

OVAE AEFLA MONITORING TOOLS FOR SITE VISITS

Local Protocol	Yes/No	Reviewers' Comments/Guidance	Methods of Collection/ Examples of Documentary Evidence
Module 1 – NRS Implementation/Data			
<p>1. Does the program use MIS (Management Information System) to:</p> <ul style="list-style-type: none"> a. Disaggregate data to instructional site or classroom level? b. Identify individual students by goal for follow-up? c. Conduct analyses for program improvement? 			On-site demo
<p>2. Has the local provider adopted appropriate data collection policy and procedures to implement NRS?</p> <ul style="list-style-type: none"> a. Are there data collection procedures for demographic, assessment, and attendance data? b. Are there clear descriptions of staff roles and responsibilities for data collection? c. Have fiscal resources been budgeted? d. Have data reporting timelines been established? e. What follow-up strategies been identified and implemented? f. Have quality control procedures been established? 			Interview/local documentation Record Review Observation
<p>3. Does the local provider have appropriate policy and procedures for student intake?</p> <ul style="list-style-type: none"> a. Are goal-setting procedures for 			Interview/local documentation Student file review

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<p>student goals related to core measures included in the intake and orientation process?</p> <p>b. Is local program using State intake form or has form been approved?</p> <p>c. Are students informed if program will conduct student follow-up surveys?</p> <p>d. Does the local program obtain a confidentiality release form from all students that require follow-up?</p>			
<p>4. Is the local program following the State assessment policy?</p> <p>a. Are they using appropriate assessments?</p> <p>b. Is the pre and posttest administered according to State policy?</p> <p>c. Are staff administering assessments properly trained?</p> <p>d. Are appropriate test administration procedures being followed (timing of test, proper forms, use of locators, etc.)?</p>			<p>Interview/local documentation</p> <p>Student file review</p>
<p>5. Does the local provider monitor data quality by:</p> <p>a. Use of standardized intake forms and processes?</p> <p>b. Policy and procedures on inputting data on a timely and regular schedule?</p> <p>c. Is attendance being entered on a weekly basis at a minimum?</p>			<p>Interview/local documentation</p>
<p>6. Has the local program provided the opportunity for staff development & training to support NRS</p>			<p>Interview/local documentation</p>

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implementation? What percentage of the local grant is allocated to staff development & training related to the NRS?			Agendas from trainings Conference materials Local program budget
7. Are you following retention schedules for student files & all program records for 5 plus years?			Interview File review
8. Are proper and timely backups of data being done locally?			Interview
Module 2 – State Leadership			
1. Is the staff given the opportunity to communicate professional development needs at the state & local level?			Interview
2. Does local program financially support staff development & if so what are the goals?			Interview
3. Is staff able to access State-sponsored training?			Interview/Give examples
4. Are state policies effectively communicated? Are state policies communicated to all staff as needed?			Interview
5. Can local programs describe changes and improvements made as a result of State-sponsored staff development activities?			Interview
Module 3 – Funding Local Grants			
<p>1. Are the activities observed in the program the same as those contained in the proposal?</p> <p>A. Demonstrated Effectiveness</p> <p>-How is the applicant assisting adults in learning basic skills at all levels?</p>			<p>1. Funded application 2. Class schedules</p> <p>Enrollment figures, completion dates, core outcomes & quantifiable data on student outcomes for past 3 years.</p>

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<p>B. District Needs Assessment & Planning</p> <p>-Are the needs for instructional & support services including workplace, family, and English literacy identified?</p> <p>-Is the program or region adequately addressing changes?</p> <p>-How are the districts needs monitored including adult ed & literacy providers, workforce investment partners & other key community partners?</p> <p>-Is applicant an active partner with local work one centers?</p> <p>C. Program Design</p> <p>-Has the program met performance outcomes and how will it help the State achieve performance goals?</p> <p>-Does class scheduling allow for sufficient intensity & duration to help meet learner goals?</p> <p>-Are class locations, times and support services based on learner needs? Is childcare & transportation assistance made available? If not, what efforts are being made to build resources?</p> <p>-How is technology, learning in real life contexts integrated in program?</p>			<p>Demographic changes citing data sources, populations needing services as listed in AEFLA.</p> <p>Regional & local agendas, meeting minutes, presentations.</p> <p>Provide list of names & meeting dates.</p> <p>Agenda of meetings attended, materials distributed, presentations given, names of contacts.</p> <p>Performance measure chart</p> <p>Class schedules, materials, brochures showing evidence.</p> <p>Materials, brochures, data, staff involved.</p> <p>Show equipment that is being used and how it impacts program.</p>

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-Is program ADA compliant?			<p>Review of accessibility of facilities and services, including reasonable accommodations when requested and when eligibility is appropriately documented.</p> <p>Review of program brochures and promotional materials.</p>
Module 4—Evaluation of Local Programs			
1. What kind of feedback is provided to the teachers & regional providers about their performance? Is technical assistance provided?			<p>Interview</p> <p>Program improvement plan if applicable</p>
Module 5—Financial Considerations			
<p>1. Do the budget items in the grant match the actual expenditures? List of programs:</p> <ul style="list-style-type: none"> A. Instruction B. Guidance Services C. Support Services D. Operation & Maintenance E. Child Care Services F. Rent of Buildings 			<p>For each program show evidence of what the expenditure was:</p> <p>Salaries-Certified & Non-Certified</p> <p>Fringes-Certified & Non-Certified</p> <p>Contracted Services</p> <p>Rental</p> <p>Communications</p> <p>Supplies</p> <p>Property</p> <p>Provide documents to support</p>

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			such as chart of accounts, names of people being paid from this grant, contracts for goods or services, receipts for equipment & supplies
2. Are all the federal funded activities observed allowable uses of AEFLA funds?			Local site visits Review of financial documents
3. Do local program charge fees? Are fees collected being accurately reported to the state?			Interview Local report form
Module 6 – Organization Status			
1. How has a transfer or reorganization affected the local program?			Interview
2. Has any major Statewide “reform” affected local programs? Describe.			Interview
3. How effective are State office communications with local programs?			Interview
4. To what extent are the levels and types of State funds adequate to meet program needs?			Interview
Module 7—Collaboration/WIA Partners			
1. Are local programs providing “core services” through the one-stop? Are the services co-located or made available through referral? Does it improve the services to clients?			Interview
2. Do local agencies have copies of the MOU and the local plan describing their role in providing services? Are these understood and implemented?			Interview MOU copies Policy on referral Policy on co-enrollment

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Module 8—English Literacy/Civics Education (EL/C)			
1. Do you have an EL civic grant?			Interview
2. Are the activities necessary and reasonable? Are they allowable costs?			Local site visit Funded proposal
3. Do program operations fully meet the requirements of Section 231, for example, intensity and duration or using research-based practices, and well trained staff?			Local site visits 1. Funded proposal 2. Class schedules 3. Curriculum