

Monitoring Policy

Purpose: To ensure that the agency effectively implements Federal, State, and local regulations in the operation of the programs for which they are funded.

Each content area/program has developed a process for monitoring the procedures or tasks that are specific to their area. In the individual monitor policy, the persons responsible for completing the monitors; the persons to be monitored; and the tasks/responsibilities to be monitored are outlined.

Completed monitors will be filed, by center/program, in the Main Office and will be maintained by the Human Resources Assistant. These monitors will be available for staff to review and to determine compliance with Performance Standards.

This monitoring process will provide an internal tracking of procedures and processes.