

Monitoring- The Good, the Bad, & the Ugly

Presented by 4Cs Sonoma County



Conducting Site Reviews- Things to do before visits

- Plan your visits for the month to save yourself time and mileage.
- Review monitor folder to see if provider has had any issues on paperwork.
- Organize your visits and bring a few extras so that if someone is not home you still have enough.

While you are while you are conducting your review

- Greet your site operator
- Take Attendance- check for capacity rules and make sure the site is in compliance.
- Have your review worksheet- update any schedule information that has changed since your last visit for either the provider or children in care.
- Go over paperwork or KidKare program. Discuss any issues and document them. (Can't stress enough about documenting things)
- As time permits do activity or training if needed.



The Things We don't Want to See

- Overcapacity – Have a discussion with the site operator and when you leave report them to licensing.
- Serving the wrong type of milk or foods – Take this as an opportunity to give technical assistance. More times than not the error is because of a misunderstanding or lack of knowledge.
- Provider is not home- Providers should always notify us of closures. If this happens leave a note on the door and/ or follow up with a phone call.
- Health & Safety violations- If you see a health & safety violation you should immediately discuss with the provider. If it is easily correctable document and follow up with them. If this is something serious, report to licensing as soon as you leave the home. If you arrive at a home for a visit and feel unsafe, you should leave immediately. Do not hesitate to trust your instincts.