



Division of Adult Education Monitoring Rubric

Grant Contract Related

Criteria	Points
Agency has multiple grants from Division of Adult Education.	2
064 grant is greater than \$1,000,000.	4
064 grant is less than \$250,000.	3
Agency has an 054 grant.	2
Agency has an 061 grant.	4
Agency has an Optional Tutoring Program grant.	4
Agency requested an extension for grant submission past the required deadline.	2
Grant(s) returned to agency for corrections more than twice.	5
Agency should have submitted a budget revision prior to submitting the Final Expenditure Report (FER) but did not.	2
Agency submitted a budget revision in previous year without discussing it with the advisor first.	1
Budget revision/FER from previous year included an increase in expenditures on supplies late in the year, and the agency did not inform the advisor of the increase within the first 9 months of the year.	3
Agency expended less than 90 percent of the total grant amount (on each grant) in previous program year.	2
FER or quarterly report was submitted late at least once in the previous program year.	3
FER or quarterly report was submitted incomplete at least once in the previous program year.	4
Two or more FER or quarterly reports had to be returned for corrections in the previous program year.	2

Situational

Criteria	Points
Agency is a new grantee with the Division of Adult Education in most recent competition.	5
Agency has a new sub grantee in the most recent competition.	4
Agency discontinued a contract with a sub grantee during the current grant cycle.	1
Agency has one sub grantee.	3
Agency has two or more sub grantees.	5
Fiscal or student records were moved to a new physical location or were affected by issues with the building where they were located.	1
More than 50 percent of program staff is part time.	4
Program administrator has been in the role for less than two years.	5
Data quality specialist has been in the role for less than 12 months.	3
Agency has a peer tutoring program in a correctional facility.	3
Agency expanded its service area during the grant cycle.	3
Agency provides services in more than two counties.	3
Agency reduced its service area during the grant cycle.	1
Agency does not use federal grant funds for PA CareerLink® infrastructure costs.	1
Agency has not been monitored during this grant cycle.	5

Leadership

Criteria	Points
Agency did not resubmit returned grant/quarterly reports/FERs OR did not contact the advisor to discuss required changes within one week of return.	4
Program administrator has less than 25 percent of time to administer the adult basic education or family literacy program OR program is without a person to handle day-to-day oversight of the program.	5
Agency did not inform advisor of new administrator within one month of start date.	1
Agency did not inform advisor of changes to the class schedule within one month of change.	1
Staff did not attend annual kick off or other required meetings.	3
Agency submitted Program Improvement/Professional Development Worksheet late.	1

Criteria	Points
Agency did not respond to communications from division staff or professional development system staff.	4
Program staff are administering standardized assessments without the required training.	4
New agency staff did not complete onboarding or required training within the time period mandated in the guidelines.	2
Agency has staff who do not meet the minimum qualifications mandated by the Division of Adult Education for their positions.	2
Agency has an unaddressed finding from previous monitoring visit.	5

Data Entry and Collection

Criteria	Points
Agency did not submit the Data Quality Validation form by the due date.	1
Agency requested deletion of more than 10 adults.	3
Agency invalidated 2 percent or 15 assessments, whichever is greater.	5
In eData, it appears that the agency does not enter students' actual attendance hours.	4

Performance – Most Recent Program Year

Criteria	Points
Actual enrollment was greater than (110 percent or higher) or less than (85 percent or lower) contracted enrollment.	2
Total Educational Functioning Level (EFL) gains are 10 percent or more below state average.	4
Outcomes achieved per student is below 1.00.	2
Difference between reported individuals and enrolled participants is greater than 20 percent or less than 5 percent.	5
More than 25 percent of posttested students were tested before meeting minimum instructional hours recommended by test publishers as listed in Policy D.100.	2
More than 10 percent of students who reached minimum instructional hours recommended by the test publishers as listed in Policy D.100 were not posttested.	5

Total Potential Points = 155