Bureau of School Support
Education Leading to Employment and Career Training (ELECT)
Desk Monitoring Tool

Program Profile

Grantee/School/Agency Name: Grant Agreement Number:

County(ies) Served:

District(s) Served:

Superintendent/Executive Director: Program Coordinator:

Date of Desk Monitoring: State Reviewer(s):

ELECT Staff Interviewed

Name	Position Title	Name	Position Title

Program Operation and Staffing

Compliance Item	Comments
Staff Roles and Responsibilities	
Staff Clearances	
Office Space, Meeting Locations, Posted Hours and Activity Schedules	
ELECT Program Promotion	

Program Enrollment

Compliance Item	Comments
Specific Referral Plan Process in Place	
Maintaining Enrollment 2017-2018 Unduplicated # of Students Served Vs. 2017-18 # of Students Funded	

Bureau of School Support
Education Leading to Employment and Career Training (ELECT)
Desk Monitoring Tool

Targeted Program Outcomes – ELECT Report Card

Compliance Item	Comments
Graduation Rate	
Secondary (No Repeat) Pregnancies	
Student Retention	
Academic Performance - GPA	
School Attendance	

Coordination and Collaboration

Compliance Item	Comments
Involvement with Program Partners and Community Supports (panels/committees)	
Collaboration and Communication with CAO (applications, eligibility, referrals)	
Existing and Developing Partnerships with Community-Based Organizations (CBOs)	

Required Program Services

Compliance Item	Comments
Minimum 4 Hours (1:1, Group) (Case Management and Education)	
Attendance Tracking	

Year-Round Creative and Flexible Programming	
Pregnancy Prevention (Birth Control, Sexual Health)	
Strengthening Families Protective Factors	
Health Care and Nutrition Education	
Budget and Fiscal Planning	
Childcare Services (assistance and education)	
Vocational and Career Planning	

Higher Ed/Post-Secondary Education	
Individual and Group Support Services	
Mentoring, Tutoring, Homework Assistance	
Homebound Instruction	
High School Equivalency (HSE) (GED, HiSet)	
Retrieval Services	

Serving Youth Fathers	
Summer Programming Services	
Transition	
Incentive Program	

Data Entry

Compliance Item	Comments
ELECT Data	
CWDS	

Bureau of School Support
Education Leading to Employment and Career Training (ELECT)
Desk Monitoring Tool

Desk Monitoring Summary

Program Strengths	Comments
Program Challenges	Comments

State Reviewer Signatures

PDE	DHS	CSC