|  |  |  |
| --- | --- | --- |
| **School District:** | **Coordinator Name:** | **Number of schools served:** |
| **Center Name:** | **Coordinator Email:** | **Names of schools served:** |
| **Center Address:** | **District Contact Name:** | **Total number of students:** |
|  | **Advisory Council Chairperson:** | **Program Allocation Amount:** |
|  | **240-day Waiver?** Yes No |
|  | | |
| **Required Monitoring materials submitted in advance as requested.** **Yes** **No**  **Program Monitors:** |  | **Date of On-Site Review:** |
|  |  |  |

**Interview/Entry/Exit Conference** (Center, School, District Representatives, Community Representatives, Families, Students)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Representing** (please include detailed, relevant information) | **Interview** *(6-10) \*see monitoring tips* | **Entrance Conference** | **Exit Conference** | **Interview Time/Phone**  (if not in person) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |
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| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |

**CENTER SITE**

| **Authoritative Reference** | **#** | **Area of Compliance**  (Coordinator Comments) | **Supporting Documentation** | **Compliance Status** (Monitor Use Only) | **Comments/Areas of Growth**  (Monitor Use Only) |
| --- | --- | --- | --- | --- | --- |
| KRS 156.496 (2) (3); KRS 156.4977 (M)(N).  Contract  2.01D | 1. | Does center have adequate space and accessibility to serve students and families?   1. On Campus 2. Dedicated space in all schools served 3. Year-round access 4. Posted hours of operation | Observation  Principal Interview  RPM Verification  Center Signage | Yes  No |  |
| New Program Plan; SBDM Assurances; Admin. Guidebook II | 2. | In the center, is there a designated place or way to interview participants so that the conversation remains confidential or not easily overheard? | Observation  RPM Verification | Yes  No |  |
| Admin. Guidebook Program Overview | 3. | Is the center sharing space with school or district personnel not directly assigned to the center? | Observation  RPM Verification | Yes  No |  |
| Admin. Guidebook Appendix M | 4. | Is the Service Appeal document posted in the center with current contact information? | Observation  Coordinator Interview | Yes  No |  |
| **STAFF** | | | | | |
| Continuation Program Plan | 5. | The center follows the current approved Center Operations page. | Center Operations Page  RPM Verification | Yes  No |  |
| Contract 2.01 B (1) | 6. | Do the coordinator and center staff spend 100% of their time in job duties related to the operation of the center? | Interviews  Observations  Center Documentations  RPM Verification | Yes  No |  |
| Administrators Guidebook IV | 7. | Does the coordinator maintain an equitable physical presence in each school served by the center?  N/A Single-school center | Coordinator interview  Principal Interview(s)  District Contact Interview  Center Operations page | Yes  No  N/A |  |
| Administrators Guidebook IV & Appendix C | 8. | Does the center coordinator adhere to the guidelines concerning transportation of students/families in personal, privately insured vehicles? | Coordinator interview  Principal interview | Yes  No |  |
| Contract 2.01B.3; Administrators Guidebook IV | 9. | Is the Coordinator evaluated at least every other year? | Blank Evaluation Form  Coordinator interview  Principal Interview(s)  District Contact Interview | Yes  No |  |
| Contract 2.01B.4; Administrators Guidebook IV | 10. | Does the center coordinator supervise and evaluate all staff paid with center funds? | Blank Evaluation Form  Coordinator interview  District Contact Interview | Yes  No  N/A |  |
| **ADVISORY COUNCIL** | | | | | |
| KRS 61.805—61.850  Administrators Guidebook III, Advisory Council Assurances | 11. | Are Advisory Council meetings advertised in compliance with the Kentucky Open Meetings Law? | Coordinator interview  View public notices of meetings (web page, school marquee, etc.) | Yes  No |  |
| Contract 2.01C1b; Admin Guidebook II, III; AC Assurance | 12. | Does the Advisory Council meet on a regular basis (at least 5 times per year, every other month excluding the summer)? | Sign In Sheets  Agendas  Minutes | Yes  No |  |
| Contract 2.01.C a.1-4 Admin Guidebook III | 13. | Does the Advisory Council membership reflect the population of the school community? Does the Advisory Council meet composition requirements? | Advisory Council Listing  Coordinator interview  School Report Card  Needs Assessment Data Sheet | Yes  No |  |
| Admin Guidebook III & VI; Contract 2.01 3(k, l, m, n); Contract 2.01G 1. b | 14. | Do the center Advisory Council by-laws contain all elements listed on the Advisory Council checklist *(see authoritative references)*: | Review by-laws | Yes  No |  |
| Admin Guidebook III | 15. | Does the Advisory Council maintain oversight of the center operations through an ongoing review of:   * Budgets (Reports, amendments, purchase requests, etc.) * Needs Assessment * Continuation Program Plan updates & program implementation * Evaluations of activities * Standards of Quality implementation | Minutes/Agendas  Interviews  CAGE Tool  Program Self-Assessment Tool | Yes  No |  |
| **ADMINISTRATION** | | | | | |
| Administrators Guidebook VIII | 16. | Does the center coordinator have a current copy of the following?   1. Contract between the Cabinet for Health and Family Services and the district? 2. Administrators Guidebook | Observation | Yes  No |  |
| District Assurances; Administrators Guidebook II; Center Operations Page | 17. | Is there evidence that the center is integrated into the school(s)? | Serves on school committee  School Improvement Plan  Serves on PBIS Team  Membership on a school leadership team  Regularly attends PLC meetings  Other | Yes  No |  |
| KRS 156.4977 (4) (g)  Contract 2.01.A.I (a, e, g) | 18. | Is there evidence that the center has made an effort to disseminate information for the center and collaborate with other agencies? | Brochures/flyers  Newsletter  News articles  Social Media  Interagency meeting minutes/sign-in sheets | Yes  No |  |
| District Confidentiality Policy | 19. | In what ways do you, center staff, and center volunteers adhere to district confidentiality policies? | Coordinator Interview  Observation  District confidentiality policies | Yes  No |  |
| **NEEDS ASSESSMENT** | | | | | |
| KRS 156.4977 (4) (d); | 20. | Is there a process for identifying those families most in need of services? | Coordinator interview  Needs Assessment | Yes  No |  |
| Contract 2.01.A.1 c, e, f.  Administrators Guidebook II | 21. | Describe the center’s ongoing comprehensive needs assessment process. | Data Sources  Review compiled data for each subgroup (parent, student-YSC, community, and staff)  Needs Assessment Data Sheet | Yes  No |  |
| **PARTICIPANT/FAMILY RECORD REVIEW** | | | | | |
| Contract 2.05 | 22. | Does the Center have the necessary technology? | Coordinator Interview  Observation | Yes  No |  |
| Administrators Guidebook VIII.  Contract 2.01. E6 | 23. | Has the District set permissions in Infinite Campus in accordance with DFRYSC permission recommendations? | Observation  Individual Intervention Roster Report  Persistence to Graduation Tool  Early Warning Tool | Yes  No |  |
| Administrators Guidebook VIII | 24. | Does the center enter Infinite Campus data at least monthly to document daily activity?   * Individual Interventions * Group Activities | Infinite Campus Reports  Individual Intervention Roster Report | Yes  No |  |
| Administrators Guidebook VIII | 25. | How does the center keep a record of daily activities/services not entered into Infinite Campus? | Center Records  FRYSC Counts-Unenrolled Section | Yes  No |  |
| Contract 2.02 AG I & VIII | 26. | Have required reports (budget and program) been submitted by all parties to the DFRYSC in a timely manner? | RPM Verification  FRYSC Counts | Yes  No |  |
| **BUDGET/FISCAL OVERSIGHT** | | | | | |
| Administrators Guidebook VI & VIII.  Contract 2.01 G 3 (r, s, t) | 27. | Does the center maintain generated funds such as money, goods, and or donations according to district policy? Are those funds or donations used specifically for center programming, supplies, and/or services? | Documentation  FRYSC Counts-Center Page Other Information  District Policy | Yes  No |  |
| Contract 2.01. E. 3&5; Administrators Guidebook VI.  School District Assurance | 28. | What is the Center process for expenditures?   1. Have all purchase orders/expenditures of center funds been signed/approved by the center coordinator? 2. Are all center expenditures appropriate and connected to center operations and programming?   C. Does the center have desktop access to MUNIS or does the district provide detailed monthly MUNIS reports? | Purchase Orders  Coordinator interview  Detailed MUNIS reports  View desktop access  Budget Balance Sheets | Yes  No |  |
| Contract 2.01. E. 3&5; Administrators Guidebook VI. | 29. | What is the process for reconciling center funds?   1. Does the center coordinator keep an updated balance of allocation expenditures and reconcile with monthly detailed MUNIS reports? 2. Does the current approved budget in FRYSC Counts match the current MUNIS report? 3. Does the center maintain onsite, up-to-date documentation of generated funds – reconciling center balances regularly with school and/or district accounting? | Coordinator interview  Detailed MUNIS report  View desktop access  Budget Balance Sheets | Yes  No |  |
| Contract 2.01 G 3 (d) (h); Admin Guidebook VI.  Advisory Council Assurance | 30. | Did the center obtain prior approval in FRYSC Counts from the Regional Program Manager for:   1. Budget Amendments 2. Purchases of goods or subcontracts $1,000 or more 3. Single item purchases of $500 or more (such as equipment) | Advisory Council Minutes  FRYSC Counts-Budget  Interviews  Detailed MUNIS Reports | Yes  No |  |
|  |  | **FRYSC Subcontracts** | **Amount** |  |  |
|  | 1 | Name of Subcontracted:  Purpose of subcontract: | $ |  |  |
|  | 2 | Name of Subcontracted:  Purpose of subcontract: | $ |  |
|  | 3 | Name of Subcontracted:  Purpose of subcontract: | $ |  |
|  | 4 | Name of Subcontracted:  Purpose of subcontract: | $ |  |

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| **TRAINING** | | | | | |
| Contract 2.01 G 2; Administrators Guidebook VII | 31. | Does the coordinator attend the following training events offered by the DFRYSC?  NCO/RCO  Complete Mentoring Checklist  Regional Meetings  Standards of Quality for Family Strengthening & Support Certification  Regional Training Events  An annual statewide training conference | RPM verification  PD Tracking Form  Coordinator Interview  Review Certificates | Yes  No |  |
| Contract 2.01 G 2(d) | 32. | Have all principals served by the center completed the DFRYSC Principal Training Module? | RPM verification  View certificate  Principal Interview | Yes  No |  |
| Contract 2.01 G 2 (c); Administrators Guidebook VII; School District Assurance | 33. | Does the FRYSC District Contact (or designee) attend DFRYSC regional District Contact meetings? | RPM verification  District Contact Interview | Yes  No |  |
| **CORE AND OPTIONAL COMPONENTS** | | | | | |
| KRS 156.496  KRS156.4977 (4) (C) | 34. | Are center services and activities available during the summer and on other days when school is not in session?  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |

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| **FRC Components** | | | | | |
| KRS 156.496  KRS 156.4977  (4) (k) | 35. | Full Time Preschool Childcare (for 2-3)  *Goal: To Provide access to full-time quality childcare. Centers will identify, coordinate and/or develop resources for childcare. Early learning experiences promote growth, education, and successful transition into school for children. Access to quality care may help families continue employment and/or education*.  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 36. | After schoolchild care for children ages four (4) through twelve (12), with the childcare being full-time during the summer and on other days when school is not in session  *Goal: To identify, coordinate and/or develop resources to ensure children have access to quality out-of-school time childcare and enrichment activities. This will reduce unsupervised time, increase interpersonal skills, and promote continuation of learning during out-of-school time (i.e., before/after school hours, seasonal breaks, etc.)*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 37. | Families in Training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents.  Goal: To *ensure a productive start in life for every child age prenatal – 5 (with emphasis on prenatal – age 3) and promote a strong foundation for future school success. Centers will:*  *1. Recruit, engage and educate parents on early child development and parenting skills through consistent and ongoing contact\*.*  *2. Assist families in identifying developmental concerns.*  *3. Collaborate with community partners and link families to appropriate prevention and intervention services.*  *\* Consistent and ongoing contact includes interactive home visits and group meetings with parents and parents and children together, with an emphasis on expectant parents, infants and toddlers and children not yet in school. Topics should include early brain development, child abuse prevention, appropriate developmental experiences, and the importance of education.*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 38. | Family literacy services is a family literacy program designed to break the intergenerational cycle of “under education” in Kentucky by providing opportunities for parents and their children (birth – 18) to learn together, thereby creating a desire for life-long learning.  *Goal: To move families toward self-sufficiency and work to break the cycle of poverty by providing a comprehensive family literacy program through on-going center, school and community activities that must include:*  *1. Child time: Developmentally appropriate educational activities for children.*  *2. Parent time: Instruction in parenting; strategies for families to support their child’s education and enhance the home-school relationship.*  *3. Parent and child together time: Quality educational interaction between parents and their children that promotes lifelong learning and supports parents in their role as their child’s first teacher.*  *4. Adult education: Parent instruction in academic and employability skills; assisting parents to obtain their GED or post-secondary education goals.*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 39. | Health Services or referral to health services or both  *Goal:* *To improve the overall health and well-being of students through activities that support the Whole School, Whole Community and Whole Child (WSCC) model\*, therefore increasing students’ ability to succeed in school. This WSCC model supports the whole child through ten components:*   * *Health Education* * *Physical Education and Physical Activity* * *Nutrition Environment and Services* * *Health Services* * *Counseling, Psychological and Social Services* * *Social and Emotional climate* * *Physical Environment* * *Employee Wellness* * *Family Engagement* * *Community Involvement*   On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
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| **YSC Components** | | | | | |
| KRS 156.496  KRS 156.4977  (4) (k) | 40. | Referrals to Health and Social Services  *Goal: To improve the overall health and well-being of students through activities that support the Whole School, Whole Community and Whole Child (WSCC) model\*, therefore increasing students’ ability to succeed in school. This WSCC model supports the whole child through ten components:*   * *Health Education* * *Physical Education and Physical Activity* * *Nutrition Environment and Services* * *Health Services* * *Counseling, Psychological and Social Services* * *Social and Emotional climate* * *Physical Environment* * *Employee Wellness* * *Family Engagement* * *Community Involvement*   On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 41. | Career exploration and development  *Goal: To promote college and/or career readiness for all students by preparing them for future employment and successful transition into adult life through collaboration with school and community resources.*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 42. | Summer and part time job development for high school students  *Goal: To introduce students to the world of work through education, job-related skills, and work experience by collaborating with community resources. Twenty-first century skills such as critical-thinking, problem-solving, goal setting, leadership and decision-making will be emphasized.*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No  N/A |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 43. | Substance abuse education and counseling  *Goal: To assist in the prevention of the use of alcohol, tobacco, and other drugs (ATOD) and improve decision-making skills by educating students and families; and the reduction of ATOD use through coordination of counseling services and education.*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) | 44. | Family Crisis & Mental Health Counseling  *Goal: To increase self-management and coping strategies by assisting students and families with mental health needs and/or other crises through the identification and coordination of services (i.e., for grief, illness, bullying, incarceration, dating/domestic violence, loss of income, child abuse, etc.)*  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| **OPTIONAL COMPONENTS** | | | | | |  |
| KRS 156.496  KRS 156.4977  (4) (k) |  | **OPTIONAL COMPONENT:**  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |
| KRS 156.496  KRS 156.4977  (4) (k) |  | **OPTIONAL COMPONENT:**  On-Site  Referral  Contracted  List Activities: | Coordinator Interview  Flyers  Sign In  IC Data Entry  FRYSC Counts  Other | Yes  No |  |

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| **BEST PRACTICES – TO BE COMPLETED BY THE COORDINATOR**  *(Note: The purpose of this section is to give the DFRYSC a broader perspective of the center and its interaction within the school and community. Narrative is for informational purposes only, not to determine contractual compliance.)* | |
| How has the center used the Quality Standards & Indicators for evaluation and ongoing program improvement? Give an example of when the center used the Standards to make a change to a program that improved quality. |  |
| What efforts are in place to avoid the duplication of services? (Interviews with collaborative partners, programs/services offered by center) |  |
| What efforts are in place to ensure the center is welcoming to visitors? |  |
| Have legislators and other decision makers (mayors, county judge executives, business leaders, school board members, superintendents, etc.) been invited to the center? By what means? When did they visit? |  |
| Does the center seek additional funding for programs to enhance the scope of the FRYSC? What grants have been obtained within the past year? |  |
| According to the KY Postsecondary Education Council, students need strong academic and social supports and clear pathways to succeed in school. Is there evidence that the center aligns activities to help assist students with academic and social supports that prepare them for college and or a career? (Creating early awareness of connecting academic performance to success, doing homework, coming to school on time, and getting better grades). |  |
| How does the center staff learn about resiliency on an ongoing basis? How does the center support families in resiliency on an ongoing basis? |  |

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| **MONITORING SUMMARY** | | |
| **Strengths** |  | |
| **Areas of Growth** |  | |
| **Non-Compliances** | Yes No | |
| Total number of non-compliances |  | |
|  | | |
| **Monitoring Section** | | **Summary of Non-Compliance** |
| Center Site | |  |
| Staff | |  |
| Advisory Council | |  |
| Administration | |  |
| Needs Assessment | |  |
| Participant/Family Record Review | |  |
| Budget/Fiscal Oversight | |  |
| Training | |  |
| Core and Optional Components | |  |