**Procedure for NMCAA Early Head Start and Head Start Safe Environment Checklist**

EHS home-based socializations, HS center based preschool programs, and child care partnerships utilize the NMCAA Safe Environment Checklist to ensure all sites meet OHS and State Licensing Requirements in order to maintain an environment that supports high-quality, interactive learning experiences. EHS environments are assessed using this checklist three times per year in November, March and July. HS environments are assessed using this checklist two times per year in August/September and November/December. The EHS and HS Safe Environment Checklist (SEC) and all follow up monitoring worksheets and reports are located in the ChildPlus Database.

*Monitoring Process: EHS Safe Environment Checklist and HS Safe Environment Checklist*Step One: Schedule

* The first step in the monitoring process is to schedule an EHS and HS SEC in ChildPlus. The EHS due date will be the last day of the assigned month for each site to be assessed. The HS due date will be the day before school starts for Teachers and December 31st for Site Supervisors for each site to be assessed.
* In ChildPlus, go to the Management Tab and choose the Internal Monitoring option in the next row beneath. Then click on the green box “Add Monitoring Record” and select the EHS or HS Safe Environment Checklist from the drop down menu. Complete the scheduling information and “Save Changes.” Once saved, this checklist will appear in the list of all checklists that have been added when you click on the “Monitoring” tab in the upper left corner.

Step Two: Complete

* Choose the correct checklist from the complete list that appears when choosing the “Monitoring” tab.
* To enter data, choose the second tab from the left, “Monitoring Results.”
* For each indicator, choose the most accurate result. Add notes when needed, particularly if there is follow up required. Be sure to periodically “Save Changes” by clicking on these words highlighted in green.
* If you mark an indicator as “Non-Compliant” or “Non-Compliant-Urgent”, complete the “Address By” date in the next column.

“Non-Compliant-Urgent= needs to be corrected within 7 days

“Non-Compliant= needs to be corrected with 30 days

Step Three: Follow Up

* To the right of the “Monitoring Results” tab is the “Corrective Action Plan (CAP) tab. Anything found to be Non-Compliant will be listed here.
* As each Non-Compliant indicator is corrected at the site by responsible staff, highlight it on the list and enter the completion date below. Be sure to “Save Changes”.
* Report 8025 Monitoring Results Detail will provide a list of all items that need follow up.

To view this report use the following path: *Reports- Internal Monitoring- 8025 Monitoring Results Detail.* Be sure to choose the name of the person responsible (in the lower left corner). Under the “Only include checklist items that are” prompt choose “Non-Compliant” and “Non-Compliant- Urgent” to view only these indicators in the report.

 2/16 P/HS/Admin/Procedure Manual/Site/ Procedure SEC