

FY 2008 OHS Monitoring Protocol

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families	
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INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and their Delegates

SUBJECT: FY 2008 OHS Monitoring Protocol

INFORMATION:

In Fiscal Year 2007, the Office of Head Start (OHS) introduced a new integrated monitoring protocol that was designed to assess the performance and compliance of Head Start grantees in a more focused, efficient and comprehensive manner than had been done in prior years. During FY 2007, Federal Review Team Leaders and reviewers provided this office with continuous feedback on the protocol's effectiveness in monitoring grantee compliance. Head Start grantees also provided valuable feedback on the quality and conduct of the reviews. Based on these comments and our commitment to continuous improvement of the OHS Monitoring System, the Protocol has been refined and enhanced for FY 2008.

We are pleased to introduce the [FY 2008 OHS Monitoring Protocol](#) and inform you that the Protocol is now available on the Early Childhood Learning and Knowledge Center (ECLKC) <http://eclkc.ohs.acf.hhs.gov>. A Spanish version of the Protocol will be available on the ECLKC in the near future. We encourage all Head Start grantees to access the link to download the Protocol as OHS will not be disseminating printed copies.

The changes to the Protocol include the following:

- Enhancing the Education and Early Childhood Development Services section to include a revised classroom observation instrument;
- Adding compliance questions to each Protocol section that address ongoing monitoring;
- Incorporating additional Head Start Program Performance Standards;
- Refining the language of some of the compliance questions;
- Improving the guidance prompts to better direct reviewers while on-site.

The most substantive change to the [FY 2008 OHS Monitoring Protocol](#) is in the area of Education and Early Childhood Development Services. The Protocol includes a significantly revised classroom observation instrument. The new classroom observation instrument guides reviewers through observations and encourages them to address and record observations in six substantive child development topic areas: teacher interactions and strategies; language and literacy; math and science; social and emotional development; physical development; and curriculum integration.

In addition to the content of the Protocol, the Office of Head Start will enhance pre-site and on-site procedures to maximize efficiency at all stages of the review process. As in FY 2007, the pre-site phase includes the submission of pre-site documents by grantees and planning conversations with the Review Team Leader. The FY 2008 improvements will enhance the review team's understanding of how programs deliver services to children and families and will contribute to the effectiveness of the on-site activities.

As an important reminder, if you encounter any concerns while the review is in progress, you are encouraged to notify your Review Team Leader immediately so issues can be quickly resolved. If at any time during the review process, you want to communicate directly with the Office of Head Start on monitoring issues, please do so by e-mailing OHS-Monitoring-Help@acf.hhs.gov.

The improvements to the [FY 2008 OHS Monitoring Protocol](#) reflect OHS' continued commitment to ensure the national monitoring system assesses the compliance of grantees in a uniform and consistent manner. We look forward to working with you to assure a productive monitoring season.

/Patricia E. Brown/

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FY 2008 OHS Monitoring Protocol. ACYF-IM-HS-07-07. DHHS/ACF/OHS. 2007. English.