards those goals are documented. The Early Head Start Operations Director will see that areas of need concerning the Family Partnership process are addressed with the Family Advocate, with necessary follow-up appropriately documented in the child's file.

3. A monthly reporting system is used to track emergency/crisis issues, additional family needs, and goal development and progress, as they occur throughout the year.