



FY22 Focus Area 2 Monitoring

The Recipient Experience

In Fiscal Year (FY) 2022, the Focus Area 2 (FA2) review will be conducted onsite. The FA2 is an opportunity for recipients to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. This focus area is designed to broaden the Office of Head Start’s (OHS) understanding of each recipient’s performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and the Head Start Act.

Introductory Meeting	Data Tours	Classroom Explorations
<p>The FA2 review week will begin with an introductory meeting between the program’s managers and the Monitoring Team (Review Lead, FA2 Reviewers, and Fiscal Reviewer). This introductory meeting provides the foundation for the review week with an emphasis on management systems.</p> <p>The governing body and the policy council will have a joint meeting with the Review Team to share how they monitor and support the recipient in the program’s delivery of quality services.</p>	<p>In FY22 there will be a focus on programs demonstrating child, family, and program outcomes during the FA2 review. During the data tours, service area managers share program data (past 24 months) that demonstrate performance based on the Federal regulations monitored in the FA2 Protocol. The Monitoring Team will use the Protocol to guide the meeting discussions while the recipient demonstrates how the program collects, aggregates, and uses data for continuous improvement.</p> <p>The fiscal data tour will include testing, including documents for expenditures such as the CARES Act and the American Rescue Plan to ensure funding is used to prevent, prepare, and respond to COVID-19.</p>	<p>FA2 Review Team members will conduct classroom observations to understand how the recipient is providing quality education services to children.</p> <p>The Review Lead and FA2 Reviewers will facilitate small group discussions with teachers/home visitors to understand how they individualize for children, implement curricula, and receive support to provide quality education services.</p>



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Safe Facility Exploration	Eligibility, Recruitment, Selection, Enrollment, and Attendance	Focus Area 2 Document List
<p>The OHS continues to place a high priority on safe facilities.</p> <p>The Monitoring Team will conduct visits to the program’s facilities and will request documentation (such as an inspection certificate) confirming the facility is free of lead.</p> <p>The recipient will also share the results of external inspections within the past 12 months. This includes a description of corrective action that occurred as a result of the outcome of the inspections.</p>	<p>Programs will demonstrate ERSEA practices by:</p> <ul style="list-style-type: none"> • Providing an eligibility file roster of children and expectant mothers enrolled in the program to the Review Lead prior to the review • Providing eligibility documentation based on a sample of files • Demonstrating actual enrollment and participation of children and expectant mothers in the program 	<p>The program will provide the following documentation to the Review Lead prior to or during the first day of the review (unless otherwise noted); this is not an exhaustive list of documents that should be furnished during the review:</p> <ul style="list-style-type: none"> • Eligibility File List using unique identifier numbers • Criminal Records Check Tracking Document • Lead Teacher Qualification Tracking Document • Detailed general ledger for the base grant (current award period, last closed award period, notice of grant awards for the periods reviewed) and Fiscal Policy and Procedures • Lead-free facility certificate (if available) • Copy of (or link to) external inspections (such as licensing) from the past 12 months • Current organizational chart (including fiscal staff)