



# Director's Monthly Monitoring File Review

Center:						Date:	
File Completion  Level	Complete		Incomplete		Corrective Action		
	1	3	1	3			
1. Hiring - Policy Committee, and Board Approval							
2. Procurement - Procedures							
3. Planning - CA, self assess., goals linked							
4. Policy Committee meetings - Training, by-laws, procedures to Board, personnel policies, budget and changes, reports, comm. rep., CA & self-assessment, PC							
5. Staff Development - Pre-service, Individual plan, T & TA plan							
6. Administrative Costs							
7. In-Kind							
8. Board Meeting - accomp. trng., Pol. Comm. Procedures, approval, reports, budget, & changes, major purchases, standards of conduct, audit, corrective actions							
9. Personnel - Performance Evals, staff meetings, budget reports, communication, wage comp., org.							
10. Monitoring - I & II done, findings corrected, reports to Board & Pol. Committee.							