

Prevention Initiative Monitoring Process and Compliance Checklist Frequently Asked Questions

Important Links

- [FY 2026 PI Compliance Checklist \(PICC\)](#)
- [FAQ on Income Verification](#)
- [FY 2026 PI Monitoring Guide](#)
- [Illinois Early Learning Guideline References](#)

Monitoring Process

When are notifications for monitoring sent out?

Monitoring notices were sent out from the ISBE Early Childhood Development Department at the end of August. Email notices went to the program contact and authorized official. If you did not receive a notice at the end of August, your program will not be monitored this school year. Programs are typically monitored every other year.

Will there be a preparation meeting with a Vander Weele Group (VWG) assessor?

Grantees are emailed at the beginning of the monitoring year to schedule monitoring dates. Calendar invitations are sent for the preparation call once the date is confirmed.

To begin the monitoring process, grantees participate in a virtual preparation meeting with a VWG assessor. During this meeting, the assessor will review the monitoring expectations, timeline, and exit visit date(s), and provide a link to a secure Microsoft SharePoint folder.

Access/Uploading Documentation

Multiple people can be granted access to the SharePoint folder. However, granting wide access carries a risk of accidental document deletion or changes, so it is recommended to limit the number of users with permissions.

Grantees upload documentation for the selected child/family files to SharePoint for compliance review during the scheduled SharePoint window. Access is removed at the end of the SharePoint window for PICC.

Grantees have until the site visit to upload documentation for the Prevention Initiative Quality Evaluation Tool (PIQET) and the Home Visit Rating Scale (HOVRS).

Site Visit/Exit Meeting

On the day of the site visit, the assessor also randomly selects a few active files, depending on caseload size, if possible. Grantees are given a final opportunity to upload documentation during the site visit, including any missing or incomplete documentation, as well as problematic documentation, such as illegible items or missing pages.

Spot Checking and Files Reviewed on Site

Programs are moving toward electronic storage of documents, either cloud-based storage, electronic copies stored in a protected location, or program-model software documents and reports.

Any required documents stored in a physical file in hard copy format must still be scanned and uploaded to SharePoint for use as evidence in the compliance review.

- For *home visiting* programs that have multiple sites, grantees can arrange to have child files brought to one site if they are in hard copy format, or the assessor can visit multiple sites, as needed.
- For *center-based* programs with multiple sites, the assessor will visit each site to review child files if they are in hard copy format, if needed.

For more detailed information please review page 5 of the [Prevention Initiative Program Monitoring Guide](#).

For center-based Prevention Initiative (PI) programs with multiple classrooms, is every classroom assessed?

One classroom per site will be randomly selected to be assessed with the Infant/Toddler Environmental Rating Scales (ITERS) tool.

Twelve child files will be randomly selected per site, across all classrooms at each site.

Will the assessors look at any documentation or files needed for children from the previous year?

Child/family files are randomly selected by assessors from currently enrolled children and those who have exited within the current fiscal year. Refer to page 9 of the [Prevention Initiative Monitoring Guide](#).

When is the Continuous Quality Improvement Plan (CQIP) due?

The CQIP is due 30 days following the receipt of the initial monitoring reports. CQIP updates are due May 31, 2026, for programs not monitored in FY 2026.

Enrollment

Do we need to update all file requirements each year even if students are carrying over from last year?

All screening for program eligibility documentation is collected when a child is initially enrolled into the program (Prevention Initiative [PI], Preschool for All [PFA], or Preschool for All Expansion [PFAE]). If/when the child moves into a new program (e.g., PI to PFA, PFA to PFAE), documentation needs to be collected again. Other documents, however, must be updated more frequently as determined by program guidance, such as updates tied to child developmental screening/monitoring, Individual Family Goal Plan (IFGP) updates, changes in personal information, or other routine annual requirements.

Does a family interview need to be completed if a child is already enrolled in the classroom?

Parent interviews should be completed upon a child's initial enrollment into the PI center-based or home visiting program. It is not required of returning children/families unless they are moving to a new program (e.g., PI to PFA or PFAE).

What date is considered the “enrollment date” for a child/family?

A child/family is considered enrolled in a home visiting program on the date the home visitor makes their first visit to the home to begin services after determining program eligibility. Likewise, a child is determined to be enrolled in a center-based or family child care program on the date the child begins attending the program.

Will a copy of a developmental screening need to be completed for all children prior to enrollment?

If applicable, developmental screenings need to be completed prior to enrollment — unless the enrollment date is the same date as eligibility determination — to be used for eligibility and identifying potential areas of need.

Only one completed, comprehensive developmental screening must be submitted per selected child/family file for compliance monitoring. A comprehensive developmental screening must include all listed developmental domains. For example, the ASQ + ASQ-SE used together would provide a comprehensive child development screening. You may choose to submit a developmental screening completed for enrollment, or the screening completed for developmental monitoring for an enrolled child. Only one completed screening will need to be submitted for compliance review.

A screening is applicable for the Prevention Initiative program for six months. If the child is not enrolled within six months of a screening, then another screening must be completed. Refer to page 13 of the [Prevention Initiative Manual](#).

Developmental screenings are not applicable to expectant parents in the doula program because their child has not yet reached the required age for screening.

Do children with early intervention services receive priority enrollment?

Children transitioning from early intervention should be considered a priority population on your weighted eligibility criteria checklist.

Income Verification

Is income verification required?

Income verification is required prior to enrolling the student or on the day of enrollment. If income verification is not complete, the program will be out of compliance. If the family does not want to provide verification documents, the child cannot be enrolled in the program.

Can families use a benefit card as proof of income?

The benefit card must be in the parent's name — not the child's name. If the child's name is on a benefit card, that means that benefit is for the child and doesn't prove income based off the parents' income. Only the original card and date on the card will be accepted. To be recognized as valid proof of income, the benefit card must show an effective date that is prior to enrollment.

What do families show if they have zero income?

The program will provide a form indicating that the family has no income sources. A signed and dated written statement from the family is needed only if zero income is determined.

Are there any exceptions to the income requirement?

Yes: youth in care, families experiencing homelessness, or undocumented immigrants. A weighted eligibility form should still be completed. However, the lack of income verification should be noted on the eligibility form, and the financial status of that family cannot be counted as an at-risk factor.

Center-Based Lesson Plans, Home Visiting Visit Plans, and Group Plans

Should center-based classroom lesson plans/home visiting plans and home visiting group plans use curriculum objectives or Illinois Early Learning Guidelines (IELG) indicators?

IELG components can be written out or have references to the research-based, IELG-aligned curriculum objectives. Make sure to identify what is being referenced in the lesson plan.

Example:

- IELG references: G-PDH-SC-7/18M-Uses pincer grasp; or
- Curriculum Objectives: Objective 6b. Uses refined wrist & finger movements.

Components of the Illinois Early Learning Guidelines can be written out or abbreviated: Illinois Early Learning Guidelines (G) Developmental Domain (PDH) Sub-Domain (SC) Age Descriptor (7-18M) Indicator (Uses Pincer Grasp) or G-PDH-SC-7/18M-Uses pincer grasp.

Home Visiting

Will programs be out of compliance for not being able to provide the required number of visits if they are not able to meet the minimum requirement of days they need to work?

While the PICC does not identify the number of visits your program should have in a program year, programs are required to be in operation for at least 165 days to be in compliance.

If a home visitor has a coworker with them for safety reasons, will that person be included in the monitoring visit observation?

Programs may tell the assessor that the person is there for safety measures only. The assessor will observe any person participating in the home visit process.

Doula

If a program has multiple sites, can doulas from various program sites support each other as backup doulas?

Doulas may be considered backup doulas regardless of assigned site as long as they are funded by the PI grant.