



Grantee: Milwaukee Public Schools Grant No. 05CH010537	DRAFT	Monitoring Report Notification Date: 03-22-2023 Corrective Action Plan Due Date: April 25, 2023		
<p>Deficiency: Systems-program management and quality improvement (1302.201(b)(1)(ii)) 1302.102 Achieving program goals. (b) Monitoring program performance. (1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (ii) Correct quality and compliance issues immediately, or as quickly as possible.</p>				
Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Met with the Office of School Administration to discuss organization and communication resulting in a stronger connection and better understanding of responsibilities between the Head Start office, Office of Academics and Office of School Administration was established so issues are promptly addressed	Chief Office of School Administration Chief Office of Academics Early Learning Manager Head Start Coordinators	Organizational chart Meeting Agenda	March 24, 2023	April 13, 2023

Used Consultative Approach to Program Enhancement (CAPE) process when meeting with consultant as review of ongoing monitoring tools and collaborative practices to assess and track progress was completed	Consultant Early Learning Manager	Email Meeting agendas	March 2, 2023	April 25, 2023
Held data conversations during meetings guided by Head Start Management Systems Guiding Questions that focused direction and ensured effective operation of service	Early Learning Manager Head Start Coordinators	Meeting agendas	March 24, 2023	April 21, 2023
Used data from safety checks to further develop and revise procedures for ongoing monitoring of the Head Start program	Early Learning Manager Head Start Coordinators	Google Form Email	March 24, 2023	April 25, 2023
Disseminated information to school leaders and staff regarding ongoing monitoring	Chief Office of School Administration Chief Office of Academics Early Learning Manager Head Start Coordinators	Procedures, Guidance, and Protocols Email Frequently Asked Questions (FAQ) document	April 17, 2023	April 25, 2023

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Deficiency: Reporting 1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.				
Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Incidents are promptly reported to OHS and DCF as soon as they are reported to the Early Learning Manager	Early Learning Manager Office of School Administration Office of Academics Regional Superintendent (RS) Instructional Leadership Director (ILD) School leader Head Start Staff	Email	March 21, 2023	April 25, 2023

<p>Shared procedure for reporting incidents including timeline, investigation information, and child abuse reporting form</p>	<p>Education Coordinators School Leader RS/ILD</p>	<p>Email Google Form Meeting Agendas PowerPoint Presentations</p>	<p>April 12, 2023</p>	<p>April 14, 2023</p>
<p>Shared Information Memorandum "Reporting Child Health and Safety Incidents ACF-IM-HS-22-07"</p>	<p>Early Learning Manager Education Coordinators</p>	<p>Google Leadership folder Meeting Agendas Teacher Resource</p>	<p>April 11, 2023</p>	<p>April 25, 2023</p>
<p>Required completion of standards of conduct review and professional development on reporting</p>	<p>Education Coordinators</p>	<p>Emails Google form Check for Understanding</p>	<p>April 11, 2023</p>	<p>April 25, 2023</p>

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Deficiency: Discipline 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment. (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child. (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family.				
Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Incidents are promptly reported to OHS and DCF as soon as they are reported to the Early Learning Manager	Early Learning Manager Office of School Administration Office of Academics Regional Superintendent (RS) Instructional Leadership Director (ILD) School leader Head Start Staff	Email	March 21, 2023	April 25, 2023
Checked for positive learning climate by conducting walkthroughs and completing a	Head Start Coordinators	Google Form	March 27, 2023	April 25, 2023

safety compliance check form	School Leaders	Email		
Review and disseminate a copy of discipline guidance to encourage a culture of safety and provide positive guidance tips	Early Learning Manager Head Start Coordinators	Discipline guidance Frequently Asked Questions document PowerPoint Presentation Email	April 13, 2023	April 17, 2023
Plan, implement, and participate and check for understanding of professional development focused on discipline	Early Learning Manager Had Start Coordinators	Head Start Training Plan Email	April 11, 2023	April 21, 2023

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Non-Compliance: Supervision 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.				
Action Steps	Person Responsible	Evidence	Targeted Date	Completion Date
Met with the Office of School Administration to discuss and plan for stronger oversight and relational partnership between the Head Start office, Office of Academics and Office of School Administration	Chief Office of School Administration Chief Office of Academics Early Learning Manager Head Start Coordinators	Organizational chart Meeting Agenda	March 24, 2023	April 13, 2023
Early Childhood Manager and Coordinators created caseloads to provide individualized support and oversight with additional support from the Office of School Administration (RS and ILD), of Head Start sites	Early Learning Manager Head Start Coordinators	Caseload chart Site visit log-Google form	April 6, 2023	April 21, 2023
Information shared on strategies for supervision (active supervision, tracking, zoning, etc.)	Early Learning Manager	Meeting Agendas PowerPoint	April 12, 2023	April 17, 2023

	Head Start Coordinators	presentation Frequently Asked Question document Procedure		
Encouraged data collection on following procedure for implementing supervision strategies	Head Start Staff School leader	Emails Google Form	April 12, 2023	April 21, 2023