1. **GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A: Agency Status</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Have there been changes to agency services listed in the grant application?</td>
<td>C</td>
<td>Interview</td>
<td>Administrator interview</td>
<td></td>
</tr>
<tr>
<td>2. Has the agency, or any persons acting on behalf of the agency, been the subject of any formal, or informal, investigation or review conducted by any agency of the state or federal government within the last six program years or is any such matter pending?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Document identifying the scope of inquiry Documents submitted in response to inquiry Reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B: Board of Directors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the Agency governed by a policy-making board?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Meeting Schedule List of Board members Board member interviews Minutes from meetings – minimum one year</td>
<td></td>
</tr>
</tbody>
</table>
### Comments/General Observations

### Recommendations

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C: Grant Application</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Which staff members assist in the grant writing process?</td>
<td>I</td>
<td>Interview</td>
<td>Staff interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Are direct service staff allowed to view the grant application?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. If applicable - Does the agency have written agreements with subcontractors?</td>
<td>C</td>
<td>Document review</td>
<td>Copy of agreements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments/General Observations

### Recommendations
## 2. PROGRAM SERVICES

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A: Intake/Orientation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. What methods of student recruitment are used by the agency?</td>
<td>I</td>
<td>Document review</td>
<td>Pamphlets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Which is the most successful?</td>
<td>I</td>
<td>Interview</td>
<td>Flyers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Advertisements</td>
<td></td>
<td></td>
<td>Referral sheets, et. al.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are students screened for classroom readiness?</td>
<td>C</td>
<td>Observation</td>
<td>Case notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. If a student isn’t ready for class, what does the agency do with them?</td>
<td></td>
<td>Interview</td>
<td>Waiting list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Documentation</td>
<td></td>
<td></td>
<td>Intake information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the agency have an intake/orientation process?</td>
<td>C</td>
<td>Document review</td>
<td>Orientation outline/schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Is there a written policy?</td>
<td>C</td>
<td>Observation</td>
<td>Intake/Orientation policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Is the agency using the current intake form from the PDE website?</td>
<td>C</td>
<td>Interview</td>
<td>Intake form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. How often is orientation offered?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. How much time is allotted for orientation (hours/days)?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. What is covered during orientation?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Does the agency have a designated intake/orientation staff member?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Are other staff members involved in the process?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Is there a separate family literacy orientation (if applicable)?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the agency review the policy regarding F-1 Visa students during orientation?</td>
<td>C</td>
<td>Document review</td>
<td>Intake procedure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is intake/orientation coordinated with student placement, case management and class scheduling?</td>
<td>C</td>
<td>Document review</td>
<td>Interviews with intake staff, case manager and instructors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. What criteria are used to</td>
<td></td>
<td>Interview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>appropriately place students into EL/Civics classes (if applicable)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Does the agency inform students about the Distance Learning Project?</td>
<td>C</td>
<td>Document review</td>
<td>Grant application e-Data v2 records Administrator interview Distance Learning Project interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. If &quot;YES&quot; – describe referral process and use of Distance Learning screening tool.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Does the agency provide a handbook during orientation?</td>
<td>C</td>
<td>Document review</td>
<td>Handbook/handouts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Is the handbook reviewed with students?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Does the agency have a waiting list?</td>
<td>C</td>
<td>Document review</td>
<td>Waiting list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. If &quot;Yes&quot; – How does the agency manage the waiting list?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Does the agency have a process to collect and access critical student health information?</td>
<td>C</td>
<td>Document review</td>
<td>Administrator interview Agency intake procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Does the agency serve students that are enrolled in secondary education?</td>
<td>C</td>
<td>Document review</td>
<td>School withdrawal form Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Post-secondary ed./training?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Does the agency serve students that reside in an adjacent state?</td>
<td>C</td>
<td>Document review</td>
<td>Intake form Class assignments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**
<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B: Assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the agency have a written assessment policy and procedures plan?</td>
<td>C</td>
<td>Document review, Interview</td>
<td>MyLearningPlan Hub</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the agency have an Intake/Assessment specialist who is trained in accordance with the assessment policy?</td>
<td>C</td>
<td>Document review, Interview</td>
<td>MyLearningPlan Other documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do additional staff members who give state-approved assessments receive training?</td>
<td>C</td>
<td>Document review, Interview</td>
<td>MyLearningPlan Other documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. How often?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Which state-approved assessments are used? (CASAS, BEST, GAIN, TABE)?</td>
<td>C</td>
<td>Document review</td>
<td>Student files e-Data records Copies of manuals Timers/stop watches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Are locators and/or appraisals used?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Does agency have up-to-date assessment manuals?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Are test booklets kept in secure location?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Are stop watches/timers available?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. What is the agency's post-testing practice?</td>
<td>C</td>
<td>Document review</td>
<td>Student files e-Data records Agency assessment policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Does the agency follow all test publisher guidelines when posttesting students?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. If a student is not post-tested in the recommended timeframe, is a rationale on file?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are students with Learning Differences (LD) provided suitable accommodations?</td>
<td>C</td>
<td>Interview</td>
<td>Student Files Agency assessment procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are additional (informal) assessments used?</td>
<td>I</td>
<td>Document review</td>
<td>Student files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. If the agency has documented special needs students, is a goal attainment system in place?</td>
<td>C</td>
<td>Document review</td>
<td>Student files</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. (Family Lit.)
Are State approved Early Childhood assessments used?
   a. Who administers early childhood assessments (FL staff or collaborating agency)?
   b. Which assessments are used?
   c. If one-time screening tool is used, did the agency request a waiver?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Document review</td>
<td>Student files – test results Interview</td>
</tr>
<tr>
<td>I</td>
<td>Interview with family literacy staff</td>
<td></td>
</tr>
</tbody>
</table>

10. (Family Lit.)
Are at least 2 staff members trained in ACIRI (family assessment)?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Document review</td>
<td>My Learning Plan, other training documentation</td>
</tr>
</tbody>
</table>

11. (Family Lit.)
Are the required families being given the ACIRI?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Interview</td>
<td>Student files – Assessment forms</td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**

**Review Criteria**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Method</td>
<td>Evidence</td>
<td>Evaluation and Comments</td>
<td>Compliant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>C: Goal Setting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. What is the agency’s procedure for finding out student goals?  
   a. Which staff members are involved in this process?  
   b. Does the agency use the SMART (Specific, Meaningful, Attainable, Realistic, Timely) goal process?  
| C | Document review Observation Interview | Teacher/case manager interviews  
Student files - IEP/ILP  
MyLearningPlan  
Other documentation | | |
<p>| | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Does staff review goals with the students?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. (EL/Civics)</td>
<td>Does the agency set secondary goals?</td>
<td>C</td>
<td>Document review</td>
<td>Student files – intake forms e-Data report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Are these reviewed with the students?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. (Family Lit.)</td>
<td>Are family focused secondary goals set for participants?</td>
<td>I</td>
<td>Document review</td>
<td>Interview</td>
<td>Student files - Intake form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**

<p>| | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D: Case Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the case manager participate in the orientation process?</td>
<td>I</td>
<td>Document review Interview</td>
<td>Case Manager, teacher, and student interviews</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. If not, how are support services introduced to the students?</td>
<td>I</td>
<td>Interview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the agency use information gained from formal and informal assessments to direct case management services?</td>
<td>I</td>
<td>Document review Interview</td>
<td>Diagnostic tools Case management notes Case Manager interviews</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. Does the agency provide support services to assist students in overcoming educational and personal barriers?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Student files – case notes Case manager/teacher interviews Student interviews</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Review Criteria</td>
<td>Type</td>
<td>Review Method</td>
<td>Evidence</td>
<td>Evaluation and Comments</td>
<td>Compliant</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------</td>
<td>--------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>4. Does the case manager provide support for transition to employment and postsecondary education and training?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Student files – case notes</td>
<td>Case manager/teacher interviews</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Case manager/teacher interviews</td>
<td>Student interviews</td>
<td></td>
</tr>
<tr>
<td>5. Does the case manager provide support services to tutored and distance learning students?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Student files – case notes</td>
<td>Case manager interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student files</td>
<td>Student interviews</td>
<td></td>
</tr>
<tr>
<td>6. Does the case manager offer follow-up and support for students who miss class?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Student files - case notes</td>
<td>Case manager/teacher interviews</td>
<td></td>
</tr>
</tbody>
</table>

### Comments/General Observations


### Recommendations


<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E: Instruction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the agency use information gained from assessments to guide instruction?</td>
<td>I</td>
<td>Document review Interview</td>
<td>Lesson plans</td>
<td>Diagnostic tools</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is career awareness provided during instruction?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Syllabus</td>
<td>Teacher interviews</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the instruction support transition to employment and postsecondary education and training?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Syllabus</td>
<td>Lesson plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher and student interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. What curriculum/instructional framework/scope and sequence does the agency use?</td>
<td>C</td>
<td>Document review</td>
<td>Grant application</td>
<td>Lesson plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do teachers have instructional plans?</td>
<td>C</td>
<td>Document review</td>
<td>Teacher/tutor lesson plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td>Method</td>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------</td>
<td>------------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Does the agency have Individual Learning Plans for each student?</td>
<td>I</td>
<td>Document review, Student files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Is instruction in English?</td>
<td>C</td>
<td>Interview, Observation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student interviews, Classroom observations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Are LD students provided with suitable learning tools?</td>
<td>C</td>
<td>Document review, Interview, Observation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LD Tool Kit, Student interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Are computers available for student use in each facility?</td>
<td>I</td>
<td>Interview, Observation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Do the computers have internet access?</td>
<td></td>
<td>Computers with internet access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Does the agency provide supplemental learning opportunities outside the classroom?</td>
<td>I</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher interviews, Lesson Plans, Websites, homework packets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Does the agency provide instructional and post testing support for referred distance learning students?</td>
<td>C</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Does the agency have a distance learning liaison?</td>
<td>I</td>
<td>Student files, Teacher interview,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Distance Learning Project interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Class schedules, Teacher/student interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Does the agency have an enforced, written student attendance policy?</td>
<td>C</td>
<td>Document Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student handbook/handout, MyLearningPlan Hub</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Does the instructor offer follow-up and support for students who miss class?</td>
<td>C</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student files - case notes, Teacher interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>What is the agency’s student persistence rate?</td>
<td>I</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sept. – Dec. monitoring visit: Previous PY result</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jan. – June: Current e-Data v2 Access Template report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Does the agency give instructors protected preparation time?</td>
<td>C</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. How many hours per/week?</td>
<td>I</td>
<td>Fiscal records/contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Are teachers compensated for prep time?</td>
<td>C</td>
<td>Teacher interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>(EL/Civics) Does the agency have an EL/Civics curriculum that incorporates English language instruction into civics content?</td>
<td>C</td>
<td>Document review, Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lesson plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grant application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Criteria</td>
<td>Type</td>
<td>Review Method</td>
<td>Evidence</td>
<td>Evaluation and Comments</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
<td>---------------</td>
<td>----------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>F: Tutoring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. What is the current number of active tutors?</td>
<td>C</td>
<td>Document review</td>
<td>Tutor coordinator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interviews</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Do all tutors meet minimum education requirements for their position?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Does the agency make use of teacher aides?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the agency provide orientation training for the new tutors?</td>
<td>I</td>
<td>Document review</td>
<td>Tutor Coordinator and IHPDS interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interviews</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. If so, how many hours?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Do tutors participate in other PD activities?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3. Does the tutor coordinator provide support for tutoring pairs/small groups?
- **C** Document review
- **I** Interviews
- **T** Tutor Coordinator and student interviews

### 4. Does weekly tutor instruction time meet the Bureau guidelines?
- **C** Document review
- **I** Interviews
- **O** Observations
- **T** Class schedules
- **T** Teacher/student interviews

### 5. Do tutors have instructional plans?
- **C** Document review
- **T** Teacher/tutor lesson plans

### 6. If the agency has Literacy Corps, are the tutors getting a minimum of 40 hours with their students?
   - **a.** Which university/college is collaborating with the agency?
   - **b.** What course is used for this model?
- **C** Document review
- **I** e-Data v2 records

---

### Comments/General Observations

### Recommendations

---

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G: Performance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does staff receive annual training in the National Reporting System?</td>
<td><strong>C</strong> Document review</td>
<td><strong>M</strong> MyLearningPlan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. In the prior program year (PY), how many students exited the program without completing an educational level?
   - Document review
   - Interview
   - Informal data – Table 4/4B Teacher interviews

5. In the current PY, how many students have made educational gains?
   - Document review
   - e-Data v2 Access Template report

6. Has the agency met core follow-up outcome performance targets over the past three years?
   a. If not, has there been improvement?
   - Document review
   - Final Performance Report

7. Has the agency met the Educational Functioning Level (EFL) targets over the past 3 years?
   a. If not, has there been improvement?
   - Document review
   - Final Performance Report

8. In the previous PY, did the agency average at least one outcome per student?
   - Document review
   - Final Performance Report 3-year performance report

9. (EL/Civics) For the previous year, what was the agency’s secondary outcome performance?
   - Document review
   - EL/Civics Final Report
   - Grant application e-Data v2 Access Template report

10. (Family Lit.) Are “Pre-K year before K” children making gains or demonstrating appropriate skills?
    - Document review
    - PALS Pre-K and PPVT assessments

11. (Family Lit.) Are school-age children performing at grade level?
    - Document review
    - End of Year School Progress Reports

12. (Family Lit.) Are families making progress on ACIRI?
    - Document review
    - ACIRI scoring sheets

**Comments/General Observations**
### 3. RECORD KEEPING/DOCUMENTATION

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A: Financial Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the agency have written policies and procedures to ensure segregation of duties, internal controls, and uniform fiscal practices?</td>
<td>C</td>
<td>Document review</td>
<td>Policies, Procedures, Accounting manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the agency have written policies and procedures for procurement?</td>
<td>C</td>
<td>Document review</td>
<td>Policy, Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the agency have a staff member assigned to financial management?</td>
<td>C</td>
<td>Interview</td>
<td>Fiscal staff interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the agency have an operating budget for each of its grants?</td>
<td>C</td>
<td>Document review</td>
<td>Operating budget, Account Codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Does agency have documentation of the local match?</td>
<td>C</td>
<td>Document review</td>
<td>Documentation of match funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. What sources are used by the agency to meet the local match requirements?</td>
<td>C</td>
<td>Interview</td>
<td>Fiscal staff interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Does the agency have procedures in place to track and document time and effort for all employees?</td>
<td>C</td>
<td>Document review</td>
<td>Time and Effort sheets, Time Studies/journals, Agency policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are students served under the correct funding stream?</td>
<td>C</td>
<td>Document review</td>
<td>Intake form, e-Data class reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td>Method</td>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>---------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Are the agency’s administration expenses (WIA 231 grant) on track not to exceed 5% (or negotiated %)?</td>
<td>Document review</td>
<td>Most recent quarterly report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Are the agency’s administration expenses (Act 143 grant) on track not to exceed 10%</td>
<td>Document review</td>
<td>Most recent quarterly report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Are the agency’s pupil support services (Cost Function 2100) expenses on track not to exceed 10% (Act 143 grant)?</td>
<td>Document review</td>
<td>Most recent quarterly report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Is the agency on track not to exceed its negotiated dollar amount for institutional instruction?</td>
<td>Document review</td>
<td>Most recent quarterly report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Is the agency on track to meet its budgeted tutor training expenses?</td>
<td>Document review</td>
<td>Most recent quarterly report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Does the agency use subcontractors to provide services?</td>
<td>Interview</td>
<td>Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Do subcontractors’ fiscal practices comply with federal and/or state funding requirements?</td>
<td>C</td>
<td>Agency monitoring reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Are subcontractors in compliance with Bureau policies and guidelines?</td>
<td>C</td>
<td>Subcontractor expense files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Subcontractor operating budget related to Division funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Are agency’s costs allowable?</td>
<td>Document review</td>
<td>Current fiscal spreadsheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Are they allocated correctly?</td>
<td></td>
<td>Audit reports-including</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Does the agency meet the criteria for a Single Audit? If yes, was an audit held?</td>
<td>Document review</td>
<td>Audit reports-including</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Letters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Has the agency had an independent audit, other than a single audit, done in the last 6 years?</td>
<td>Document review</td>
<td>Audit reports-including</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Letters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**
## Recommendations

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B: Data Collection/Entry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the agency have a written data collection and entry policy and procedures?</td>
<td>C</td>
<td>Document review</td>
<td>MyLearningPlan Hub Policy/Procedural form</td>
<td></td>
</tr>
<tr>
<td>2. Is all data entered at least monthly?</td>
<td>C</td>
<td>Document review</td>
<td>e-Data v2 report</td>
<td></td>
</tr>
<tr>
<td>3. Which staff member(s) are responsible for data collection and entry?</td>
<td>C</td>
<td>Document review</td>
<td>MyLearningPlan Interview MyLearningPlan Other documentation Staff interviews</td>
<td></td>
</tr>
<tr>
<td>a. Do staff members receive data entry training?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. How many staff members are trained as backups?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is a staff file created for every person (paid/volunteer) working under any bureau funded contract?</td>
<td>C</td>
<td>Document review</td>
<td>Staff files e-Data v2 files</td>
<td></td>
</tr>
<tr>
<td>a. Is this information entered into e-Data v2?</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do student files (main office) contain the following information:</td>
<td>C</td>
<td>Document review</td>
<td>Documentation of each form</td>
<td></td>
</tr>
<tr>
<td>a. Intake form</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Appraisals/locators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Assessments</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Attendance</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Release form for non-PDE entities</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Referral information</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Individual learning plans</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Case notes</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| i. | Special Needs Information  
*If applicable, is information available for all family members served (family literacy only) | C |  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Does the agency collect and document student attendance?</td>
<td>C Document review</td>
<td>Attendance form</td>
</tr>
</tbody>
</table>
| 7. | Are agency records kept on file for six years?  
   a. How are old records disposed of? | C Document review | Student files – 6 years  
   Fiscal records – 6 years |
| 8. | Are procedures in place to keep all student and staff records confidential? | C Document review | Agency security procedures |
| 9. | Are the agency’s records secure from theft and damage? | C Observation | Locked files |
| 10. | (EL/Civics) Does the agency document achievement of secondary outcomes? | C Document review | Student files |

**Comments/General Observations**

**Recommendations**

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>C: Reporting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Are agency reports submitted on time?</td>
<td>C Document review</td>
<td>*Information to be provided by Division staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are agency reports complete and correct?</td>
<td>C Document review</td>
<td>*Information to be provided by Division staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3. If applicable - Does the agency require specific reports from subcontractors?

<table>
<thead>
<tr>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Document review Interview</td>
<td>Copies of all relevant reports Administrator interview Subcontractor interviews</td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**

### 4. PROGRAM SUPPORT

#### A: Staff Requirements and Qualifications

1. Do all staff members meet the minimum education requirements for their position?
   - a. Does the agency have additional education and/or experience requirements for staff?

<table>
<thead>
<tr>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Interview Document review</td>
<td>Administrator interview Staff files Staff Section - eGrants</td>
</tr>
</tbody>
</table>

2. Does the agency have job descriptions for positions?

<table>
<thead>
<tr>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Document review</td>
<td>Copy of job descriptions</td>
</tr>
</tbody>
</table>

3. Are teachers required to be trained in subject matter?
   - a. Adult education methodology?

<table>
<thead>
<tr>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Document review</td>
<td>MyLearningPlan</td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**
### B: Facilities

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do all facilities meet ADA requirements?</td>
<td>C</td>
<td>Observation</td>
<td>Site observations</td>
<td></td>
</tr>
<tr>
<td>2. Are facilities safe and secure for staff and students?</td>
<td>C</td>
<td>Observation</td>
<td>Site observations</td>
<td></td>
</tr>
<tr>
<td>3. Are facilities appropriate for the type of class/no. of students?</td>
<td>C</td>
<td>Observation</td>
<td>Site observations</td>
<td></td>
</tr>
<tr>
<td>4. Is there an individual trained in first aid/CPR in each facility?</td>
<td>I</td>
<td>Interview</td>
<td>Administrator/staff interviews</td>
<td></td>
</tr>
<tr>
<td>5. (Family Lit.) Do ECE rooms:</td>
<td>C</td>
<td>Observation</td>
<td>Observation</td>
<td></td>
</tr>
<tr>
<td>a. Meet health and safety standards?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Reflect a literacy rich environment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Have appropriate staff/child ratio?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments/General Observations

### Recommendations

### C: Collaboration

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the agency collaborate with</td>
<td>C</td>
<td>Document review Interview</td>
<td>Administrator interview PA Careerlink® staff interviews</td>
<td></td>
</tr>
<tr>
<td>a. PA CareerLink®</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Local Adult Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Meeting minutes</strong>&lt;br&gt;One Stop Partnering Agreement (OSPA)&lt;br&gt;Referral form</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong> Does the agency collaborate with Industry Partnership groups?&lt;br&gt;a. Does the agency provide fee for service classes with local companies?&lt;br&gt;b. Does the agency have a Bureau-funded class that meets regularly at a local company?</td>
<td>I</td>
<td>Interview</td>
<td>Administrator interview</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Does the agency administrator meet regularly with other agencies to coordinate adult education services and present information to the LWIB on an annual basis?</td>
<td>C</td>
<td>Document review&lt;br&gt;Interview</td>
<td>Administrator interview&lt;br&gt;Meeting minutes</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> (Family Lit.) Does agency have the required collaborations in place (i.e. school district, Head Start, library)?</td>
<td>C</td>
<td>Document review</td>
<td>Documents of collaboration</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> (Family Lit.) Does agency attend local collaborators meetings?</td>
<td>I</td>
<td>Interview</td>
<td>Minutes, reports, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> (Family Lit.) Do collaborators submit shared information when requested?</td>
<td>C</td>
<td>Document review&lt;br&gt;Interview</td>
<td>Attendance records, reports, other documentation.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**
<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Type</th>
<th>Review Method</th>
<th>Evidence</th>
<th>Evaluation and Comments</th>
<th>Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D: Continuous Program Improvement and Professional Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does the agency have a Program Improvement/Professional Development Worksheet?</td>
<td></td>
<td>Document review</td>
<td>Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Was it developed in coordination with the PIT and Lead Consultant?</td>
<td>C</td>
<td>Interview</td>
<td>MyLearningPlan Hub</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Is the document reviewed?</td>
<td>C</td>
<td>Interview</td>
<td>Lead Consultant interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the agency have a PIT?</td>
<td></td>
<td>Document review</td>
<td>List of PIT participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Who serves on the PIT: agency wide representation or by grants?</td>
<td>C</td>
<td>Interview</td>
<td>Staff interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. How often does the PIT meet?</td>
<td>C</td>
<td>Interview</td>
<td>PIT meeting minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is data used to determine program improvement activities?</td>
<td></td>
<td>Document review</td>
<td>Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the agency have an in-house professional development specialist?</td>
<td></td>
<td>Document review</td>
<td>Administrator and staff interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Does the person have current or prior adult education teaching experience?</td>
<td>C</td>
<td>Interview</td>
<td>Time and Effort sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. How much time is budgeted for this role?</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Does the agency track professional development (PD) and program improvement (PI)?</td>
<td></td>
<td>Document review</td>
<td>PIT minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is staff development consistent with the PIPD Worksheet?</td>
<td></td>
<td>Document review</td>
<td>Individual PDPs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Has the PIPD Worksheet been modified during the year?</td>
<td></td>
<td>Document review</td>
<td>Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. What additional PD have staff participated in? (in-house, inter-agency, community)</td>
<td></td>
<td>Document review</td>
<td>Administrator interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Has new staff taken required professional development course in the mandated time?</td>
<td>C</td>
<td>Document review</td>
<td>MyLearningPlan and other documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Adult Education Overview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Case Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. New Administrator training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. EL/Civics On-line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Family Literacy Foundations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is the agency working with the PDS Lead Consultant?</td>
<td>C</td>
<td>Document review Interview</td>
<td>Administrator interview MyLearningPlan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is agency staff given paid time for professional development?</td>
<td>C</td>
<td>Interview</td>
<td>Staff interviews</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Does the agency support job embedded professional development?</td>
<td>C</td>
<td>Interview</td>
<td>Administrator interview PD staff interview</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments/General Observations**

**Recommendations**