**Indiana**
**DEPARTMENT OF EDUCATION**

*Working Together for Student Success*

# 2019-2020
# LEA & Institution Onsite Monitoring Document
## Title I, Part A; Neglected Institutions

The Indiana Department of Education's (IDOE) Review Team will complete this document as a record of the Onsite Review of Title I, Part A Neglected Institution(s). It details the findings of the Review Team regarding the key focus areas identified in this protocol. If any areas are found to be in partial compliance or out of compliance, a finding will be listed on the report generated by the team from the IDOE. This report will be completed within 30 business days of the visit to the Local Educational Agency (LEA).

**LEA Name: xxxx**          **Corporation Number:  xxxx**

**Date of Visit:  xxxx**          **Superintendent:  xxxx**

**IDOE Team Member(s):  Meg Richert**          **Program Administrators: xxxx, Title I, Part A**

**Institution 1: xxxx**          **Principal: xxxx**

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| Compliance Standard Indicator | Acceptable Evidence/Documentation | Rating | IDOE Comments and Rating Scale:<br><br>M= Meets Requirements   R= Recommendation<br>FI= Finding     N/A= Not Applicable |
|---|---|---|---|
| **Monitoring Topic 1:** Data and Reporting | | | |
| 1  Show evidence that officials have provided accurate and reliable data concerning the number of eligible neglected children being served. | **Acceptable Evidence:**<br>☐ Annual Child Survey Count Reports<br>☐ Intake Records<br>☐ Attendance Report<br>☐ Student Roster<br>☐ Facility Capacity Report | | **Evidence Provided:** |
| 2  Has the LEA participated in the Neglected and Delinquent Annual Cout (October count) by the required due date? | ☐ List of reports and submission dates | | **Evidence Provided:** |
| **Monitoring Topic 2:** Collaboration Efforts | | | |
| 1  Show evidence that the LEA and institution officials have consulted in a timely and meaningful manner during the design and development of the Title I program:<br>● how the needs of children will be identified<br>● what services will be offered<br>● how and where the services will be provided<br>● how student progress will be assessed<br>● how the program will be evaluated | **Acceptable Evidence:**<br>☐ Signed Consultation Agreement<br>☐ Email Communications<br>☐ Telephone Logs<br>☐ Meeting Minutes<br>☐ Agenda (s)<br>☐ Sign-in Sheets | | **Evidence Provided:** |
| 2  Show evidence that the LEA coordinates with facilities working with neglected youth to ensure that such youth are participating in an educational program comparable to one operating in the local school youth otherwise would attend. | **Acceptable Evidence:**<br>☐ # of Core Hours Provided ___<br>☐ # of Supplemental Hours Provided ___<br>☐ Class Schedule<br>☐ Teacher Schedule<br>☐ Correspondence with home school<br>☐ Meeting Minutes<br>☐ Agenda (s)<br>☐ Sign-in Sheets | | **Evidence Provided:** |

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|---|---|---|---|
| **Monitoring Topic 3:** Program Requirements for Local Educational Agency | | | |
| 1  Show evidence of a comprehensive needs assessment conducted in constructing the plan. | ☐ Review of assessment tools<br>☐ Facility policies<br>☐ Agendas of assessment meetings/minutes<br>☐ Evaluation plan, results, data | | **Evidence Provided:** |
| 2  Show evidence of assessments used to determine academic needs of children and youth served. | ☐ Pre-test instruments<br>☐ Post-test instruments<br>☐ Progress notes/reports<br>☐ Individual Student Plans/Student Folders | | **Evidence Provided:** |
| 3  Show evidence that you have selected appropriately licensed professional staff per state requirements and are:<br>   a. provided professional development opportunities sufficient to assist Title I children in meeting state academic standards | **Acceptable Evidence:**<br>☐ Review of certifications of Title I staff<br>☐ Teacher Schedule<br>☐ Class Schedule<br>☐ Lesson Plans<br>**a.**<br>☐ PD Needs Assessment Documentation<br>☐ PD Schedules | | **Evidence Provided:** |
| 4  Show evidence that all paraprofessionals are highly qualified. | **Acceptable Evidence:**<br>☐ Review of certifications/test scores<br>☐ Transcripts<br>☐ Class Schedules/Classroom Assignments<br>☐ Lesson Plans<br>☐ Interview (s) | | **Evidence Provided:** |
| 5  Show evidence that paraprofessionals:<br>   a. are provided professional development opportunities sufficient to assist Title I children in meeting state academic standards<br>   b. provide instruction to Title I students under direct supervision and within close proximity to an appropriately licensed teacher who is present and able to provide direct observation, | **Acceptable Evidence:**<br>**a.**<br>☐ PD Needs Assessment Documentation<br>☐ PD Schedules<br>☐ Agenda (s)<br>☐ Sign-in Sheets<br>☐ Meeting Minutes<br>☐ Interview (s)<br>**b.** | | **Evidence Provided:** |

| | supervision, and monitoring of the instruction per state requirements | ☐ Class Schedules/Classroom Assignments<br>☐ Lesson Plans<br>☐ Interview (s) | | |
|---|---|---|---|---|
| **Compliance Standard Indicator** | | **Acceptable Evidence/Documentation** | **Rating** | **IDOE Comments and Rating Scale:**<br><br>M= Meets Requirements   R= Recommendation<br>FI= Finding     N/A= Not Applicable |
| 6 | Show evidence of steps taken to find alternative placements for youth interested in continuing their education but unable to participate in a regular public school program. | ☐ Catalog of course offerings<br>☐ Class schedules<br>☐ Evidence of the provision for needed service<br>☐ Meeting Minutes<br>☐ Student folders | | **Evidence Provided:** |
| **Monitoring Topic 4:** Educational Achievement and Dropout Prevention | | | | |
| 1 | Show evidence of coordination with social and health services to meet the needs of students at risk of dropping out of school and other participating students, including prenatal health care and nutrition services related to the health of the parent and child:<br>    ● parenting and child development classes<br>    ● child care<br>    ● targeted re-entry and outreach programs<br>    ● referrals to community resources<br>    ● scheduling flexibility | **Acceptable Evidence:**<br>☐ Needs Assessment Documentation<br>☐ Evidence students received services<br>☐ Interview (s)<br>☐ Copies of Contract Agreements<br>☐ Counseling Log | | **Evidence Provided:** |
| 2 | Show evidence of how the LEA involves parents in efforts to improve the educational achievement of their students and assist in dropout prevention activities. | ☐ PD Needs Assessment Documentation<br>☐ List of parental involvement activities<br>☐ Agenda (s)<br>☐ Sign-in Sheets<br>☐ Meeting Minutes<br>☐ Sample of mailings (Invitations/Letters)<br>☐ Open House Flyers/Resource Flyers<br>☐ Telephone Call Logs | | **Evidence Provided:** |

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|---|---|---|---|
| 3 | Show evidence of transitional services for students:<br>● transfer of credit<br>● process for transferring records<br>● job placement program<br>● counseling services | ☐ Transition policy/plan<br>☐ Transition records<br>☐ Progress notes/reports<br>☐ Email communications<br>☐ Intake/Discharge procedures<br>☐ Counseling log | | **Evidence Provided:** |
| **Monitoring Topic 5:** Equipment Accountability | | | |
| 1 | Provide evidence that the inventory list contains all components required from Uniform Grants Guidance.<br><br>This is for items that are over the capitalization threshold that are considered Property. ($5,000 per item unless the LEA has a lower threshold)<br><br>**Note:** See Attachment A (below) for required components | **Acceptable Evidence:**<br>☐ LEA Equipment and Technology Inventory<br><br>**Required Components**:<br>☐ Description of the item; and<br>☐ Serial number or other identification number; and<br>☐ Source (where item purchased); and<br>☐ Who holds the title (Title I, II, III, IV, or RLIS); and<br>☐ Acquisition date (date item purchased); and<br>☐ Cost; and<br>☐ Percentage of Federal participation of the property; and<br>☐ Location (including building and room number); and<br>☐ Use and condition (daily use, new/good/fair condition, etc.); and<br>☐ Disposition data:  including the date of disposal and sales price or the method used to determine current fair market value (for any items that were disposed of and paid for with respective federal fund) | | **Evidence Provided:** |

## Attachment A

## Federal Equipment and Technology Inventory

**Directions:  In reviewing the inventory list, please ensure that each of the ten components listed below are included.**

The inventory will include a list of all equipment and technology purchased with Title I, Title II, Title III, Title IV, and RLIS funds. A comprehensive Federal inventory for all Title schools should be kept at central office. All equipment and technology must be marked or stamped or labeled with the name of the Federal program with which the items were purchased. **Note:** This is for items that are over the capitalization threshold that are considered Property.

| All Property Records (inventories) must include: | Compliance: |
|---|---|
| 1.  A description of the property | |
| 2.  A serial number or other identification number | |
| 3.  The source of the property (where the property was purchased) | |
| 4.  Who holds title -  (Title I, Title II, Title III, Title IV, RLIS) | |
| 5.  The acquisition date | |
| 6.  The cost of the property | |
| 7.  The percentage of Federal participation in the cost of the property | |
| 8.  Where the property is located - (school/room number) | |
| 9.  The use and condition of the property – (new, good, fair, etc.) | |
| 10. The ultimate disposition data including the date of disposal and sale price of the property | |