

Collection Window	Documentation Category	Necessary Items	Primary Doc Citation	Secondary Doc Citation	Implementation Manual Section Citation	Complete	Completed by who? (ECC, ECS, Program)	Collected	In Compliance
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Handouts/ Presentations									
	Parent Handbook		Yes						
	Recruitment Flyers/ Calendar of Events	GSRP Logo On all		Yes	1.1				
	Websites	GSRP Statement on all			1.2				
	Classroom Flyers	Notification of possible participation in national, regional, and/or state wide GSRP data collection efforts * <i>in parent handbook only</i>			3.3				
	Parent Invitations	Notification of possible participation in GSRP evaluation project * <i>in parent handbook only</i>							
	Child Assessments	Written policy on child assessments that addresses all elements specified in presentation manual * <i>in parent handbook only</i>			10.1				
	Presentations	Documentation presentation. Including Goals, Info and outcomes		Yes					

IISD Monitoring of Sub recipient									
	ECS	Monitoring Schedule	Yes		3.9, 4.6, 4.7				
		Notification of Monitoring Results	Yes		3.9, 4.5, 4.6, 4.8				
		Compliance Plans	Yes		3.9				
		Written monitoring plan			3.9, 4.5				
		Monitoring tool			3.9, 4.5, 4.6				
		PD goals		Yes					

Data Analysis									
		Data analysis team meeting minutes to reflect sub recipient level data aggregation	Yes		4.9, 10.2				
		Sub recipient or site level goals generated by data analysis team	Yes	Yes	4.9, 10.2				
		Child outcome data is aggregated for each classroom/program and ISD wide			10.2				

Food Program									
	NSLP or CACFP or both	Food Program Contacts	Yes		8.18				
		Food Program Approval	Yes		8.18				

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Child Files									
		Application	Yes						
		Record Review Form		Yes					
		Sliding fee tuition record, prioritization form			6.4, 6.5				
		Verification of Age , birth cert. Hosp records				6.1			
		Verification of Income, Tax return, pay stub, w-2, etc.				6.2			
		Risk Factors, prioritization form		Yes	6.3, 6.5				
		Out of ISD application				5.1			
		Parent involvement- Home visits, Conferences (min 2 home visits 60 mins each, 2 conferences 45 minutes each							

Professional Development/ Planning									
	Planning/PD/Parent Involvement Time	Scheduled with sufficient time to participate in planning pd, and parent involvement activities				8.15			
	Staff training on Curriculum	Training Logs, staff interview				9.1			
	Data used	Data used to determine							
		Current year PD calendar		Yes					
		Staff PD records		Yes					

Parent Involvement									
	Parent Advisory Committee	Parent Advisory Committee sign in sheet		Yes	7.2, 7.3				
	Program Involvement					7.1			
	Home Visits, Conferences	(min 2 home visits 60 mins each, 2 conferences 45 minutes each, narrative, signatures, date of parents/staff)			7.4, 7.5				
	Child Assessment	Parent report from child assessment tool				7.6			
	Program Fees	Parents do not pay fees (above sliding fee scale for child's participation in features of the program such as curriculum, activities, transportation, or food service (Parent Interview)				7.7			
	Volunteering	Parents are not required to volunteer (Parent Interview)				7.8			
	Family referral to Comm. Agency	Referrals made to community social service agencies as appropriate (referral or parent interview)				7.9			

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Classroom Requirements									
	Licensing- Provisional Licenses	Reported to ISD and MDE			8.2				
	Licensing- Special Investigation	Reported to ISD and MDE			8.1				
	Start and End Dates	Min 30 weeks (20 weeks for new programs)			8.3				
	Start and End times	Part Day= 3 hrs. day /4 days week, Blends Length of LEA first grade, School Day- Length of LEA first grade			8.4, 8.5, 8.6				
	Ratios 1:8 Adult/child ratio- 18 max enrolled/class	Class rosters, time reports			8.9, 8.10				
	Classroom Routines	PQA, Documentation that shows Consistent with all required GSRP elements			8.17				

Written Policies									
	Philosophy Statement	Meets the requirements of the implementation manual							
	Written policies/procedures	Min. covers all elements in the implementation manual (Program overview, curriculum, child assessment, parent involvement, Child and family referrals, confidentiality, Attendance)		Yes	8.8				
	Child Assessments	Written policy covering assessments/developmental Screening that address assessments specified in the implementation manual	Yes	Yes	10.1				
	Screenings	Internal procedure for screenings and ongoing assessments	Yes	Yes	10.2				
	Transition	Written plan to transition families both into and out of GSRP exists, which meet all requirements of the transition section of the implementation manual		Yes	11.1				

Teaching Teams									
	Lead Teachers	Appropriate credentials or compliance plan, verification of candidate search			8.11				
	Asst. Teachers	Appropriate credentials or compliance plan, verification of candidate search			8.12				
	Teaching Team Model	Classrooms operate with the teaching team model (PQA-ECS docs, Teacher interview)			8.14				

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Curriculum/ Developmental Screenings/Child Assessments									
	Curriculum/ Developmental Screenings/Child Assessments	Approved and Implemented			8.16, 9.1, 10.4, 10.6				
	Training	Staff are trained on each tool, Training logs, staff interview			9.1, 10.4, 10.7				
	Supplemental curriculum or child assessments	Approved by ISD if used			9.2, 10.9				
		Child assessment data are collected daily through observation and documented with written anecdotal evidence				10.8			

Reporting and Monitoring									
	Required Administrative Records	Are kept on file for 7 years and are available for ISD and MDE monitoring and auditing.			13				

Budgets									
	GSRP Funds	Must pay for PQA (, invoices)			14.5				
		Not used to pay for sses listed as bited i implementation manual dger, inv payroll, receipts)			14.4				
		Total administrative cos, e a max cap as listed in the implementation manual			14.6				

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