

**UMATILLA-MORROW HEAD START, INC.
ADMINISTRATIVE SITE MONITOR**

DATE _____ PROGRAM _____ DIRECTOR _____

FISCAL DIRECTOR _____ COPY TO _____

REPORT SUBMITTED BY _____

Standards MS=Meets Standards NA= Needs Attention

STANDARDS	CRITERIA	*MS	*NA	COMMENTS	ACTION TAKEN TO MEET CRITERIA
45 CFR Part 1305.3 (b)(c)(d)	A Community Assessment has been completed, including community demographics to determine long and short range objectives, services and recruitment area.				
45 CFR Part 1305.3 (e)(f)	A written procedure is in place for program planning which has been approved by the board and Policy Council				
	<p>A written procedure is in place for developing, reviewing and revising budgets and work plans.</p> <p>a. Responsibilities are clearly assigned</p> <p>b. Policy Council members understand how this process is carried out</p>				

STANDARDS	CRITERIA	*MS	*NA	COMMENTS	ACTION TAKEN TO MEET CRITERIA
45 CFR Part 74 Subpart J	There is a written procedure for describing an ongoing monitoring process to make sure program is carried out on time.				
	The monitoring procedure has been implemented and there is a written report verifying the implementation				
	There is a system in place to obtain periodic reports on program activities to keep board, Policy Council and staff informed				
45 CFR 1301.33 HDS GAM	There is a procedure in place to conduct a self-assessment.				
	A self assessment has been completed				

STANDARDS	CRITERIA	*MS	*NA	COMMENTS	ACTION TAKEN TO MEET CRITERIA
45 CFR 1301.31 and 1301.31 Appendix A	<p>Written personnel policies and procedures are in place</p> <ul style="list-style-type: none"> a. classification, job descriptions and qualifications for each position b. Staff recruitment and selection process c. Application process d. Current salary scale e. Employee benefits f. Training opportunities g. Performance Evaluation h. Employee management relations i. Promotion plan j. PC approval date h. Staff have access to personnel policies 				
	Personnel policies are implemented as written				
	Record system is in place to maintain official documents of each employee are kept confidential				
45 CFR Part 74, subpart H Part 92.20	There is a procedure for developing and approving budgets				
	There are written accounting procedures				

STANDARDS	CRITERIA	*MS	*NA	COMMENTS	ACTION TAKEN TO MEET CRITERIA
	There is a financial management system that ensures budget management, maintains control over operations and provides accurate and complete disclosure of financial matters				
UMHS Contract	Budgets are monitored on a regular basis to determine projected costs of the program				
	There is a financial record system in place to show how the funds are used including how costs are spread across different grants. Records are accessible to UMHS.Inc. staff as requested				
	Budget reports are sent to UMHS,Inc. in a timely manner.				
	There is an inventory record of all non-expendable property purchased with Head Start/OPP funds.				

STANDARDS	CRITERIA	*MS	*NA	COMMENTS	ACTION TAKEN TO MEET CRITERIA
	<p>There is an insurance policy for liability, personal injury and /or property damage, naming UMHS,Inc. as an insured.</p> <ul style="list-style-type: none"> a. The principal amount of combined single limit is at least \$500,000 each occurrence b. All equipment purchased by NCESD with Head Start funds will be insured against loss or theft. 				

Human Resource Checklist

1301.31 (7)(b)(1)(i) Interview of staff members conducted		
1301.31 (7)(b)(1)(ii) Reference checks completed		
1301.31 (7)(b)(iii) A state or national criminal record check		
1301.01 (c)(d) Conviction of violent felonies statement with signature		
1304.52 (j)(1) Physical		
1304.52 (j)(2) TB Screen		
1304.52 (b) (1) & (2) Staff Qualifications		
Standards of Conduct 1304.52 (h) (1)		
Staff Performance Appraisals (Annually) 1304.52 (i)		