

MONITORING PROCESS AND POLICIES

1.0 Overview

This guide to the BC First Nations Head Start project monitoring process and policies was developed to assist project coordinators in understanding the purpose, process, roles and responsibilities of project monitoring.

Assessment of projects is done in a variety of ways:

Health Canada

- review of financial reports
- narrative reports
- site visits
- file management
- regular communication (phone, fax or email)

Community

The amount of contact and degree of support a project requires depends on the project's effectiveness and management capacity.

In some cases monitoring will consist of an annual site visit, document review and ongoing verification that reporting dates are met and forms are submitted on schedule. For other projects, program managers will assume a more direct role in the project's functioning in order to build capacity.

2.0 Outcomes of Project Assessment

Demonstrate accountability in the implementation that the mandates, principles and guidelines of the AHSOR program are being met.

Establish and maintain positive working relationships with project coordinators, staff and parent advisory councils

Provide information and make suggestions, recommendations and referrals which will assist project coordinators and staff in meeting the goals and objectives of their project

Provide orientation and training on workplan development and implementation, administration and mandate of program

Identify Head Start project's strengths and challenges to be shared at community, regional and national forums

Building and promoting capacity to support a community driven process.