

This job aid was created by Stephanie Mikulski, Starfish Family Services, the January 2024 Bright Spots winner. This agency customized the **Result Name**, has designated titles for staff and has a specific process for reviews.


## Steps to Respond to a Completed Internal Monitoring Checklist in ChildPlus Online

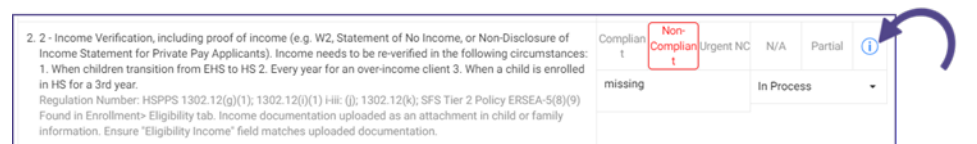
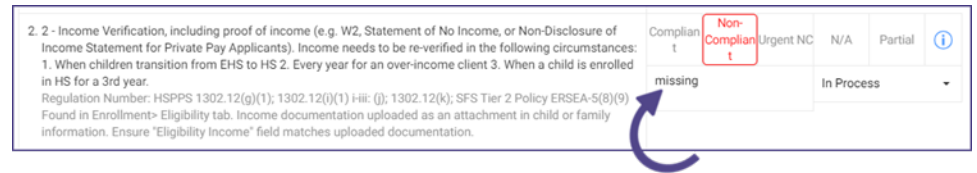
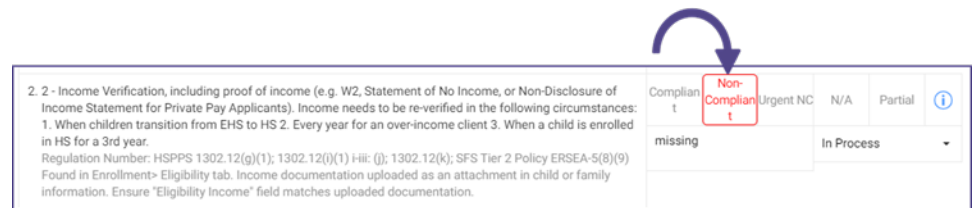
1 Locate the **Review** in **Internal Monitoring**.

2 Check the **Review** for:

- **Non-Compliant** or your agency equivalent
- **Urgent Non-Compliant** or your agency equivalent

3 The **Reviewer** added a note here as well. In this agency it is the compliance specialist.

4 For more information, click on the .



5 This window opens.

At this agency:

- a. The compliance specialist previously documented a reason for their finding in the **Reviewers Notes** section. But if they had not, you can add one.
- b. The family services workers for this agency will be listed as the assigned person to correct the item, but any staff member who works with the child can address the item and/or add attachments as supporting documents to allow the compliance specialist to update the status upon review.

6 The information in the above window will be completed by the compliance specialist for any **Non-Compliant** or **Urgent NC** status.

- a. **Status** = In Process
- b. **Assigned To** = Family services worker as documented in ChildPlus for this agency
- c. **Address By** = Default time period for correction date
- d. **Date Closed** = Blank for initial review

7 At this agency they ask that the information in the above areas is not changed. These items will be updated by the compliance team during the re-review process.

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Once the reviewer or a member of the team has addressed the non-compliant item:

- Click the **Add Notes** button and document the action taken.
- If an attachment is uploaded to support the correction, that can be documented here as well.

Child File Review Tool (FY23 - Q2) [ECE Compliance]

Completed Item ID:499753

Female DOB: 2/11/ 3y 6m CPID: IEP/IFSP: No  
Completed 6/16/ Year 3 WW\_HS\_202

2 - Income Verification, including proof of income (e.g. W2, Statement of No Income, or Non-Disclosure of Income Statement for Private Pay Applicants). Income needs to be re-verified in the following circumstances: 1. When children transition from EHS to HS 2. Every year for an over-income client 3. When a child is enrolled in HS for a 3rd year.  
Regulation Number: HSPPS 1302.12(g)(1); 1302.12(i)(1) i-iii: (j); 1302.12(k); SFS Tier 2 Policy ERSEA-5(8)(9) Found in Enrollment> Eligibility tab. Income documentation uploaded as an attachment in child or family information. Ensure "Eligibility Income" field matches uploaded documentation.  
Service Area: ERSEA

Compliant **Non-Compliant** Urgent NC N/A Partial

Status: Closed  
Assigned To: Jina Abner  
Address By: 8/21/20  
Date Closed: 8/21/20

**Add Attachment**  
Use the button to add attachments.

Follow-up Notes  
08/21/2023 1:00 p.m. Jina Abner  
FSW received proof of income from parents  
08/07/2023 3:17 p.m.  
Status changed to In Process

Previous Next Ok Cancel

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- Continue through the entire **Checklist** to address all non-compliant statuses as necessary.
- The compliance specialist will conduct the re-review when the **Address By Date** has passed.

Compliant **Non-Compliant** Urgent NC N/A Partial

Status: In Process  
Assigned To: Pamela Keane  
Address By: 09/01/20  
Date Closed:

**Add Attachment**  
Use the button to add attachments.

Follow-up Notes

Previous Next Ok Cancel