

# **DACHS MONITORING PROCESS**

## **INSTRUMENTS OR TOOLS USED TO ASSESS/EVALUATE SERVICES**

### ***ANNUAL:***

- \* OHS Monitoring System
- \* CNA and Community Needs Survey
- \* Family Needs Assessment
- \* Annual DACHS Time-Line
- \* Training Needs Assessments (T/TA Report)
- \* Parent Evaluation of Mid-Year and End-Of-Year (Services)
- \* Performance Evaluations

### ***MONTHLY:***

- \* Component Monitoring Instruments (see Monitoring Section in POG)
- \* “On-Site” Center Monitoring Visits
- \* Supervisory Meetings
- \* Center Team Meetings
- \* Review Child’s File

### ***OTHER PROCESSES:***

- \* P&C Meetings (quarterly)
- \* Collaboration (co-agency) meetings (when necessary)
- \* Management Team Meetings (weekly)
- \* Staffing Meetings (weekly)
- \* Support Staff Meetings (as needed)
- \* Safe Environments (bi-annually)

### **What we do:**

- \* Assess program needs
- \* Plan and develop delivery systems based on those needs
- \* Monitor and review all services to ensure that program objectives & compliance’s are being met
- \* Cross check all components, summarize and report findings
- \* Follow-up