

Management Systems Protocol	
Category: Program Management and Quality Improvement	Regulations: 1302.101 Management systems
Activity/Steps:	
A. Implementation	<ol style="list-style-type: none"> 1. The Seedlings program's Monitoring and Management Procedures system ensures that our program, fiscal and human resource management structure is in place. This provides our program with the effective management and oversight necessary (both fiscally and programatically) to enable Seedlings to deliver high-quality services in all of our program services, specifically those described in subparts C, D, E, F, G and H of Program Operations (1302). 2. Through professional development and actions outlined in our Monitoring and Management Procedures, Seedlings is able to provide staff with individual staff professional development and continuous program quality improvement. 3. Seedlings works to promote budget and staffing patterns that provide continuity of care for all children enrolled and sufficient time for staff to participate in appropriate training and professional development, as describes in subparts C, D, E, F, G and H of 1302. 4. The Seedlings program maintains a record keeping system that allows us to maintain effective oversight of the program.

<p>B. Coordinated Approaches</p>	<p>1. The Seedling Program annually works to provide a coordinated training and professional development system that supports the delivery of high quality services and meets requirements of 1302.92. This includes reviewing and planning a program calendar, addressing staff individual training needs and staff availability to ensure all training and professional development needs are met and staff are receiving training on high-quality services.</p> <p>2. The Seedlings program utilizes information from parents and the community regarding languages spoken throughout our service area and uses that information to anticipate how to best meet the language needs of children and families. Additionally, Seedlings continually works to identify community resources and work in a coordinated manner with community partners and organizations in a manner that is consistent with Standard 1302.53 (a). Through family and classroom support, Seedlings helps to facilitate access to program services which include curriculum, instructions, staffing, resources, supervision, family partnerships with bilingual staff, oral language assistance, and interpretation or translation of essential program materials.</p>
	<p>3. Through a careful coordinated team approach, Seedlings ensures that we are able to provide the full and effective participation of all children with disabilities, including but not limited to children eligible for services under IDEA (and are consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act), by ensuring that we have appropriate and safe facilities, appropriate program materials, curricula, instruction, staffing, supervision, and partnerships with community partners and agencies.</p> <p>4. Seedlings has a Data Policy and Data Management Approach that ensures that we effectively support the availability, usability, integrity, and security of data. The policy and management approach have been approved by our governing body and policy council and established procedures on data management, data quality, the effective use and sharing of data, and ensures that we protect the privacy of child records in accordance with subpart C of 1303.</p>
<p>C. Communication</p>	<p>1. Seedlings will have on-going communication process utilizing a variety of systems and approaches to keep staff and parents informed on progress strengths, changes and areas of focus.</p>

	<p>a. For parents - the program will communicate on an ongoing basis in the the areas of: Child progress, parent input, family needs & assessments,safety, home visits, goals, invites to center events (family night, parent committee, socializations), and participation in policy council and parent committee. The Seedlings program will communicate with families through phone contact, text contact (if permitted), family letters, Parent information board (located at each center), on site visits, home vists, newsletters, flyers, email (if permitted) and program /family calendars.</p>
	<p>b. For all Seedling staff- Communication with staff will be on an ongoing basis for the areas of: training needs, monitoring, classroom practices, childrens health and mental wellness, family needs, referrals, data outcomes, coaching, safety, staff wellness, and general Q & A. Communication will occur through phone, onsite check-ins and visits, email, zoom meetings, team staffings, management meetings, coaching meetings, individual staff meetings, and self assesement participation.</p> <p>c. For the Community- Communication will occur on an on-going basis with the Board of Directors, community partners and work groups in the areas of monthly fiscal reports, dashboard reports, IM's / PI's, quarterly outcomes, annual community report, and projects or studies. Communication will occur monthly quartlery, annually or as needed through phone calls, in person meetings, email, and report sharing.</p>
<p>D. Record Keeping</p>	<p>Seedlings have an established system to track data, trainings, monitorings, professional development, inventory, facility request, emergency drills, and licensing requirements.</p>

	<p>a. Child Plus is a data base system that allows for a variety of reports to be utilized to help support monitoring in the areas of:</p> <ol style="list-style-type: none"> 1. Health status in children, 2. Classroom attendance status 3. Family visits 4. Screenings(health,d evelopmental, and social & emotional) 5. PIR Data Report 6. Referrals (health, developmental, Social & Emotional) 7. Monitoring reports, 8. Transportation 9. Meals counts 10. Family outcomes & needs assessment 11. Family night attendance 12. Family goals 13. Family needs assessment, 14. Tracking personal & professional development 15. Tracking all training provided 16. Individual plans for children
	<p>b. TS Gold is our assessment system that allows teachers to track current developmental level of children and to plan for the next skill level that a child is developmentally ready for. Through child observations and parent input entered into the system on children's skills and development staff are able to use the assessment system to:</p> <ol style="list-style-type: none"> 1. Develop lesson plans that are intentional and focus on children's needs and interest. 2. Individualize for all children in our program 3. Share children’s growth with families through child progress reports and observations 4. Develop data reports to measure Child Outcomes 5. Develop data reports to share with staff, parents, policy council, and the board
	<p>c. AssetMaxx- is a data base system that allows for the program to track furniture, computers, curriculums, cameras, and other materials of value. Items are placed in the system and an inventory tag is developed and is placed on the item, this allows for the item to be tracked. A inventory list is developed allowing the staff to be informed of items that belong at centers and in the classrooms.</p>

	<p>d. Maintenance Direct - is a system that allows for staff to submit help tickets to the facility maintenance support staff when they see facility safety concern or when maintenance is needed.</p> <p>Electronic help tickets allow for faster request and response times and facility issues can be quickly addressed and tracked.</p>
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