



Monitoring Rubric

Fiscal

- Agency receives other non-DAE money (potential for co-mingling) (1)
- Funding from all grants – Greater than \$1,000,000 (3)
- Funding from all grants – Less than \$250,000 (3)
- Recent large increase or decrease in funding (3)
- Agency returned 10% or more of grant amount for 2 consecutive years
- or had excessive expenditures in final quarter (5)
- Fiscal non-compliances – report deadlines, irregularities, grant budget issues (5)

Situational

- Agency has recently absorbed another agency. (3)
- Suffered from a natural/man-made disaster, moved to new facilities. (1)
- Agency replaced over 25% of staff from the previous year. (2)
- Loss of key personnel. (2)
- New administrator within last program year. (2)
- Agency has subcontractors. (4)
- Addition of new service (ex. – tutoring, ESL) or expansion of service area (4)
- Agency hasn't been monitored in over 3 years. (Auto)

Leadership

- Agency is not doing continual PI and PD. (4)
- Failure to update advisor on changes to schedule, class sites, collaborations, staff/leadership/organization structure, etc. (3)

- Evidence of leadership issues (complaints from public, lack of knowledge of policies, instructional best practices, issues with grant submission, etc.) (5)
- Failure to comply with policies and guidelines. (5)
- Lack of progress in resolving required actions from prior monitoring visit. (5)
- Lack of effective communication with the Division. (3)

Performance

- Enrollment versus contracted trend either very high (110% and up) or very low (80% and below) (3)
- Irregularities with data and/or data submission (frequent deletion of adults, delayed data entry, frequent invalidation of assessments, etc.). (5)
- Most Recent PY - total EFL gains are 10 percentage pts. or more below state avg. (3)
- Most Recent PY - outcomes achieved per student is below .75 (3)
- Trend over three years (below state targets w/no incremental improvement) (3)