



PY 2020-21 Division of Adult Education Local Program Monitoring Tool

Section A - General Agency Information

- Does the agency's governing board oversee the adult education program, including services and staff?
- 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?
- Is the agency in full compliance with Pennsylvania Department of Education's (PDE) Master Standard Terms and Conditions?
- Is the agency in compliance with the Pennsylvania Human Relations Act and applicable federal laws for nondiscrimination/sexual harassment when hiring employees?

Section B - Grant Information

- Has the agency made changes to services from those listed in the grant application?
- Do the agency and its subgrantee(s) have a formal agreement that includes programmatic and fiscal responsibilities?
- Is the subgrantee(s) in full compliance with PDE's Master Standard Terms and Conditions?
- Is the subgrantee(s) in compliance with the Pennsylvania Human Relations Act and applicable federal laws for nondiscrimination/sexual harassment clause for hiring employees?

Section C - Equal Access to Services/Safety

- Does the agency [and its subgrantee(s), if applicable] ensure equal access to all services in compliance with the General Education Provisions Act?
- Does the agency ensure all facilities meet Americans with Disabilities Act (ADA) requirements?
- Does the agency monitor classroom locations to ensure the safety of staff and students?

Section D - Collaboration

- Does the agency work collaboratively with the local workforce board to establish and maintain the PA CareerLink® one-stop delivery system?
- Does the agency provide access to programs and activities through the PA CareerLink® one-stop delivery system and collaborate with Workforce Innovation and Opportunity Act (WIOA) partners?
- Does the agency administrator meet regularly with other adult education agencies in the local area to coordinate adult education services and present information to the local board on an annual basis?
- Does the agency provide representation on the local board and participate on local board committees as appropriate?
- Does the agency have a signed memorandum of understanding including an infrastructure/resource sharing agreement with the local board?
- Is agency participation in the operation of the PA CareerLink® one-stop delivery system consistent with the terms of the memorandum of understanding?
- Does the program contribute to PA CareerLink® one-stop infrastructure costs as required?
- Does the agency have a process to determine proportionate use and relative benefit in terms of PA CareerLink® infrastructure costs?
- Does the agency provide career services to clients of the PA CareerLink® one-stop delivery system other than Title II students?
- Does the agency contribute to other costs of the PA CareerLink® one-stop delivery system?
- Does the agency collaborate with non-WIOA funded agencies/programs?

Section E - Leadership

- Is the program administrator a full-time employee of the agency?
- Does the program administrator have sufficient time allocated to the adult education program to fulfill the required work?
- Does the program administrator provide instructional leadership to staff?
- Does the program administrator observe and provide instructional feedback to instructors?
- Does the program administrator communicate and explain division expectations to staff?
- Does the program administrator communicate agency and program expectations to staff?
- Does the program administrator review data?
- Does the agency give learners opportunities to provide anonymous feedback regarding program, teacher, and instructional effectiveness?

Section F - Staffing and Qualifications

- Have there been personnel changes since the current program year grant was approved?
- Does the agency maintain staff files for all staff, paid and unpaid?
- Do the agency's staff files have the division required documents?
- Are agency records for staff kept on file for six years?
- Does every staff person paid and unpaid have the minimum requirements for the job per division guidelines?
- Does the agency have job descriptions for staff positions?
- Does the agency perform annual staff reviews?

Section G - Recruitment

- Does the agency recruit students from all educational functioning levels?
- Does the agency recruit English as a Second Language (ESL) students, if required?
- Does the agency have a waiting list?
- Does the agency serve/enroll students who are enrolled in secondary education?
- Does the agency serve/enroll students who are enrolled in post-secondary education/training?
- Does the agency serve/enroll students who reside in another state?

Section H - Intake/Data Collection

- Does the agency have an Intake/Orientation policy and procedures?
- Does the agency follow its own Intake/Orientation policy?
- Does the policy contain complete procedural information?
- Does the policy meet division requirements?
- Does the agency use the current intake form from PDE?
- Does the agency have a system to ensure it has collected accurate and complete data?
- Does the agency have a process to collect and access critical student health information?
- Does the agency present the F-1 Visa policy to students?

Section I - Goal setting

- Does the agency have a formal process for student goal setting?

Section J - Assessment

- Does the program have an assessment policy and procedures?
- Does the agency's assessment policy and procedures meet division requirements?
- Is the agency following its own assessment policy and procedure?
- Does the agency use state approved assessments?
- Does the agency have and use up-to-date testing materials?
- Are the assessments secure?
- Is the agency using the appropriate locator/appraisal with assessments?
- Does the agency follow the test publishers' time frame for posttesting?
- Does the agency provide evidence in student files when posttests are administered outside the publishers' time frame and not according to its assessment policy?
- Does the agency dispose of old/outdated assessments appropriately?
- Are standardized assessments administered in a setting conducive to testing?
- Are all staff members who administer assessments up to date on all required assessment training?

Section K - Orientation

- Does the agency provide orientation sessions for prospective students?
- Does the agency have a student handbook?
- Does the agency have a grievance policy for students?
- Does the agency discuss distance learning opportunities with students?
- Does the agency screen for classroom readiness?

Section L - Student Records

- Does the agency create a file for each student?
- What information is in the student files?
- Does the agency keep student records secure?
- Are agency records for students kept on file for six years?
- Does the agency keep student information confidential?

Section M - Attendance

- Does the agency have a student attendance policy and procedures?
- Does the agency enforce its own attendance policy and procedures?
- Does the agency have a process to collect accurate student attendance?
- Does the agency report supplemental distance learning attendance?
- Are student attendance records kept on file for six years?
- Does the agency have a process to handle student absences?

Section N - Student Support Services

- Does the agency have dedicated staff and time for student barrier support and transition support services?
- Does the agency provide barrier support services to all students who need it?
- Does the agency provide transition support to students for employment and postsecondary education and training?

Section O - Instruction

- Do instructional staff use assessment results to guide instruction?
- Does the agency use a curriculum or scope and sequence?
- Is instruction based on the *College and Career Readiness Standards for Adult Education (CCRS)*?
- Does the agency have lesson plans for each class session?
- Does the agency have learning difference materials for students who need them in every classroom?
- Does each class provide the necessary intensity for students to achieve gains and meet goals?
- Does the current class schedule match the schedule submitted in the current year's grant?
- Does the agency support paid protected preparation time for classroom instructors?
- Do the agency's instructional plans embed workforce preparation activities?
- Does the agency embed digital literacy in lesson plans?
- Is career awareness provided during instruction? Is it included in lesson plans? Is it evident in class observations?
- Does the agency transition students from ESL to Adult Basic Education (ABE) instruction?
- Does the agency provide supplemental distance learning opportunities to students?
- Does the agency have classes in a correctional institution or other institutional setting?

Section P - Digital Literacy

- Does the agency support students to increase their digital literacy skills?

Section Q - Tutoring

- Does the agency have classroom aides?
- Does the agency have a tutor coordinator?
- Does the agency receive Optional Tutoring Program grant funds?
- Does the agency use Optional Tutoring Program funds only for activities directly related to the recruitment, training, and support of tutors?
- If the agency has an Optional Tutoring Program, does the tutor coordinator spend at least 20 hours a week on tutoring program activities?
- Is the agency on target to provide the tutoring services outlined in the current grant's tutoring schedule?
- Does the agency track tutor pair and group hours?
- Do tutors have instructional plans?
- Does the program provide student support services for tutored students?
- Does the agency have peer tutoring in correctional institutions?
- Does the agency have a signed memorandum of understanding with the correctional institution that outlines the peer tutoring component?

Section R - Professional Development and Program Improvement

- Does the agency have evidence that staff received annual training in the National Reporting System?
- Does the agency have a program improvement/professional development worksheet?
- Does the agency have a program improvement team?
- Does the in-house professional development specialist meet with each staff member?
- Have all staff members completed required professional development?
- Does the agency have documentation of all the required professional development courses taken by staff?
- Does the agency monitor the subgrantee's professional development?

Section S - Data Management

- Does the agency have a data collection and entry policy and procedures?
- Does the agency follow its own data collection and entry policy and procedures?
- Does the policy meet division requirements?
- Does the agency have a data quality specialist?
- Does the agency have sufficient staff to ensure data is collected and entered according to division policy?
- Is all data entered into eData within 14 days of collection, as required in Policy C.130?
- Is agency data accurate and complete?
- Are all staff working on Division of Adult Education funded activities entered in eData?

Section T - Agency Performance

- Is the agency on track to meet this year's contracted enrollment?
- Did the agency enroll more than the contracted number of students last program year?
- Does the agency have a corrective action plan for meeting enrollment?
- Does the agency monitor educational gains?
- Has the agency met the Educational Functioning Level (EFL) targets over the past two years?
- Does the agency have a corrective action plan for EFL gains?
- In the previous program year, did the agency average at least one outcome per student?
- Has the agency met core follow-up outcome performance targets over the past two years?
- Does the agency have an optional tutoring program corrective action plan?

Section U - Agency Required Reporting

- Does the agency submit programmatic and fiscal reports to the division according to the timelines established in the guidelines?
- Did the agency submit all required policies and procedures by the due date?
- Did the agency submit the Program Improvement/Professional Development Worksheet by the due date?
- Did the agency submit the quarterly reports by the due dates?
- Did the agency submit a budget revision, if necessary, by the due date?
- Did the agency submit the final expenditure reports by the due date?
- Did the agency respond to the Corrections Education survey by the due date?
- Did the agency respond to the Workforce System Activities survey by the due date?
- Did the agency submit grant corrections in a timely manner?
- Other than the person responsible for submitting the reports, does the agency have someone else verify the accuracy of its reports?
- Did the agency submit at least four program improvement team meeting minutes to the advisor?
- If the agency was required to submit a Corrective Action Plan for enrollments and/or EFLs was the plan submitted by the requested date?

Section V - Agency Fiscal Management

- Does the agency have written policies and procedures to ensure segregation of duties, internal controls, and uniform fiscal practices?
- Does the agency have a procurement policy that meets Uniform Grant Guidance requirements?
- Does the agency follow its procurement policies?
- Does the agency have a system to ensure no co-mingling of funds?
- Does the agency have a cost allocation method to charge expenses across multiple funding sources?
- Does the agency have operating budgets for each grant?
- Does the agency track, review, and monitor expenses?
- Does the agency have a staff member who handles the day to day fiscal responsibilities of the grant?
- Does the agency have the required amount of local match?
- Does the agency have a system to track time and effort for all employees?
- Does the time and effort documentation support the expenses reported on the quarterly reports or final expenditure reports?
- Does the agency monitor its subgrantee(s) for compliance to meet division fiscal requirements?
- Does the agency meet the criteria for a Single Audit?
- Are all expenses charged to division grants allowable, i.e., reasonable, necessary, and allocable?
- Does the agency have a process to accurately calculate expenditures by ABE Institutional, ASE/GED Institutional, ABE Community, and ASE/GED community?
- Is the agency using funds allocated by the funding formula for the appropriate county?
- Did the agency pay PA CareerLink® infrastructure costs?
- Does the agency track career services expenses?
- Is the agency on track to spend at least 5% of its state budget on classroom aides?
- Does the agency receive additional funding to directly support the work of the adult education or family literacy program?

Section W - Family Literacy General Information

- Does the agency provide the family literacy services it outlined in the most recent grant/contract?
- Does the family literacy program include all four components?
- Does the agency have a process to ensure each family participates in all four components?
- Does the agency have evidence in the family files to document the hours per component?
- Does the agency provide all services in the context of the family?
- Does the agency have an attendance policy that includes all four family literacy components?
- Does the agency provide year-round services for families?
- Does the agency document all activities?
- Does the agency enroll families who meet the criteria established in the guidelines?
- Does the agency provide services to all eligible children?
- Does the agency collect, document, and enter secondary goals for families?

Section X - Early Childhood Assessment

- Does the agency use state approved childhood assessments?
- Does the agency have a childhood assessment policy?

Section Y - Early Childhood Education (ECE)

- Does the agency provide early childhood education services?
- Does the agency meet the requirements to have a pre-school program?
- Does the ECE classroom meet health and safety standards?
- Does the agency appropriately staff the ECE classroom(s) based on the division requirements?
- Does the agency provide high-quality preschool programming?
- Does the agency partner with a local provider to provide ECE?
- Does the agency offer childcare?

Section Z - Parent Education and Interactive Literacy Activities

- Does the program provide Parent Education?
- Does the program provide Parent Education per division requirements?
- Does the agency use the Parent Education/Interactive Literacy Activities lesson plan template?
- Does the agency offer Interactive Literacy Activities in a center-based setting?