

Illinois Preschool Expansion Program

Community Partner – Monitoring Plan Checklist

This monitoring plan checklist is a tool for grantees to develop a robust plan to monitor compliance of community partners with the requirements of the Preschool Expansion Program. The grantee must ensure that their entire program meets all requirements of the compliance checklist.

Grantees with community partners are required to develop a written monitoring plan that details the frequency of monitoring, the type of monitoring to be conducted and a clear process for addressing and resolving identified non-compliances. This plan should be revised and reviewed annually by the grantee.

Monitoring of classroom quality will be conducted by ISBE at the individual site level. Monitoring of all other components will take place at the grantee level, with the grantee accountable for maintaining and providing documentation of compliance for all sites within the purview of their sub-grant.

Note: All references to item numbers refer to the Early Childhood Block Grant 3-5 Compliance Checklist version including the Preschool Expansion Program Addendum.

Frequency of Monitoring

- How often will on-site monitoring take place?
- How often will off-site monitoring (document review) take place?
- Who will conduct monitoring?
- Will monitoring be scheduled or unannounced?

Documentation

- How will the grantee document monitoring results, including non-compliances?
- How will the grantee share monitoring results with the community partner?
- Where will monitoring results be filed?
- Who needs to be notified of non-compliances?
- How will the grantee track non-compliances and ensure that they are corrected? What is the timeframe for this correction?

Monitoring Elements:

Note: If parent education/engagement and instructional leadership are provided by the grantee, these elements do not need to be monitored at the community partner level.

This chart provides a guide to understanding the potential sources of information for monitoring each program element. Each grantee is responsible for ensuring that all compliance checklist elements are monitored and in compliance.

Document / Information Source	Checklist Item Numbers
Child files	2, 4, 6, 17, 18, 25, 31
Personnel files	15, 33, 34
Teacher records and classroom documents (schedule, class list, lesson plans, etc.)	1, 7, 10, 11, 12, 20, 21, 22, 28, 40
Site waiting list	1, 26
Site documents (license, calendar, professional development, etc.)	7, 8, 9, 13, 25, 27, 32,
Program documents (policies and procedures, may be at the grantee level)	3, 5, 6, 7, 14, 18, 19, 23, 26, 27, 29, 30, 31, 33, 34, 35, 39, 40
Parent educator records (may be at the grantee level)	16, 30, 35, 36, 37, 38,
SIS database	26, 39