

Monitoring Policy

Purpose: To ensure that the agency effectively implements Federal, State, and local regulations in the operation of the programs for which they are funded.

Each content area/program has developed a process for monitoring the procedures or tasks that are specific to their area. In the individual monitor policy, the persons responsible for completing the monitors; the persons to be monitored; and the tasks/responsibilities to be monitored are outlined.

Completed monitors will be filed, by center/program, in the Main Office and will be maintained by the Human Resources Assistant. These monitors will be available for staff to review and to determine compliance with Performance Standards.

Monitoring to ensure up to date Employment Policies and Procedures, Work Plan, and Administrative Work Plan are accessible to all staff will be the responsibility of the Associate Director of Administration. The Associate Director will quarterly work with the Information Systems Director to ensure all policies and procedures, work plans, and administrative work plans have the most current information on the website and the server.

This monitoring process will provide an internal tracking of procedures and processes.