

<p style="text-align: center;">ACYF Administration on Children, Youth and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families</p>	
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**INFORMATION MEMORANDUM**

**TO:** Head Start and Early Head Grantees and Delegate Agencies

**SUBJECT:** Head Start Monitoring

**INFORMATION:**

This Information Memorandum is to inform all Head Start and Early Head Start grantees about changes being implemented in the Head Start monitoring process. These changes, effective the beginning of FY 2006, are designed to improve the quality, comprehensiveness, and consistency of Head Start monitoring.

Federal Team Leaders will only be assigned to review Head Start grantees outside of their home region. The Head Start Bureau (HSB) will be responsible for the scheduling and assignment of Federal Team Leaders for all Triennial and First Year reviews. The HSB will notify all grantees scheduled for a Triennial or First Year review at the beginning of each fiscal year. A second letter, specifying the actual dates of the Triennial or First Year review will be issued 30 days prior to the review. The assigned Federal Team Leader will contact the grantee following that notification to discuss the details of the review. Follow-up reviews will continue to be scheduled by ACF Regional Offices and Federal Team Leaders will supervise those reviews in their own home regions.

For Head Start grantees that have delegates, review teams will monitor all of the grantee's delegates. Non-federal team leaders may be assigned to lead any sub-teams which are monitoring delegate agencies.

The Bureau is implementing measures to improve the education and experience standards for all reviewers in their respective areas. Only qualified reviewers will be assigned to review teams. During FY 2006, a certification process will be developed to strengthen the reviewer pool and ensure the highest standards of performance.

Reviewer protocols to be used by Early Childhood Development, Health, Nutrition, Disabilities, and Mental Health reviewers will be implemented for all triennial and first year reviews. These new protocols will replace the optional protocols utilized during some FY 2005 reviews. Protocols for Family and Community Partnerships and Program Design and Management will be developed for FY 2007. The Fiscal Checklist introduced in FY 2005 has been revised based on last year's experience, but will continue to emphasize the risk-based approach. All the protocols are designed to assist

reviewers in organizing data-gathering activities around the performance standards and other program requirements.

The FY 2006 PRISM Guide and all other information about the changes in monitoring including the instrument and reviewer protocols will be available on [www.headstartreviews.com](http://www.headstartreviews.com) in early October. We look forward to working with each of you as we strengthen our efforts to implement a uniform, comprehensive, and objective monitoring process to ensure quality for all Head Start and Early Head Start programs.

Please direct any questions on this Memorandum to your ACF Regional Office.

/ Frank Fuentes /

Frank Fuentes  
Acting Associate Commissioner  
Head Start Bureau