

Monitoring

Family Day Care Home
Sponsors



Responsibilities

- Staffing
- Frequency
- Types of reviews
- During the review
- Review follow-up

Responsibilities

- Staffing
 - Adequate supervisory and operational personnel
 - 1 full-time staff person for every 50 – 150 sponsored homes
 - Annual training
 - Overall program operations
 - Monitoring techniques

Responsibilities

- Monitoring visits
 - Pre-approval
 - New facilities
 - Visit within first 4 weeks of operations
 - Annual reviews
 - Meal service observation

Responsibilities

- Annual reviews
 - 3 times/year
 - 2 unannounced
 - At least 1 unannounced meal observation
 - No more than 6 months apart
 - Irregular scheduling

Before the Review

- Review Prep
 - What's in the file?

Note inconsistencies

Highlight during review

During the Review

- Review elements
 - Progress on past problems
 - Is corrective action being fully implemented?
 - Overall program operations
 - Five-day reconciliation

Household Contacts

- Review concerns/discrepancies
 - Provider not at home
 - Submission of false information
 - Parent complaints
 - Inadequate maintenance of enrollment, attendance, or meal count records
 - Claiming over licensed capacity
 - Claiming unapproved meals

Household Contacts

- Document conversation
 - Date & time
 - Name of person calling
 - Telephone number
 - Parent's/guardian's name
 - Child's name
 - Provider's name
 - Reason for call & outcome
- If phone call is unsuccessful send a letter

After the Review

- Continue conversation with the provider
 - Notify day care home of necessary corrective action.
 - If seriously deficient, notify day care home and the State Agency of deficiencies.

After the Review

- Sponsor follow-up with monitor
 - Spot check for quality
 - Include monitoring work in one-on-one meetings
 - Address discrepancies