

Prevention Initiative Administrator/Supervisor Checklist

This list of resources and reminders provides Prevention Initiative grantees key information to support programming. Your [ISBE consultant](#) and technical assistance provider ([Start Early](#) or [Baby TALK](#)) are also important sources of information.

Review:

- Prevention Initiative [NOFO/RFP](#) proposal in full.
- Current Prevention Initiative grant application in [IWAS](#) in full.

Program Operations

- Understand and align to the [Early Childhood Block Grant Administrative Rules, Part 325. \(required\)](#)
- Understand and align to the [Illinois Early Learning Guidelines for Children Birth to Age 3. \(required\)](#)
- Understand and align to the [Illinois Birth to Five Program Standards. \(required\)](#)
- Understand the [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures. \(required\)](#)
- All children served must be at risk of academic failure as defined by the RFP. [\(required\)](#)
- PI programs must not charge fees for child or parent participation. [\(required\)](#)
- Ensure all staff members are trained regarding procedures for mandated reporting of child abuse and neglect. [\(required\)](#)
- Develop policies to guide staff to comply with mandated reporting laws for child abuse and neglect. [\(required\)](#)
- Identify the research-based screening and assessment tools the program is using for child developmental monitoring (program eligibility and ongoing monitoring). [\(required\)](#)
- Identify the research-based curriculum the program is using for parent/family-centered education or child-centered education. [\(required\)](#)
- Identify the research-based assessment that is aligned with the curriculum. (CB) [\(required\)](#)
- Identify the research-based family centered assessment to be implemented. [\(required\)](#)
- Identify or develop an individual family goal plan. [\(required\)](#)
- Develop written policies to provide guidance for staff to comply with expulsion and suspension laws. (CB) [\(required\)](#)
- [Prevention Initiative Compliance Checklist](#)

Records to Maintain:

- Maintain the program mission statement. [\(required\)](#)
- Maintain Individualized Professional Development Plans. [\(required\)](#)
- Maintain staff education, credentials, and professional learning records. [\(required\)](#)
- Maintain supervision records.
- Maintain reflective supervision records.
- Maintain PI program monitoring reports.
- Maintain an annual program self-assessment. [\(required\)](#)

- Maintain an annual Continuous Quality Improvement Plan (CQIP). (required)
- Upload quarterly expenditure reports to ISBE in [IWAS](#). (required)
- Submit annual CQIPs or updates to picqip@isbe.net. (required)
- Upload [data elements](#) for the Student Information System in [IWAS](#). (required)
- Collect data for the Prevention Initiative 0-3 Parent Questionnaire, URL link. (required)
- Collect data for the Prevention Initiatives 0-3 Outcomes Questionnaire and upload in [IWAS](#). (required)
- Submit the Grant Periodic Performance Reports in [IWAS](#) (GATA report), as applicable. (required)
 - Visit the [Grant Periodic Reporting](#) webpage to download the Early Childhood PI, PFA, or PFAE form applicable for the program, complete it, and then upload it in the IWAS Grant Periodic Reporting System. Remember to save the template prior to uploading and do not use any special characters such as !@#^%/\$?, etc.
- DCFS-Licensed Center-Based:
 - Programs are expected to meet at all the DCFS-Licensed Center-Based/Family Child Care requirements and the requirements stated in the most recently released [PI NOFO/RFP](#). Check the [ISBE Early Childhood webpage](#) for the latest information. Maintain Illinois Department of Children and Family Services license. (required)
 - Maintain records showing the site is working toward the next advanced level of the ExceleRate Illinois Quality Recognition and Improvement System., as applicable.
 - Implement the Family-Centered Assessment and develop the Individual Family Goal Plans/Transition Plans. (required)
 - Conduct child developmental screenings. (required)
 - Conduct child assessments. (required)
 - Maintain nutrition and menu information. (required)
 - Conduct background checks, as applicable.
 - [Prevention Initiative Compliance Checklist](#)
- Home Visiting:
 - Maintain documentation of the program model being implemented (e.g., Baby TALK, Healthy Families America, Parents as Teachers, Early Head Start, Nurse Family Partnership). (required)
 - A Home Visiting program must maintain at least 3 FTE home visitors. Home visitors must be at least .50 FTE. (required)
 - Implement the Family-Centered Assessment and develop the Individual Family Goal Plans/Transition Plans. (required)
 - Conduct child developmental screenings. (required)
 - Conduct background checks, as applicable.
 - Salaries should meet or exceed the suggested salaries in the [Start-Early-MIECHV-Cost-Model.pdf \(isbe.net\)](#)
 - [Prevention Initiative Compliance Checklist](#)

Important Reminders:

- A child may only be enrolled in one PI program (CB or HV, not both).
- Maintain contact names, phone numbers, and/or email addresses for the following, as applicable:

- [ISBE Program Consultant](#)
- [Start Early](#) or [Baby TALK](#) technical assistance provider
- Other supervisors nearby with programs similar to yours
- U.S. Department of Agriculture contact for your state or locality
- [ISBE Nutrition](#)
- Pupil transportation director
- Child care licensing contact
- Bookmark for the [ISBE Early Childhood webpage](#)
- Bookmark for the [Illinois Department of Early Childhood](#)
- Bookmark for [IGROW Illinois](#)