Workforce Innovation and Opportunity Act (WIOA)

On-Site Monitoring of Title II Providers
2019-2020

November 6, 2019
10 am – 11:30 am

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Monitoring Requirements

WIOA Statute

Program Regulations

34 CFR 462
34 CFR 463

Uniform Guidance
2 CFR 200
.327
.328
.331
.338
.339

EDGAR*

34 CFR 76
.770
.720
.722

*EDGAR: Education Department General Administrative Regulations

Adult Education and Family Literacy Act (Title II) Monitoring

All programs are monitored each program year (**2 CFR 200.331**).

- Monitoring components include:
  - a completed risk assessment,
  - program monitoring, and
  - assigned corrective action plans for grantees, as needed.

Purpose of On-Site Monitoring

- **Program compliance** with the Adult Education and Family Literacy Act (AEFLA/Title II) and **continuous improvement**.

  - Implementation of the required WIOA 13 Considerations.
  - Compliance with federal and state policies and procedures regarding performance and assessment.
  - Compliance with time and effort and budget/financial reporting.

- On-Site monitoring visits are conducted for all AEFLA grants: Integrated English Literacy and Civics Education (243), Corrections Education (225), as part of the 231 grant monitoring review.

Criteria for Identifying Providers for an On-Site Monitoring Visit

- Each Provider's Risk Assessment has been updated.

- For the current program year, providers were selected according to a review and analysis of the updated Risk Assessment and the following metrics:

    – Provider's student success rate as indicated by their overall MSG

    – Tenure of the current program director (two years or less)

    – Time since last On-Site monitoring visit (four years or more)

Providers who do not have a current Corrective Action Plan and who met two or more of the three factors above, have been selected for an On-Site monitoring visit for this program year.

Prior to an On-Site Monitoring Visit

Attend a scheduled webinar with College and Career Readiness Staff. Invite your team members to attend (includes Business Officer/Finance Director, Data Manager, Coordinators, etc.).

Place class schedules (template provided) and contact information in the CCR Moodle one month (30 days) before the scheduled On-Site monitoring visit. CCR will provide a session on using the monitoring course to submit documents by mid-January 2020.

CCR staff will review previous monitoring reports, corrective action plans, and performance metrics.

Program Monitoring Template
(Documents are required to be submitted to the CCR Monitoring Moodle Course Prior to Visit)*

A. Program Practices
(WIOA Considerations 1- 4 , Annual Program Evaluation, Intake and Retention Activities)

B. Instruction
(WIOA Considerations 5 - 9)

C. Partnerships
(WIOA Considerations 10-11, and 13)

D. Data/Performance
(WIOA Consideration 12,Staff/Instructor Awareness, Workflow, Data Quality, Understanding Student Data, and Evaluating Student and Program Performance)

E. Financial Reports Review
(CCR Statements of Assurances)

*CCR will provide a session on using the monitoring course to submit documents by mid-January 2020.

Post On-Site Monitoring Activities

Monitoring report provided by CCR within 60 days of the monitoring visit.

Report sent to Provider: College President or Community Based Organization (CBO) Board Chair, College and Career Readiness Director, and Supervisor.

Corrective Action Plan submitted, if required within 30 days after Monitoring Report is received.

Corrective Action Plan followed up on, as needed, to resolve required actions within the designated time frame of the program year.

2019-20 On-Site Monitoring Visit Timeline

Activity	Dates
1. On-Site monitoring visits announced by CCR.	October 2019
2. CCR Webinar held with selected providers.	November 6, 2019
3. On-Site monitoring visit dates set with assigned CCR grant representative.	December 2019
4. CCR provides orientation to monitoring Moodle course.	By mid-January 2020
5. Providers' contact information and class schedule submitted to CCR Moodle course within 30 days of the scheduled On-Site visit.	Last week of January 2020–April 30, 2020
6. Provider places all supportive documentation in the CCR Moodle within 30 days of the scheduled On-Site monitoring visit. Required	January 27, 2020–April 30, 2020
7. On-Site Monitoring visits conducted.	February 2020 – May 31, 2020
8. Provider receives Monitoring Report. Grant representative will post the Monitoring Report to the CCR Moodle.	May 2020 – August 2020
9. Provider submits Corrective Action Plan to CCR Monitoring Moodle course, if required	June 2020 – September 2020
10. Corrective Action Plan followed up on, as needed, to resolve required actions within the designated time frame of the program year.	June 2020 - June 2021

Day of On-Site Monitoring Visit

- Providers: Ensure Program staff are available on date of On-Site visit (Program Director, Business Manager or Finance Director, Data Manager or LEIS Coordinator, Assessment Coordinator, Lead Instructors or Coordinators, Organization Leadership) and other staff as needed.

- For classes off-campus or at multiple sites, ensure someone is available to accompany the CCR staff person, if requested.

Example On-Site Schedule

8:30-9:00   Brief overview by provider with Monitoring Team

9:00-12:00   Classroom Observations (Adult Basic Education, Adult
                   Secondary Education, English Language Acquisition, Integrated English
                   Language Civics Education, and Corrections Education, if provided)

                   Data/Performance and Document Review

                   Program Practices Interviews

12:00 - 1:00   Lunch

1:00 - until   Resume classroom observations
                   Continue Document Review and Interviews.
                   Evening classroom observations conducted as scheduled.

Schedule will vary according to local arrangements made.

Classroom On-Site Visits

- Lesson plans must be available and aligned to NC Adult Education Content Standards.

- Student files reviewed. Selected by CCR review staff.

- Instruction should reflect the five instruction-related (teaching and learning) WIOA Considerations.

- CCR reviewer will select instructors and students to interview.

After the Monitoring Visit

- Monitoring report sent to the College President or CBO Board Chair, Program Director, and Supervisor within <u>60 days</u> of the On-Site monitoring visit.

  - ➤ Commendations
  - ➤ Required actions
  - ➤ Recommendations

- Provider submits Corrective Action Plan, if required, within 30 days of the date the On-Site monitoring report to the CCR Moodle monitoring course.

Questions

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