

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

PROGRAM MONITORING 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):

State Reviewers

Name	Signature
Nichole Fisher, CSC	
Morgan Williams-Fake, DHS	
Lisa Lockwood, PDE	
Carmen Medina, PDE	

ELECT Staff Interviewed

Name	Position

Compliance Ratings

Meeting Requirements	Grantee is fully engaged in all activities applicable to meeting the expectation for practice defined by the ELECT grant requirement.
Needs Improvement	Grantee has not met the full expectation for practice defined by the ELECT grant requirement, but the grantee is actively engaged in consistent, clearly defined efforts aimed at meeting said requirement.
Noncompliant	Grantee has not begun or is not currently engaged in efforts aimed at meeting the expectation for practice defined by the ELECT grant requirement.

ELECT PROGRAM OPERATION AND STAFFING

Compliance Item	Rating
ELECT program has established an efficient and knowledgeable staffing structure and designated staff responsible for day-to-day program oversight and management, including a Program Coordinator, Case Manager(s), Data Specialist, etc.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
If job descriptions changed since the last monitoring, were the program's job descriptions provided?	<input type="checkbox"/> Y <input type="checkbox"/> N
Is there a backup data person identified?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program ensure case managers have caseloads of no more than 35 students?	<input type="checkbox"/> Y <input type="checkbox"/> N
How are caseloads distributed among staff (geography, school, etc.)?	
Compliance Item	Rating
ELECT program staff have obtained the clearances required by the Child Protective Services Law. ELECT staff also ensure that all program volunteers have the necessary clearances prior to their work with the students.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Was documentation of staff clearances provided?	<input type="checkbox"/> Y <input type="checkbox"/> N
Is documentation kept on site at the program office?	<input type="checkbox"/> Y <input type="checkbox"/> N

Compliance Item	Rating
ELECT program has a designated office space with posted hours, locations and activity schedules.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Is the program office accessible to students?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the office have adequate space for program functionality?	<input type="checkbox"/> Y <input type="checkbox"/> N
Do case managers have permanent space at the program office? If not, where are they based and how do they meet with students?	<input type="checkbox"/> Y <input type="checkbox"/> N
How are students notified of case manager availability, meeting dates/times, and activity schedules?	
Compliance Item	Rating
ELECT staff meet with program partners and community supports via panels or committees on a regular, recurring basis (i.e. monthly, quarterly, etc.)	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Was a comprehensive list of program partners provided?	<input type="checkbox"/> Y <input type="checkbox"/> N
Are certain staff assigned to attend these meetings?	<input type="checkbox"/> Y <input type="checkbox"/> N
Is the frequency of meetings provided (monthly, quarterly, etc.)?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
ELECT staff promotes their ELECT program in schools and in their communities.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations

What methods are used to promote the program?	
To whom and where is the program promoted?	
How often does program promotion take place?	

PROGRAM ENROLLMENT

Compliance Item	Rating
ELECT program has a specific referral process in place that results in serving the students quickly after the referral is made, including referrals made during the summer.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program have a specific referral process defined or in writing?	<input type="checkbox"/> Y <input type="checkbox"/> N
Are certain staff responsible for receiving and distributing referrals?	<input type="checkbox"/> Y <input type="checkbox"/> N
What are the program's primary sources of referrals?	
What is the most common format for the program's referrals (online, paper, email, phone, etc.)?	
Compliance Item	Rating
ELECT program met the 75% enrollment requirement, as specified in their grant, for the program year (unduplicated).	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
For what number of students was the program funded in the program year?	
How many (unduplicated) students did the program serve in the program year?	
How many students is the program currently serving?	

What are some struggles or concerns the program has regarding enrollment numbers?	
Compliance Item	Rating
ELECT program has a process in place and works with their CAOs to effectively send and receive applications and referrals.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program have any concerns about communication with their CAO? If yes, explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program make an effort to build and maintain a collaborative relationship with their CAO? If so, how?	<input type="checkbox"/> Y <input type="checkbox"/> N

TARGETED PROGRAM OUTCOMES

TARGETED PROGRAM OUTCOMES – LAST FULL PROGRAM YEAR

All ELECT programs are expected to meet or exceed the targeted outcomes.

Program monitoring and report reviews will focus on achievement of the performance outcomes.

Compliance Item	Rating
Graduation Rate 75 percent or higher of all pregnant and parenting youth eligible to graduate each program year will graduate or earn an HSE.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
Secondary Pregnancies 85 percent or higher of the participants do not have a repeat pregnancy while enrolled in the ELECT program regardless of the outcome of the pregnancy, including participants who are married.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	

Compliance Item	Rating
<p>Student Retention</p> <p>75 percent or higher of enrolled ELECT students will remain in the program until graduation.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
<p>Academic Performance - Measured by Grade Point Average (GPA)</p> <p>75 percent or higher of students enrolled in the ELECT program must maintain an end of the year cumulative GPA of at least 2.0 (based on a 4.0 system) or increase their GPA from semester to semester if the individual has a GPA below 2.0. Educational institutions that do not utilize a traditional GPA must document maintained or improved academic performance as compared to the base line data. Programs are responsible to collect this data.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
<p>School Attendance</p> <p>75 percent or higher average school attendance rate from September to June for all ELECT participants is required. Non-traditional students who enter the transition component during the school year are not expected to have attendance records.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	

COORDINATION WITH COMMUNITY BASED ORGANIZATIONS (CBO)

Compliance Item	Rating
-----------------	--------

ELECT program develops viable partnerships with Community-Based Organizations (CBO) that assure the provision of a comprehensive continuum of services, such as health and education services, nutrition information, life skills instruction, career exploration, job training and work experience activities, pregnancy prevention services, and parenting education.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Was a comprehensive list of CBOs provided?	<input type="checkbox"/> Y <input type="checkbox"/> N
What are the five most beneficial partnerships/collaborations?	
Do these partnerships contribute to the education requirement of the program? If so, which ones?	<input type="checkbox"/> Y <input type="checkbox"/> N

COLLABORATION WITH COUNTY ASSISTANCE OFFICES (CAO)

Compliance Item	Rating
ELECT program works cooperatively and collaboratively with their CAOs to ensure program success and achieve set goals. Programs meet with their CAOs at least monthly for program planning and resolution of programmatic problems and issues.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Are there any issues or concerns regarding CAOs?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program demonstrate a desire to collaborate and to strengthen relationships with their CAOs?	<input type="checkbox"/> Y <input type="checkbox"/> N

REQUIRED PROGRAM SERVICES

Compliance Item	Rating
Case Management Services ELECT program provides no less than four service hours to include case management and education per student, per month, September – June.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>

Performance Measure/Questions	Comments/Recommendations
Are at least two of the four service hours being delivered as 1:1 case management?	<input type="checkbox"/> Y <input type="checkbox"/> N
Do staff have any issues achieving the four hours per month, per student? If so, what are some of the obstacles?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
<p>Attendance</p> <p>ELECT program helps their students to identify and overcome barriers to school attendance.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Besides child care, what are some of the most common barriers to school attendance for your students?	
What are some ways the program helps students overcome those barriers?	
Is attendance tracked using a calendar or any form of visual aid to identify trends or show areas of concern?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
<p>Creative and Flexible Programming</p> <p>ELECT program has developed a year-round plan for services and activities, which explore and employ all appropriate educational avenues for each student to provide a comprehensive program design extending beyond the boundaries of the normal school day and year.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Was a yearly calendar of activities and events provided? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program show evidence of creativity in their planning (themes, promotional efforts, engaging students, etc.)? If so, examples?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
<p>Teen Pregnancy Prevention</p> <p>ELECT program provides students with information regarding options to prevent a repeat pregnancy and uses effective teaching skills to instruct students on the correct usage of pregnancy prevention options. The program also partners with local community-based organizations to facilitate options.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program use any specific curriculum on pregnancy prevention and/or sexual health? If so, provide examples.	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N

Does the program have community partners to provide additional education and resources in these areas? If so, which?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Strengthening Families Protective Factors ELECT program provides pregnant and parenting teens with strategies to strengthen their resilience, better understand the development of their child(ren), utilize positive learning strategies to guide behavior of their child(ren), improve the social and emotional development of their child(ren), and assist in building a network of supports and connections to family and services with the goal of reducing the incidents of child abuse and neglect using the Strengthening Families™ logic model.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program demonstrate understanding of and utilize the Strengthening Families logic model? If so, how?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Health Care and Nutrition Education ELECT program addresses the importance of prenatal and postnatal care, promotes good parenting practices regarding infant and child health care, and accesses health care and nutritional services for mother and child.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program have community partners to provide additional education and resources in these areas? If so, which?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Budget and Fiscal Planning ELECT program provides information and builds knowledge regarding budgeting, fiscal planning, and improving financial literacy.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program have community partners to provide additional education and resources in these areas? If so, which?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Childcare Services ELECT program collaborates with Early Learning Resource Centers (ELRC) and community resources to help their students identify and access quality childcare.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>

Performance Measure/Questions	Comments/Recommendations
Do staff help students complete their child care assistance applications?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program provide information about child care options available in their area?	<input type="checkbox"/> Y <input type="checkbox"/> N
In what ways do staff educate students on the benefits of child care?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Vocational and Career Planning ELECT program implements services that provide youth with labor force information, skills, abilities, and information so they can make an effective transition from high school into the workforce or postsecondary education.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program have community partners to provide additional education and resources in these areas? If wo, which?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Higher Education/Post-Secondary Education ELECT program supports participants who have an interest in pursuing postsecondary education by providing services related to post-secondary education preparation, including SAT preparation, any testing geared toward the occupation of interest, scheduling of campus visitations, and completion of school application and admittance forms.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program have community partners to provide additional education and resources in these areas? If so, which?	<input type="checkbox"/> Y <input type="checkbox"/> N
How do ELECT staff assist students with preparing for college?	
Compliance Item	Rating
Individual and Group Supportive Services ELECT program ensures that all ELECT students have access to individual and group support services, such as peer support group meetings, family meetings, and other activities to encourage the success of a student's individual plan.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Do the case notes and education checklist show evidence of supportive services being offered and encouraged? How?	<input type="checkbox"/> Y <input type="checkbox"/> N

Compliance Item	Rating
<p>Mentoring, Tutoring, and Homework Assistance</p> <p>ELECT program provides academic support and explores other community and school resources to provide information and access to services that provide additional academic and personal support for participants.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does ELECT staff offer this academic assistance to students? If now, why?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program guide students to helpful resources when they are in need of some academic support?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does ELECT staff advocate for their students to get the help they need? If so, in what ways?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
<p>Homebound Instruction</p> <p>ELECT program supports the provision of homebound instruction, continuing to offer the minimum four service hours per month, to any student whose physical condition, as verified by a physician in writing, prohibits the student from attending school.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program adhere to the homebound policies of the school districts they serve? If no, what policies?	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
<p>High School Equivalency (HSE)</p> <p>ELECT program provides access to HSE services to participants when appropriate and offers ELECT services to pregnant and parenting youth enrolled in an HSE program if they meet the eligibility criteria.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
What HSE programs are available in the area?	
Does ELECT staff currently serve any students pursuing HSE? If so, what HSE program(s) are they with?	
How do ELECT staff help students find and access these programs?	
What HSE assistance does ELECT offer to students (monetary, tutoring, etc.)?	
Compliance Item	Rating
<p>Retrieval Services</p> <p>ELECT program, in accordance with LEA policies, has developed retrieval plans and strategies to identify and enroll expectant and parenting youth under the age of 22 who are not currently attending</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation

school and who have not achieved a high school diploma or HSE certificate.	<input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Is there a retrieval plan in place? If so, explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
Are there specific staff assigned to this responsibility? If so, who?	<input type="checkbox"/> Y <input type="checkbox"/> N
Is there any process in place to determine the success of this plan? If so, explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
Compliance Item	Rating
Other Issues Affecting Expectant and Parenting Youth ELECT program provides relevant, appropriate, and culturally competent information regarding available resources and services related to domestic violence and sexual assault, healthy relationships, warning signs of abuse, communication, conflict resolution, and any other current and relevant information that may affect this population (i.e., sexting, relationship building, communication, etc.). The program also conducts referrals to and follow-ups with the appropriate agencies to coordinate access to resources.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the education checklist show evidence that this topic has been addressed?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program have community partners to provide additional education and resources in these areas? If so, who?	<input type="checkbox"/> Y <input type="checkbox"/> N
What are some of the "other" issues this program notices affecting their expectant and parenting youth?	

SERVING YOUNG FATHERS

Compliance Item	Rating
ELECT program provides adequate and individual education to male students and has a comprehensive program that includes assisting with the needs of the male students.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Is there a particular curriculum used with young fathers in the program? If so, what is it?	<input type="checkbox"/> Y <input type="checkbox"/> N
Are there any male case managers on staff? If not, does the program bring in male mentors or volunteers to work with young fathers?	<input type="checkbox"/> Y <input type="checkbox"/> N

How many males are currently enrolled in the program?	#	
---	---	--

SUMMER SERVICES

Compliance Item	Rating
ELECT program offers a comprehensive summer program that meets the requirements outlined in the ELECT Operational Guidelines, including summer education each month, continued individual case management services, and home visits when required.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
Does the program operate a minimum of 20 office hours per week through July and August? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N
Was a summer calendar or activity schedule provided? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N
How many hours do staff work in the summer months? Explain.	
Does the program provide a minimum of three non-consecutive, group sessions for students that are two or more hours in length throughout the summer? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N

TRANSITION

Compliance Item	Rating
ELECT program offers transition services beginning prior to high school graduation that assists students in identifying their interests, abilities, and aptitude. The program's transition services do not last more than 60 calendar days post-diploma or HSE attainment for TANF students and last no more than 120 days post-diploma or HSE attainment for FW students.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
How is the transition program structured?	
Is there a specific (formal) plan in place? If not, please explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
Do staff encourage students to take advantage of the extended time in the program? If not, explain.	<input type="checkbox"/> Y <input type="checkbox"/> N

INCENTIVES

Compliance Item	Rating
ELECT program uses incentives to promote positive behavior and/or to reinforce a student's demonstration of improved behavior such as, increased or sustained attendance, academic accomplishments, goal attainment, active program participation, etc.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
What kind of incentives are offered?	
Are incentives individualized? Explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
How are incentives earned?	
Are incentives tied to goals? Explain.	<input type="checkbox"/> Y <input type="checkbox"/> N
Does the program ensure that incentives do not exceed \$50.00 per month, per student? If so, how?	<input type="checkbox"/> Y <input type="checkbox"/> N
Was an incentive log provided for review? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N

GROUP EDUCATION WORKSHOP SESSION

Compliance Item	Rating
ELECT program offers group education workshop opportunities each month, either presented by or planned and facilitated by program staff.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measure/Questions	Comments/Recommendations
How many students were in attendance?	
What was the topic covered?	
Did the students participate and seem engaged in the session?	
Session Observations:	

--

ELECT DATA ENTRY

Compliance Item	Rating
<p>Program has an assigned data specialist and back up data specialist in place who have password login access and have been trained on the ELECT data system.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
<p>Program consistently demonstrates hard work and effort put forth to meet or exceed the targeted outcomes as set by PDE.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
<p>Program submits the MAR online and on time by the due dates for each month, which usually fall between the 7th and 10th day of the month (due dates distributed by CSC).</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations	
Compliance Item	Rating
<p>Program consistently prepares and submits all forms (intakes, pregnancy outcomes, and teen parent/child) in the correct order and in real time prior to the entry of <u>any</u> follow-up forms.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>

		<input type="checkbox"/>
Comments/Recommendations		
Compliance Item	Rating	
Program consistently submits the Monthly Transition Report online and on-time, at the same time as the Monthly Attendance Report.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>	
Comments/Recommendations		
Compliance Item	Rating	
Program consistently submits all End-of-Year Forms online by the deadlines given by CSC.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>	
Comments/Recommendations		
Compliance Item	Rating	
Program communicates often with CSC for assistance when necessary and responds to CSC, PDE, or DHS requests in a timely manner.	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>	
Comments/Recommendations		

COMMONWEALTH WORKFORCE DEVELOPMENT SYSTEM (CWDS)

Compliance Item	Rating
------------------------	---------------

<p>ELECT program has verification of supplemental activity hours being tracked in CWDS in the case files, including Community Service Forms and Employment Verification.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/> CWDS <input type="checkbox"/> Student Case Files
--	--

Comments/Recommendations

Compliance Item	Rating
<p>ELECT program accepted or rejected referrals within 7 business days of the date of the CWDS referral.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/> CWDS

Comments/Recommendations

Compliance Item	Rating
<p>ELECT program data entered hours into CWDS within the specified time frames: Education and Community Service by the 15th of the month following the month of participation; unsubsidized employment by the last day of the month following the month of participation.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/> CWDS

Comments/Recommendations

Compliance Item	Rating
<p>ELECT program terminated students within 3 business days of determining that the student was to be closed in CWDS.</p>	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/> CWDS

Comments/Recommendations

Compliance Ratings	
Meeting Requirements	75% to 100% of the reviewed case files contained the requirement for the benchmark. This is considered a reasonable expectation for practice defined by the ELECT grant requirement.
Needs Improvement	50% to 74% of the reviewed case files contained the requirement for the benchmark. This is considered not meeting the full expectation as required by the ELECT grant requirement; however, the grantee has made some effort to meet this requirement.
Noncompliant	0 to 49% of the reviewed case files contained the requirement for the benchmark. This implies that the grantee has not begun or is not currently engaged in efforts aimed at meeting the expectation for practice as defined by the ELECT grant requirement.

ELECT STUDENT CASE FILES

Compliance Item	Rating	
The current number of files counted on site matches the current number of students enrolled on the MAR.	# Students enrolled # files counted Match? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations		
Compliance Item	Rating	
The program's case files do not contain Personally Identifiable Information (PII) , such as copies or originals of social security cards, birth certificates, driver's licenses, etc.	of Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Comments/Recommendations		
SECTION 1: STUDENT DATA		
<i>*All forms must be reviewed by September 30, each year for retained students. Upon review, the form should be initialed and dated by the person who performed the review.</i>		
Compliance Item	Rating	
INTAKE The initial intake form was completed within 30 days of enrollment, reviewed and updated annually for retained students, and signed/dated by ELECT staff completing the form.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
Initial intake form completed within 30 days of enrollment	of	
Intake form is up-to-date... and contains:	of	
Student enrollment date	of	

Case manager's name	of	
Student name	of	
Student gender	of	
Student date of birth	of	
Student address	of	
Student contact information (phone/email)	of	
Clearly labeled EMERGENCY CONTACT	of	
Student school information	of	
Student employment status and verification	of	
Child and/or pregnancy information	of	
Case manager signature and date	of	
Compliance Item		Rating
PERMISSION FORMS The student case files contain Agreement of Services and Permission Slips that are in compliance with school district and/or IU policies.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures		Comments/Recommendations
The files contain at least the required agreements: Participation, Parental, and Release of Information.	of	
The files contain recommended permissions (Photography, Videography, Transportation, Consent to Medical Care, and Liability)	<input type="checkbox"/> Y <input type="checkbox"/> N	
Compliance Item		Rating
CHILD CARE PLAN The student case files contain complete, appropriate, and up-to-date child care plans for all students enrolled. (pregnant or parenting; male or female; public school, cyber, HSE, and homebound)	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures		Comments/Recommendations
The child care plans are completed within 30 days of enrollment, including male and female students, whether pregnant or parenting.	of	
The child care plans are student-led and student-written.	of	
The child care plans are <u>appropriate</u> ; the plan does not involve the student caring for the child.	of	

The child care plans are reviewed at the start of each school year (by September 30) for retained students.	of	
The child care plans are signed and dated.	of	
Compliance Item	Rating	
CHILD SUPPORT DOCUMENTATION The student case files contain documentation of whether or not child support is being received and that case managers have started a discussion with students, male and female, to educate them about their rights and options.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
For students who are not receiving child support, there is an explanation why.	of	
There is evidence in intake and in the case notes that case managers are sharing information with students about their rights and options.	of	
Compliance Item	Rating	
EMPLOYMENT VERIFICATION The student case files contain current documentation as to whether or not a student is employed. If working, a one-time employment verification (pay stub, written note, statement on letterhead, etc.) is provided.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
Files for all students who are employed contain at least a one-time verification of employment.	of	
SECTION 2: ATTENDANCE AND GRADES		
<i>*If a school does not provide attendance reports or does not give formal grades, the ELECT program should place a cover letter in this section of student's file stating the unique situation for this entity.</i>		
Compliance Item	Rating	
ATTENDANCE The student case files contain official attendance records from the PDE approved educational entity that are current within 15 days of the (monitoring visit, review date), e.g., if the file is being reviewed May 15, attendance records must be current through April 30.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
The files contain current, up-to-date attendance records.	of	
Compliance Item	Rating	
GRADES The student case files contain current grades (most recent report card) and past grades (report cards since enrolling in ELECT). Progress reports or letters are included in the files of students	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>

attending alternative schools or educational entities that do not give formal grades.		<input type="checkbox"/>
Performance Measures	Comments/Recommendations	
The files contain student grade reports from the most recent reporting period.	of	
The files contain past grade reports, for as long as the student has been enrolled in the program.	of	
Compliance Item	Rating	
GRADE POINT AVERAGE (GPA) The student case files contain GPAs, converted to a 4.0 scale, on current and past grade reports (printed or calculated and written by hand). If there are no formal grades, a letter of explanation is present in this section.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
GPAs provided on all grade reports – printed or hand-written.	of	
SECTION 3: MOTIVATIONAL INTERVIEW		
Compliance Item	Rating	
MOTIVATIONAL INTERVIEW (MI) ELECT staff review individual goals with the students and support their attainment efforts. There is evidence in forms, worksheets and in case notes that goal setting is an ongoing process.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
The initial MI was completed within 30 days of enrollment	of	
The MI student-led and student-written?	of	
The student has set goals in three categories: academic, career, and personal	of	
The goals Specific, Measurable, Achievable, Results-focused, and Time-bound (S.M.A.R.T) – attainable within 6 months	of	
Goals are reviewed, minimally, within three months	of	
SECTION 4: CASE NOTES AND EDUCATION CHECKLIST		
Compliance Item	Rating	
CASE NOTE FORMAT The case notes meet basic requirements and include all elements per ELECT Operational Guidelines.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant

		Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
The case notes are up-to-date - within the last two weeks?	of	
Date of service is provided for each case note entry	of	
Each entry lists the type of visit (1:1 Case Management, 1:1 Education, Group Education, or Quarterly Home Visit)	of	
Each case note includes the location of the visit (School, Home, Community, or Phone/Video Call)	of	
The case notes indicate the length of time, in 15 minute increments, and is it broken down to show how much was education time if applicable	of	
Indirect service (done on behalf of the student and not counted for service time) is clearly marked in case notes as such	of	
Each individual case note is initialed and case notes are signed at the end of each month by the case manager	of	
Compliance Item	Rating	
CASE NOTE CONTENT The case notes contain information demonstrating that case managers are supporting students in the ELECT outcome areas (graduation, secondary pregnancy prevention, student retention, academic performance, and school attendance) and provide adequate detail of all case management and education provided.	Compliance rating %	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures	Comments/Recommendations	
Case notes contain a narrative description of the service provided that adequately accounts for the amount of service time documented	of	
Case notes contain evidence of support provided to the students to help them achieve the ELECT outcomes	of	
Educational topics covered in 1:1 sessions are mentioned in the case notes	of	
Case notes contain a distinct, clear, and unique plan for both the case manager and the student	of	
Case notes contain entries beyond what can be counted for service hours (i.e. on behalf of the student, text messages, email, or communication through social media, contact with other agencies or key players on the student's behalf, attempted contact or home visits, etc.)	of	
Compliance Item	Rating	

EDUCATION CHECKLIST		Compliance rating	%	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
<p>Each student's case file contains an up-to-date ELECT Educational Checklist that is a continuous working document throughout the duration of the student's enrollment in the program. Reasonable efforts are made to provide education under each of the focus areas - Prenatal and Sexual Health, Parenting, Jobs/Career/Education, Personal Health/Well-Being, Skills for Life & Relationships, and General/Other. Education on pregnancy and parenting topics is delivered based on the student's specific pregnancy/parenting situation.</p>				
Performance Measures		Comments/Recommendations		
The most current version of the checklist approved by PDE being used		of		
Each entry includes the full date of education, including year		of		
The length of time is recorded in 15 minute increments		of		
The provider/presenter is specified for each entry		of		
Each entry clearly indicates whether education was 1:1 or group		of		
Each entry has a matching case note		of		
SECTION 5: SUPPLEMENTAL PAPERWORK				
Compliance Item		Rating		
<p>SUPPLEMENTAL PAPERWORK</p> <p>The student case files contain a section for CWDS employment documentation for students 18+ and other miscellaneous student paperwork.</p>		Compliance rating	%	<input type="checkbox"/> Meeting Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Noncompliant Documentation <input type="checkbox"/>
Performance Measures		Comments/Recommendations		
This section contains paystubs, or other approved income verification, collected for employed students 18 and over		of		
This section contains other items, such as incentive sign-off sheets; copies of any forms that the student has completed; copies of correspondence with other support people/agencies involved in the students' goals, such as teachers, guidance counselors, parents, etc.; or anything the student signs that is not required in other sections		of		
SECTION 6: EXIT PAPERWORK				
Compliance Item		Rating		

EXIT PAPERWORK

The case files contain a section for exit paperwork to be completed, filed, and stored upon student's final exit from the program. This section will include full name of student, date of exit interview, and reason for exit, including graduation.

*This section will not have contents for active or transition students.

Compliance rating %

- Meeting Requirements
- Needs Improvement
- Noncompliant

Documentation

Comments/Recommendations