Webinar Logistics

- Welcome and thank you for joining us

- PowerPoint presentation (pdf version) titled "*Fall 2021 Provider Training*" is available at http://www.fldoe.org/academics/career-adult-edu/compliance

- All participants are muted

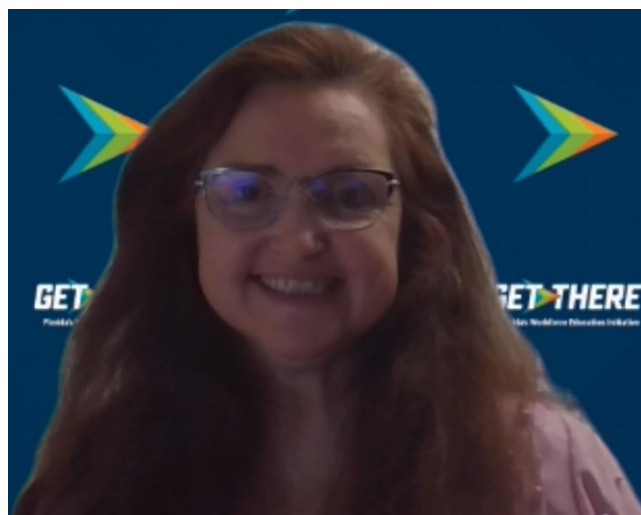- Please type your question in the question box
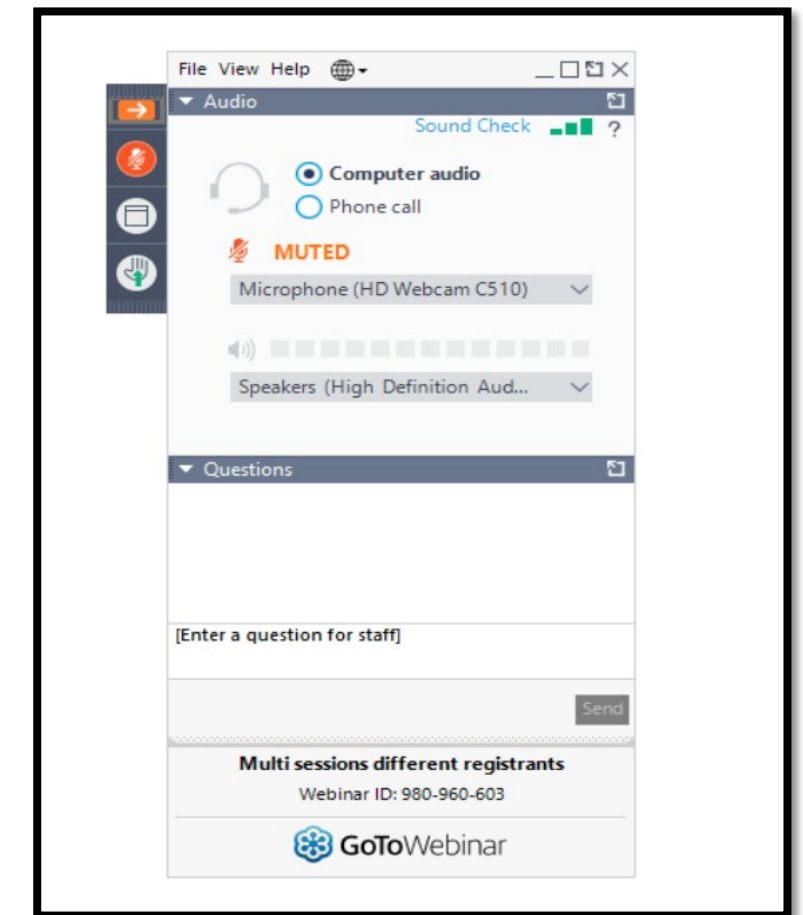
Highlights

This training will highlight the following:

- Regulatory Requirements
- Risk Assessment
- Provider Selection
- Monitoring Procedures
- Schedule
- Records Review
- Examples of Monitoring Findings
- General Concerns & Best Practices
- Frequently Asked Questions

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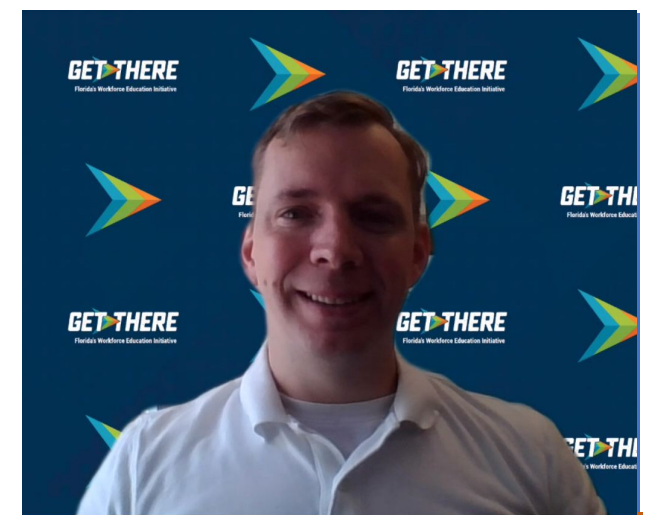
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Fiscal Years & Programs Monitored

Grant Programs to be monitored:

Adult Education (AE)

Leadership, AGE, Corrections, IELCE

Carl D. Perkins (CTE)

Secondary, Post-Secondary, Rural, DJJ

Cares Act

K-12 Infrastructure, Rapid Credentialing

Fiscal Years (FY) monitored:

2018-19, 2019-20 and 2020-21 plus current 2021-22

Regulatory Requirements

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Regulatory Requirements:

Federal and state requirements:

2 C.F.R. Part 200, Uniform Grant Guidance (UGG)

Workforce Innovation and Opportunity Act of 2014 (WIOA)

Carl D. Perkins - The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

FDOE Green Book

FDOE Request for Applications (RFA)

Risk Assessment

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Implementation of a Risk-Based System

- Based on project and provider risk

- Collaborative in nature

- Recognizes positive practices

- Identifies findings and concerns for program quality and compliance

- Supports systemic and continuous program improvement

Risk Assessment Factors 2021-22

- Adult Education Program Improvement Plan (AE)

- Perkins Program Improvement Plan (CTE)

- Change in Management Information System (MIS)

- Last monitoring review

- Amount of grants

- Total budget of all Perkins V or WIOA grants combined

- Number of grant funds remaining

- Audit/monitoring findings

- Change in director

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Risk Assessment Process

Calculation of the Risk Score:

Point Value Assigned X Weight = Total Metric Point

Sum of all Metric Points = Agency Risk Score

IMPORTANT! A high risk assessment score should NEVER be interpreted as a negative reflection on the provider.

(Example) Risk Matrix for Colleges and School Districts

Carl D. Perkins Grants

Agency Name: Sunshine State College

Target Year: 2018-2019 (Monitoring Year 2020-2021)

Metric	Scaling	Point Value	Point Value Assigned (PVA)	Weight	Total Metric Points (PVA X Weight)
Number of Years Since the Agency Was Last Monitored	7 or more years	7	5	X 10	50
	5-6 Years	5			
	3-4 Years	3			
	0-2 Years	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	5	X 8	40
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4+	7	7	X 8	56
	3	5			
	2	3			
	1	1			
Change in Management Information System (MIS) from Previous Fiscal Year	Yes	7	0	X 6	0
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	7	X 6	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	1	X 4	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
# OAG Audit Findings	Upper Quartile	7	3	X 4	12
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
				AGENCY RISK SCORE:	**204**

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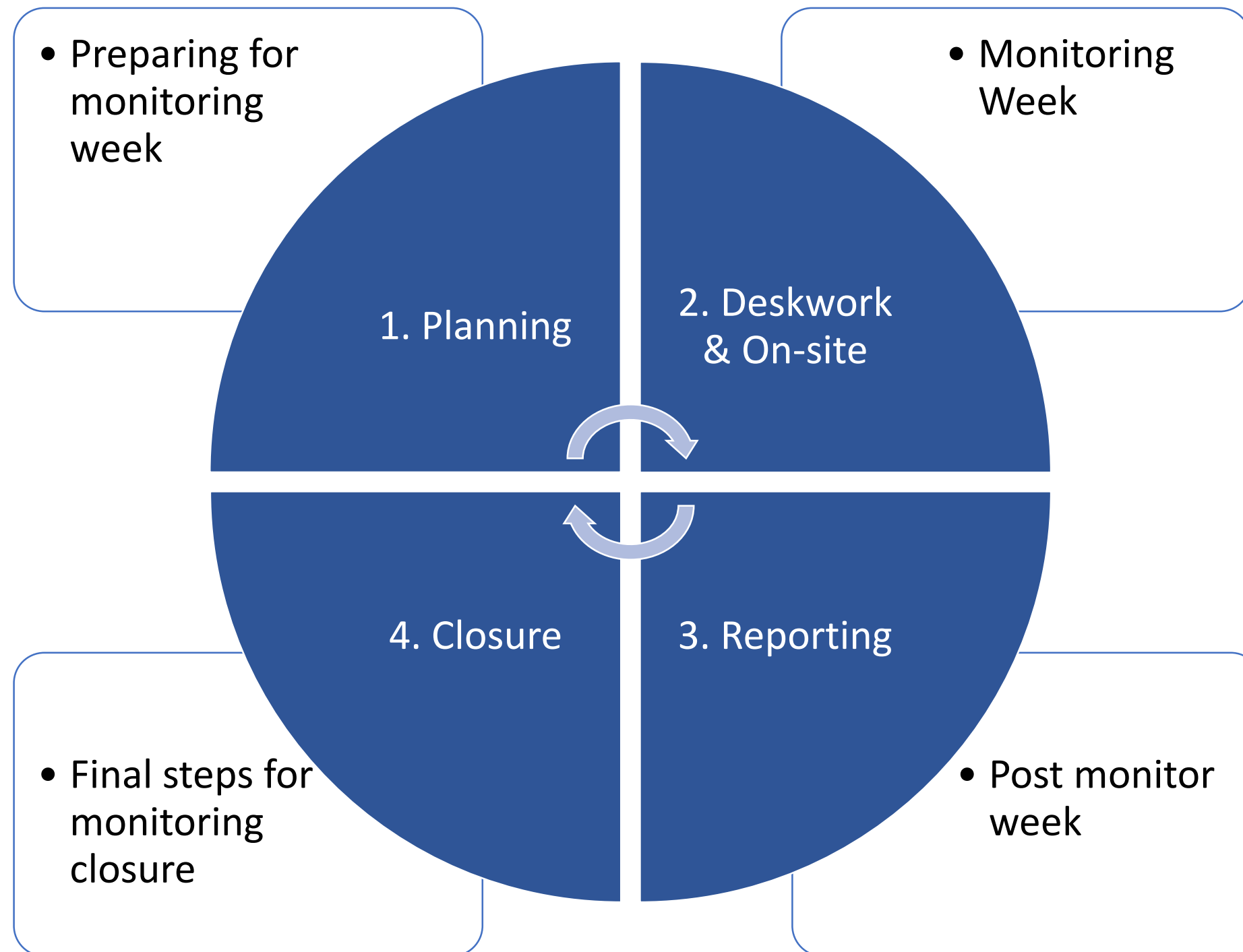
Provider Selection

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Fall 2021 Provider Selection

- Broward County Public Schools

- Daytona State College

- FL DECA Association and Foundation, Inc.

- FL Association of FFA, Inc.

- Florida SkillsUSA®

- Florida SouthWestern State College

- The School Board of Highlands County

- Hillsborough County Public Schools

- The School District of Lee County

- Marion County Public Schools

- The School District of Osceola County

- Pasco County Schools

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Monitoring Procedure

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Monitoring Circle of Life:

- Preparing for monitoring week

- Monitoring Week

1. Planning

2. Deskwork & On-site

4. Closure

3. Reporting

- Final steps for monitoring closure

- Post monitor week

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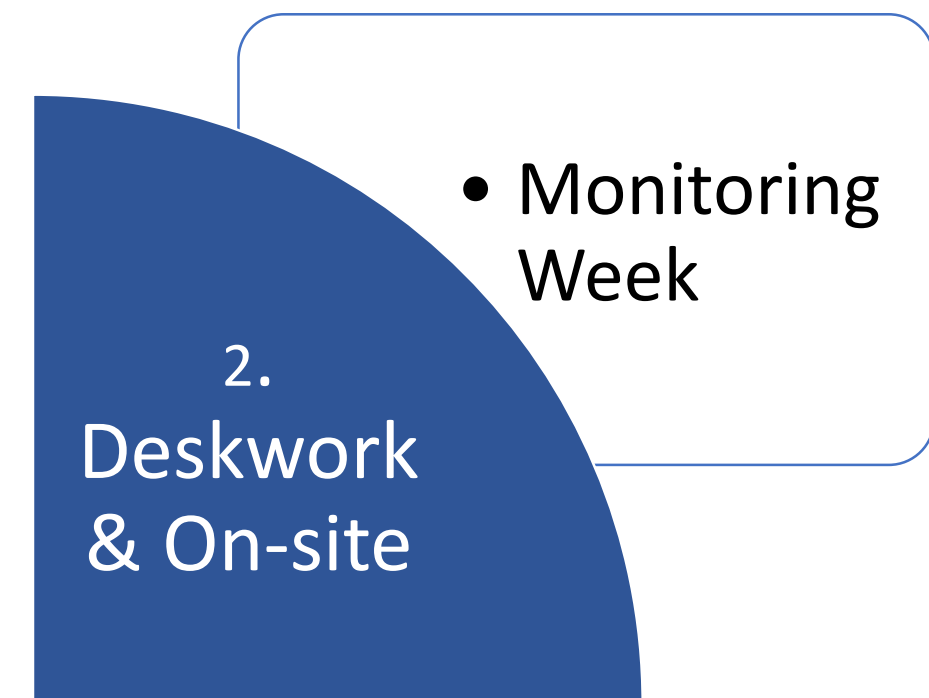# Monitoring Circle of Life: (continued)

- Preparing for monitoring Week

1. Planning

- Defining Monitoring Core Activity and Objective's

- Creating Sharefiles

- Designate POC for provider

- Send Notification Letters to Superintendents and Presidents

- Send Memorandum from director of Quality Assurance and Compliance

- Finalize the schedule

- Pre-visit reports from FDOE Program Staff

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Monitoring Circle of Life: (continued)

- Entrance Meeting

- Gather Evidence to accomplish Core Objectives

- Conducting Interviews

- Reviewing Gathered Evidence

- When onsite, conduct visual inventory check of providers equipment purchased with grant funds by site/location.

- Exit Meeting

- Monitoring Week

2. Deskwork & On-site

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Monitoring Activities

OSMR

- Visual Inventory check by site
- Visual check of MIS system
- 2 OSMR in 1 week

Both

- Entrance Meeting
- Financial wellness
- Records Review
- Equipment
- Procurement
- Student Data
- Personal time and effort reports
- Exit interview

VDMR

- Inventory spot-check (pictures)
- MIS screenshots and questionnaire
- 1 VDMR in 1 week

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Monitoring Circle of Life: (continued)

- Communicate monitoring results

- Write Preliminary Report and thank-you letters for Provider

- Collaborate and create corrective action plans

- Obtain corrective action plans for findings

- Write Final Report to be posted
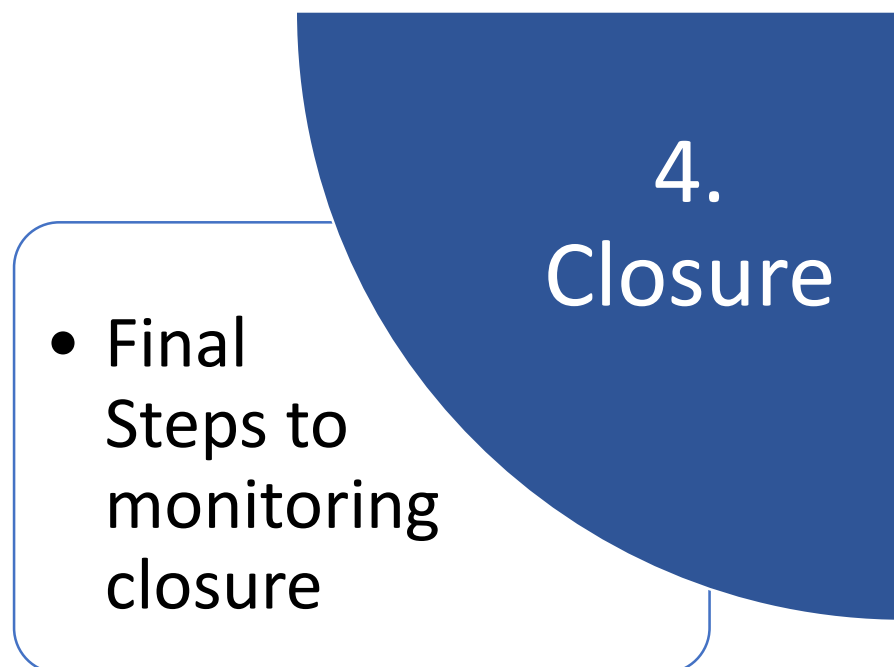
3.
Reporting

- Post monitoring week
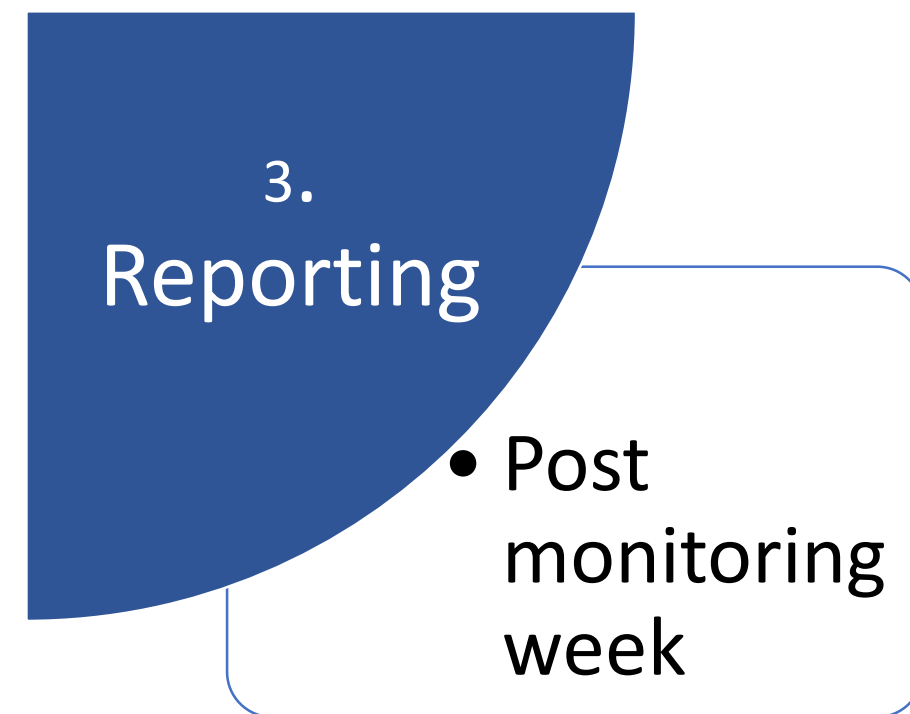
Monitoring Report Inclusions:

- Administration
- Data
- Curriculum and Instruction
- Financial
- Records Review
- Technology and Equipment
- Collaboration

Previous monitoring reports are available to review online: http://fldoe.org/academics/career-adult-edu/compliance

Monitoring Circle of Life: (continued)

4.
Closure

- Final Steps to monitoring closure

- Provide Technical Assistance

- Follow-up staff interview(as needed)

- Review corrective action plan and results (as needed)

- Final report submitted and sent to Superintendent

BONUS BEST PRACTICE:
Keep digital folders of the Core Activity evidence and update annually.

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Monitoring Differences FY 2021-22

On Site Monitoring Review (OSMR)

- Inventory List is needed in advance

- Create Schedules to accommodate travel time between facilities for eyes on inventory and interviewing personnel

- Entrance/exit Meetings, interviews, and document review in person

- Less Flexible due to time constraint. (On site monitors doing two monitors in one week)

Virtual Desk Monitor Review (VDMR)

- Inventory List included in Core Activity, snapshots of individual items submitted in ShareFile.

- Create Schedules to accommodate travel time between facilities

- Entrance/exit Meetings, interviews, and document review online

- More Flexible as meetings are virtual and easier to reschedule during the full week

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Schedule

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VDMR Schedule Example

- Entrance Meeting

- Core Activity's 1 through 5

- Interviews as needed with provider staff

- Exit Meeting

- Very fluid, can move around interviews and days

- Schedule covers full 5 day week

AGENDA	
The review process will be accomplished through a desk review, document sharing and phone interviews. The reviewer will gather available, up-to-date, written policies, procedures, or other guidance governing the systems under a topic.All requested documents must be received by the reviewer by the day of the exit meeting. Any documents presented after that date, will not be considered .The act of identifying an issue results in little improvement without accompanying technical assistance in the creation and implementation of corrective action.	

Date	Activity
Monday	
9:00 a.m. – 10:00 a.m.	Virtual Entrance Meeting
10:00 a.m. – 5:00 p.m.	**Core Activity 1: Career and Technical Education** Objective 1.a: Accountability Objective 1.b: Local Application Objective 1.c: Local Use of Funds **Core Activity 4: Data**
Tuesday	
10: 00 a.m. – 12:00 p.m.	**AE And CTE Interview**
8:30 AM – 4:30 PM	**Core Activity 2: Adult Education** Objective 2.a: Performance Accountability System Objective 2.b: Local Application Objective 2.c: Leadership Activities
Wednesday	
10:00 a.m. – 12:00 p.m.	Interview **Core Activity 3: Financial Management** Objective 3.a: Statutory and National Policy Requirements Objective 3.b: Contracts and Procurement
Thursday 8:00 a.m. – 5:00 p.m.	**Core Activity 3: Financial Management** Objective 3.c: Equipment: Objective 3.d: Allowable Cost: Objective 3.e: COVID-19 Response
Friday	
2:00 p.m – 3 p.m	Questions, Provide Possible Technical Assistance and Wrap Up
2:30 p.m. – 3:30 p.m.	Virtual Exit Meeting

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OSMR Schedule Example

PROVIDER: CONTACT:					
PROGRAM FOCUS: _x_ Adult Education _x_ Career and Technical Education					
FDOE TEAM:					
Wednesday	2:00 PM – 3:00 PM	3:00 PM – 3:30 PM	3:30 PM – 4:30 PM		
	ENTRANCE CONFERENCE Contact:	**Inventory Location**	**Program of Study** **Phone:** **Inventory Location**		
Thursday	9:00 AM - 12:00 PM	12:00 PM - 1:00 PM	1:00 PM – 5:00 PM		
	Contact: **AE - Observations, records review, student and instructor interviews (Team A and B)** **AE - Observations, student and instructor interviews (Team A and B)**	Lunch	**CTE - Observations, student and instructor interviews (Team A and B)**	Administrative interviews: finance, data, Perkins, Adult Education and Records Review (Team A and B)	

- Schedule is broken down to the hours of day and team members

- Accounts for travel time between sites for interviews and inventory checks

- Very rigid schedule, does not allow for flexibility.

- Core Activity's 1-5 have specific time frames

- Team members know exactly how much time allotted to each task within the schedule

- Schedule averages 2 to 3 days

28

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Records Review
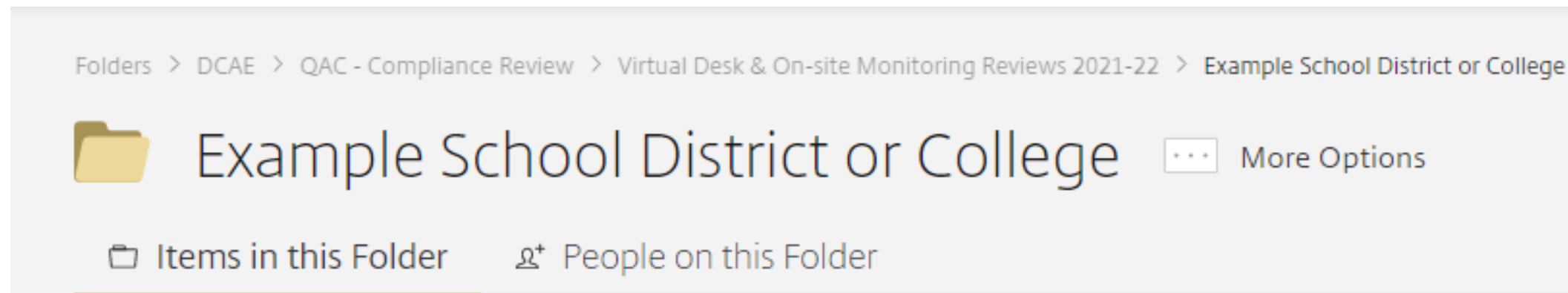
Records Review: FDOE ShareFile

Purpose

- Citrix ShareFile® is the Florida Department of Education's (FDOE) cloud-based secure file transfer solution. This solution is used to transfer files that are confidential, as well as too large and/or too numerous to send in a single email.

- Maintain compliance with the Family Education Rights and Privacy Act (FERPA).

Records Review: FDOE ShareFile

- ShareFile is ready to start uploading documents

- Unique ShareFile name.
  - Example: VDMR or OSMR_Fall_2021_providers name

- To add additional users please email the name and email address to Kara.Kearce@fldoe.org
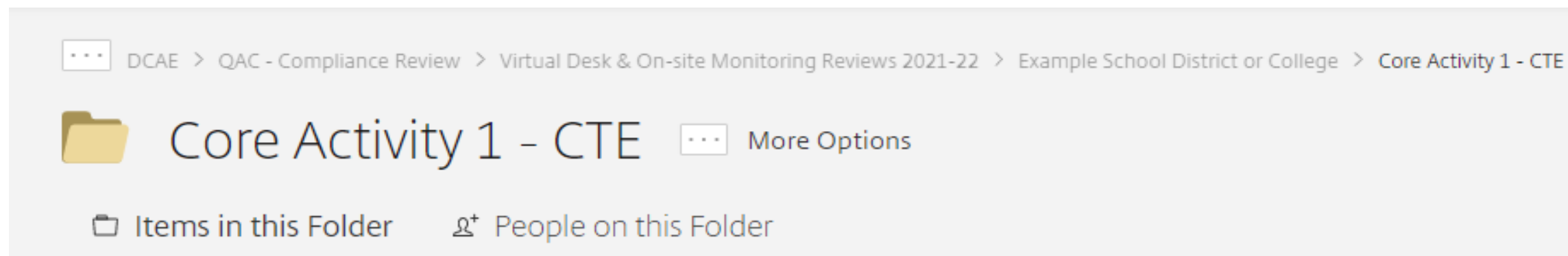
Records Review: FDOE ShareFile

Each folder will be set up by Core Activity 1 through 5

Folders > DCAE > QAC - Compliance Review > Virtual Desk & On-site Monitoring Reviews 2021-22 > Example School District or College

📁 Example School District or College ⋯ More Options

🗂 Items in this Folder   👤⁺ People on this Folder

☐   Name ▲

☐ ☆ 📁 Core Activity 1 - CTE

☐ ☆ 📁 Core Activity 2 - Adult Education

☐ ☆ 📁 Core Activity 3 - Financial Management

☐ ☆ 📁 Core Activity 4- Data Accountiblity & Reporting

☐ ☆ 📁 Core Activity 5-CARES Act

Records Review: FDOE ShareFile

The Core Activity folder will have the Objectives (shown below)

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Records Review: Objectives

Question

Law

Evidence

Core Activity 1- Career and Technical Education
Objective 1.c – Local Use of Funds

Question	C / E	Citation(s)	Methods of Collection/ Examples of Documentary Evidence	Notes
1. How does the provider offer career exploration and career development activities for students before enrolling **and** while participating in CTE programs that may include: a. introductory courses or activities focused on career exploration and career awareness, including non-traditional fields; b. readily available career and labor market information, including information on (i) occupational supply and demand; (ii) educational requirements; (iii) other information on careers aligned to State, local, or Tribal (as applicable) economic priorities; and (iv) employment sectors; c. programs and activities related to the development of student graduation and career plans; d. career guidance and academic counselors that provide information on postsecondary education and career options; e. any other activity that advances knowledge of career opportunities and assists students in making in-formed decisions about future education and employment goals, including non-traditional fields; **or** f. providing students with strong experience in, and comprehensive understanding of, all aspects of an industry?	C	Perkins Sec. 135(b)(1)	• Coordination of student outreach programs (open house, information night, student advising session (postsecondary) • Career and Student Technical Organization roster(s) • Student training(s) • Guidance counselor training on CTE program offerings	

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Organize Objective's Evidence

- Evidence file path should be labeled by Core Activity , Objective and the question number on the Objective.

Example: Core Activity 1, Objective 1C, question number 1
- CA1_1c_1

QAC - Compliance Review > Virtual Desk Monitoring Review (VDMR) Spring 2021 > ▬▬▬▬▬▬▬ >

📁 CA1_Obj1.c   ⋯ More Options

🗀 Items in this Folder   👤⁺ People on this Folder

		Name ▲
☐	☆ 📕	CA1_Obj1.c_1.pdf
☐	☆ 📕	CA1_Obj1.c_2.pdf
☐	☆ 📕	CA1_Obj1.c_2_ ADA trainings schedule.pdf
☐	☆ PPT	CA1_Obj1.c_2_ ADAtraining-facultyorientation.pptx
☐	☆ 📕	CA1_Obj1.c_2_College-wide Faculty Meeting 08152018.pdf
☐	☆ 🖼	CA1_Obj1.c_2_Convocation 2019.jpg
☐	☆ 📕	CA1_Obj1.c_2_New Faculty Academy_Agenda.pdf
☐	☆ 📕	CA1_Obj1.c_2_PDD 2019.pdf
☐	☆ 📕	CA1_Obj1.c_2_WEQC Agenda_11.2.2018.pdf
☐	☆ 📕	CA1_Obj1.c_2_WEQC Meeting Minutes 11-2-18_final.pdf
☐	☆ 📕	CA1_Obj1.c_3_18-19 Aersopace Advisory Meeting Minutes.pdf
☐	☆ 📕	CA1_Obj1.c_3_18-19 Criminal Justice Advisory Meeting Minutes.pdf

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Records Review: Student Data

- The Bureau of PK-20 Education Reporting and Accessibility (PERA) randomly selects student names.

- Selected student name will be provided during the monitoring review.

- All documentation must be uploaded to the secure Sharefile **or** viewed on site.

Records Review: Student Data

Adult Education

- AGE completers and non-completers

- Purpose to verify the accuracy of literacy completion points (LCPs) reported to FDOE.

- Once you receive your sample list of student data, the provider **shall** use their ShareFile to upload official TABE and/or CASAS test records for each student on your list (NOT AN EXCEL SPREADSHEET).

- The monitoring staff will need to verify each student's pre and post-test scores to ensure the LCP's accuracy to the state.

Records Review: Student Data

Career and Technical Education

- *Post-secondary completers*: verify the accuracy of program completers reported to FDOE.
  - Use ShareFile to upload copies of each student's transcript.
  - The monitoring staff will need to verify that each student's transcript and course log match the program requirements to be recognized as a program completer.

- *Industry Certifications*: verify the accuracy of earned industry certifications reported to the FDOE.
  - Use ShareFile to upload copies of each student's actual industry certification.
  - Official records from Certiport® or other official testing agencies will suffice if copies of the actual certifications are not available. The monitoring staff will need to verify that each student earned the industry certification reported to the state.

Internal Control Policies and Procedures

- Conflict of Interest

- Fraud

- Travel

- Inventory/equipment

- Procurement

- Allowability

- Gratuity

- Cash Management

- Retention of Records

All items listed MUST be in writing

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Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

- Description of Property

- Serial Number/ID Number

- The source of the funding

- Title Holder

- Acquisition Date

- Cost of Property

2 C.F.R. 200, Uniform Grant Guidance, 200.313 Equipment: Property records must be maintained that include:

- Percentage of Federal Participation

- Location of Property

- Use and Condition of Property

- Sale Price

- Date of Disposal

Property Inventory List Example

Perkins-Funded Equipment Inventory
2 CFR 200.313

Acquisition Date	Description of Item	Serial Number	Model Number	Other Identification Number	Unit Cost	Funding Source(s) including the FAIN	Who holds the title?	% of Cost by Source	Location of Item	Use and Condition	Date of Inventory	Disposition on Data	COVID 19 Donated or Loaned
9/28/18	Camcorder	1140512	HDC-CX250	TAG # 1	$1,098.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
9/28/18	Camcorder	1140513	HDC-CX250	Tag #2	$1,098.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
9/28/18	Camcorder	1140514	HDC-CX250	Tag # 3	$1,098.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
4/15/19	3-D Printer	1142425	HDC-CX250	Tag #4	$1,230.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
1/19/18	iss Mobile PreK Classpack	1135750	HDC-CX250	Tag #5	$1,040.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
1/19/18	iss Mobile PreK Classpack	1135751	HDC-CX250	Tag #6	$1,040.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
1/19/18	iss Mobile PreK Classpack	1135752	HDC-CX250	Tag# 7	$1,040.00	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New	7/1/20		
3/21/19	Elec. Countertop Fryer	1142120	HDC-CX250	Tag# 8	$1,593.59	Perkins Grant 103-	First Name. Last Name	100%	Sunshine School 123 Flag Street, Tall FL 32399 Room 223 B	New			

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Records Request: Onsite Only

Please upload the below document to the ShareFile by **September 3, 2021**:

- List of administrative staff with duties relevant to these grants. Include location and contact numbers.

- List of instructors (including position title) paid by the grants and their assigned schedule and location.

- Location of all (CTE) programs, including address with zip codes, phone number, and dean or director name.

- Provide an inventory of equipment purchased with the Carl D. Perkins grant funds, by site and with the required elements of the Education Department General Administrative Regulations (EDGAR) for grant awards issued 2018-19 through the current fiscal year.

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Examples of Monitoring Findings

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Example of Monitoring Findings

Procurement findings: Authority/Law: 2 CFR 200.320 Methods of procurement to be followed, 34 CFR 80.36(b) – Procurement Standards

- Lack of policies and procedures for contracting and/or purchasing goods and services

- Not using a **cost and price analysis** for all procurements in **excess** of the Simplified Acquisition Threshold (small purchases) including modifications.

- Not documenting all independent estimate of costs before receiving bids or proposals.

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Example of Monitoring Finding

Financial Finding: Authority/Law: 2CFR 200.407 Prior written approval; Project Application and Amendment Procedures for Federal and State Programs (Green Book), Section B "Project Amendments."

- Unauthorized purchases made against the federal grant

- Spending federal grant dollars **prior** to approval of requested grant amendments.

- Spending federal grant dollars **WITHOUT** approval of requested grant amendments.

- No submission of a budget amendment

Tool: Grant Budget Analysis

Object Code	Description	Original Grant	Amendment 1	Amendment 2	Actual Budget	FA 399/499	399 vs. Actual	Disbursed	Unexpended Balance Actual	Unexpended Balance 399/499	
52300	Instructional - Para-Professional/Associate/Assistant	$90,370.00	($7,027.00)	$0.00	$83,343.00	$83,343.00	$0.00	$91,870.02	($8,527.02)	($8,527.02)	
53000	Other Professional	$101,915.00	$1,764.00	$0.00	$103,679.00	$103,679.00	$0.00	$104,089.79	($410.79)	($410.79)	
54000	Technical, Clerical, Trade and Service	$33,027.00	($4,043.00)	($4,047.00)	$24,937.00	$23,681.00	$1,256.00	$21,129.66	$3,807.34	$2,551.34	
59100	Social Security Contributions	$17,235.00	($266.00)	($1,014.00)	$15,955.00	$13,282.00	$2,673.00	$13,207.90	$2,747.10	$74.10	
59101	FICA/Medicare Contributions	$0.00	$0.00	$0.00	$0.00	$3,106.00	($3,106.00)	$3,088.89	($3,088.89)	$17.11	Added no prior approval
59200	Retirement Contributions	$19,665.00	($1,220.00)	($583.00)	$17,862.00	$0.00	$17,862.00	$0.00	$17,862.00	$0.00	
60500	Travel	$15,000.00	$0.00	($500.00)	$14,500.00	$0.00	$14,500.00	$0.00	$14,500.00	$0.00	
60502	Travel - Out-of-District	$0.00	$0.00	$0.00	$0.00	$4,544.55	($4,544.55)	$9,460.20	($9,460.20)	($4,915.65)	
60503	Travel - Out-of-State	$0.00	$0.00	$0.00	$0.00	$9,955.45	($9,955.45)	$10,055.45	($10,055.45)	($100.00)	
62000	Printing	$20,807.00	$0.00	$1,100.00	$[2]07.00	$0.00	$21,907.00	$0.00	$21,907.00	$0.00	
62001	Printing/Duplicating - Vendor	$0.00	$0.00	$0.00	$0.00	$21,907.00	($21,907.00)	$8,655.73	($8,655.73)	$13,251.27	
64501	Other Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	($500.00)	($500.00)	Added no prior approval
64510	Advertising (Not Required by Law)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13,075.00	($13,075.00)	($13,075.00)	Added no prior approval
64514	Technology Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	($500.00)	($500.00)	Added no prior approval
65500	Educational, Office/Department Materials and Supplies	$6,180.00	$0.00	$7,619.00	$13,799.00	$0.00	$13,799.00	$0.00	$13,799.00	$0.00	
65501	Educational Materials and Supplies	$0.00	$0.00	$0.00	$0.00	$13,299.00	($13,299.00)	$13,535.47	($13,535.47)	($236.47)	
65502	Office Materials and Supplies	$0.00	$0.00	$0.00	$0.00	$500.00	($500.00)	$698.08	($698.08)	($198.08)	
65700	Data Software - Non-Capitalized	$3,000.00		($500.00)	$2,500.00	$0.00	$2,500.00	$0.00	$2,500.00	$0.00	
65701	Data Software - Educational, Non-Capitalized	$0.00	$0.00	$0.00	$0.00	$2,500.00	($2,500.00)	$2,500.00	($2,500.00)	$0.00	
66500	Other Materials and Supplies	$118,000.00	($4,470.00)		$113,530.00	$0.00	$113,530.00	$0.00	$113,530.00	$0.00	
66506	Minor Equipment (Optional Account)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,244.60	($1,244.60)	($1,244.60)	
65507	Technology Material	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,417.19	($1,417.19)	($1,417.19)	Added no prior approval
	Column Totals (column H = sum of D, E, F and G)	$495,386.00	$59,344.00	$0.00	$554,730.00	$554,730.00	$0.00	$552,893.44	$1,836.56	$1,836.56	

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Example of Monitoring Finding

Data and Assessment: Authority/Law: Failure to accurately report student data to FDOE: UGG 2 CFR 200.328 Monitoring and reporting program performance, F.S. 1008.43 Career program reporting requirements.

- Student performance data submitted was incorrect.

Property control and inventory findings: Authority/Law: 2 C.F.R. 200, Uniform Grant Guidance, 200.313 Equipment and EDGAR, Section 80.32 Equipment, (d)(1) .

- Failure to maintain all required elements
- Undocumented disposal of equipment

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General Concerns
&
Best Practices

General Concerns

- Last minute spending…students must benefit

- No staff development plans

- No leadership succession plans

- Lack of coordination among MIS/data, program and financial Professionals

- Outdated policies and procedures

- Lack of attention to off-site location resource needs

- Incomplete MOU and contract service agreements

Best Practices

- Innovative uses of technology

- Continued collaboration with business and industry

- Integration of academics with career themed curriculum

- Effective use of advisory boards

- Effective communication between administrative, program and support staff

Frequently Asked Questions

Frequently Asked Questions

Q1. Who should we include for the entrance/exit conferences and interview sessions?

Q1
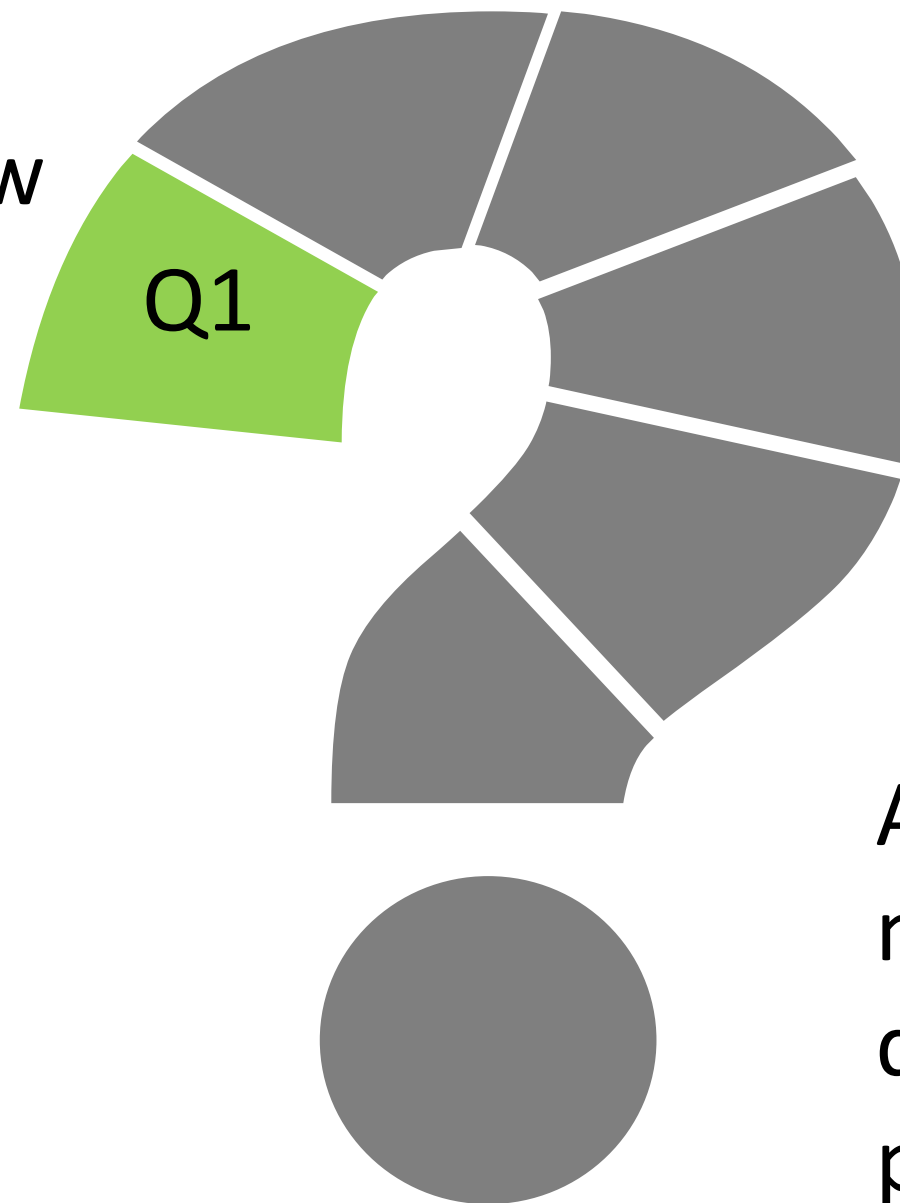
A. Any personnel that may need to be addressed during the monitor week is preferred, but its up to the provider.

Frequently Asked Questions

Q2. Are we still required to upload documentation once our actual monitoring week has concluded?
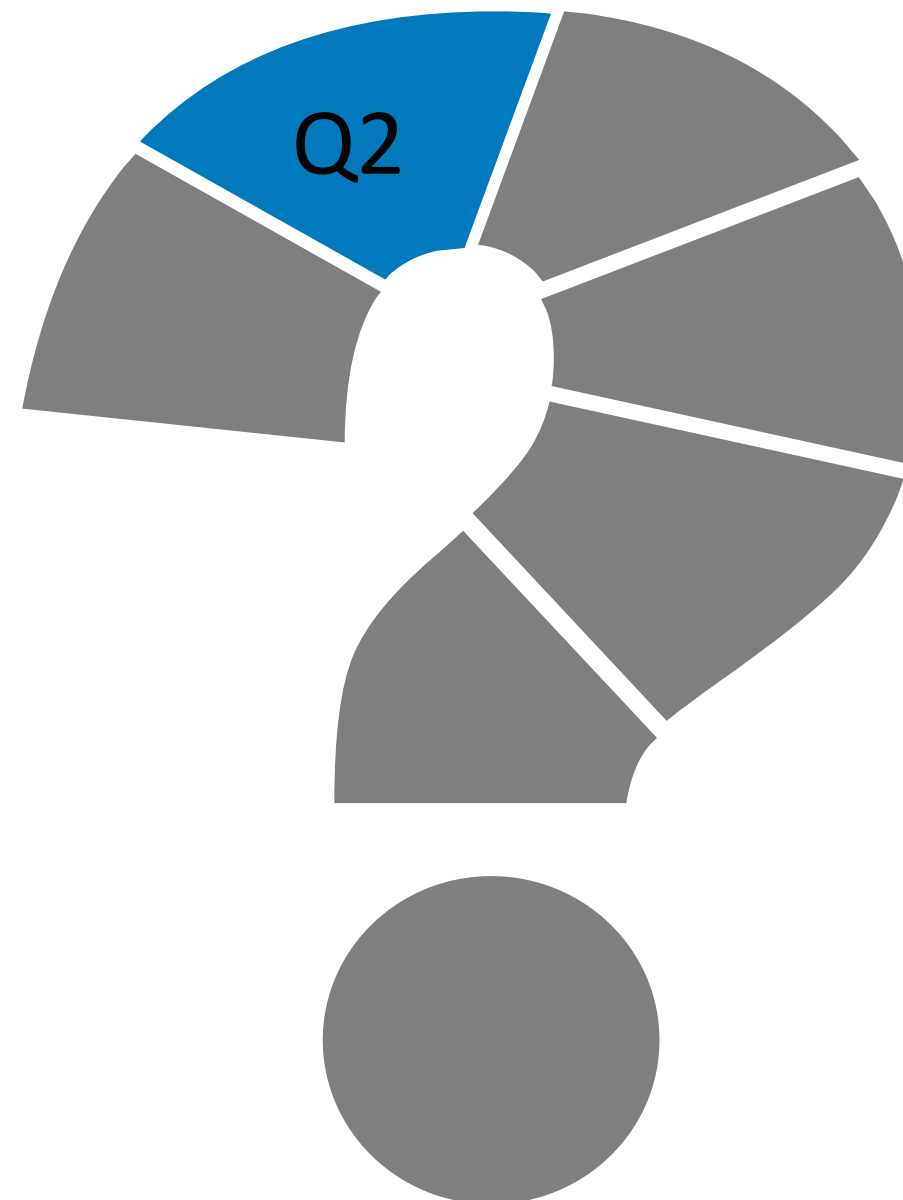
A. Ultimately, all documents should be uploaded or reviewed by the exit meeting.

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Frequently Asked Questions

Q3. What if I have both secondary and post-secondary CTE programs? Will both program areas be monitored?

Q3
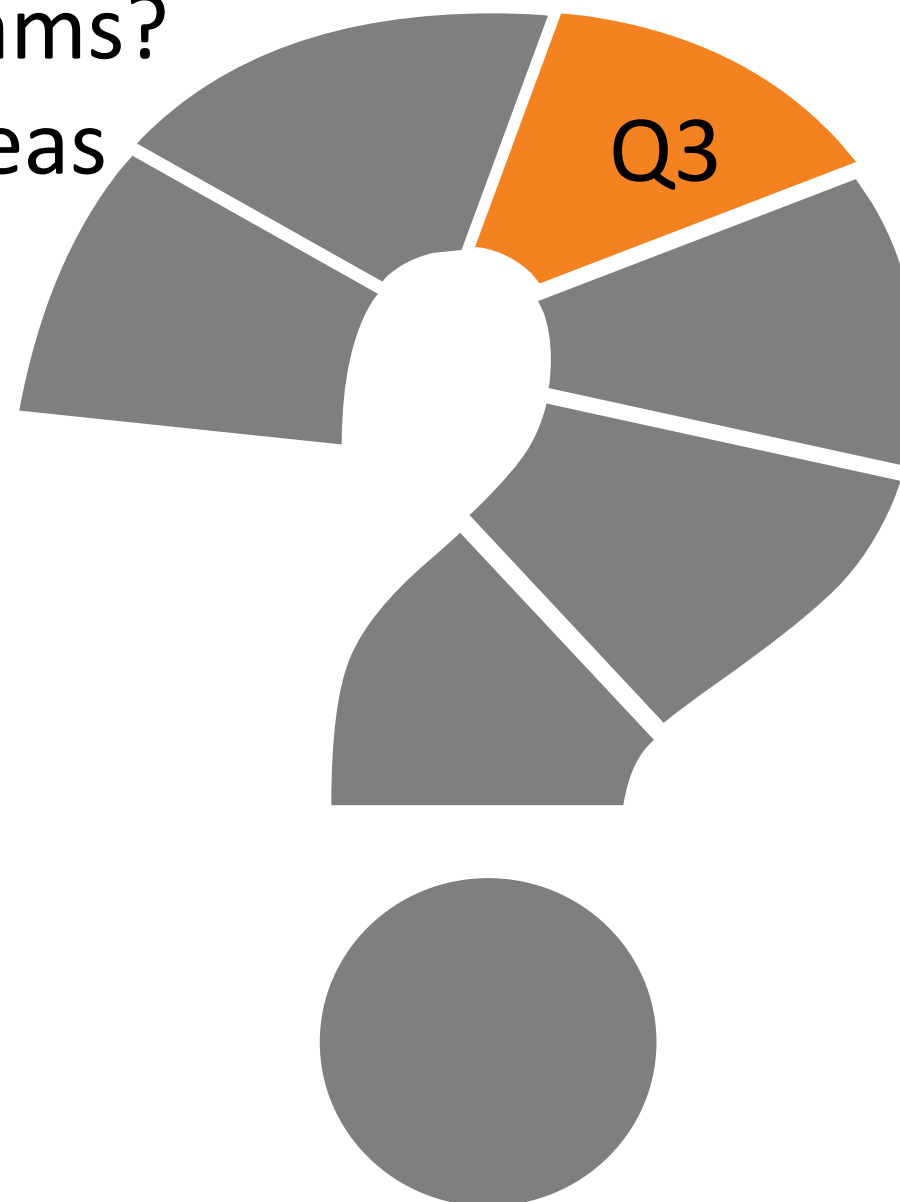
A. The Compliance team is required to monitor ALL grants that pass through the Division of Career and Adult Education.
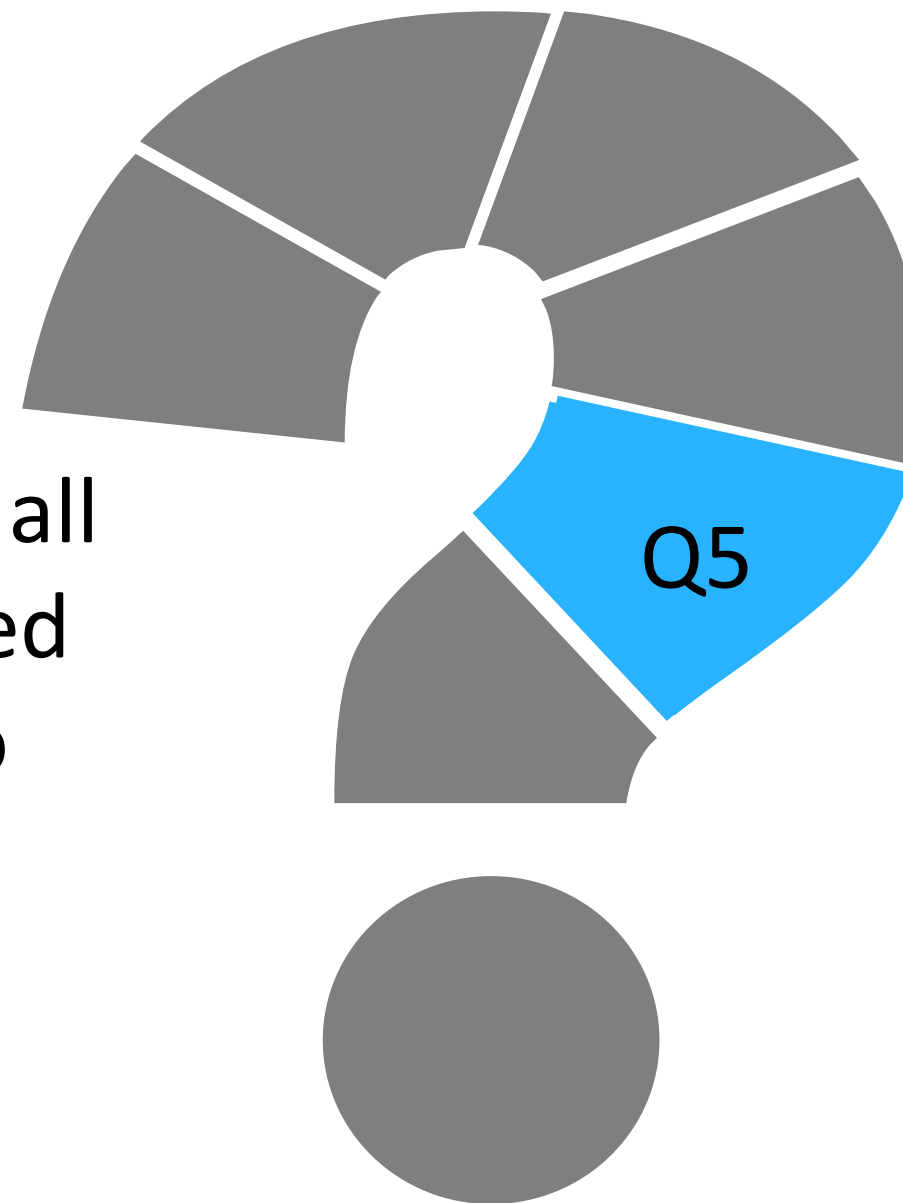
Frequently Asked Questions

Q4. If I have documentation/evidence that is applicable to multiple questions, do I need to upload it more than one time?

Q4
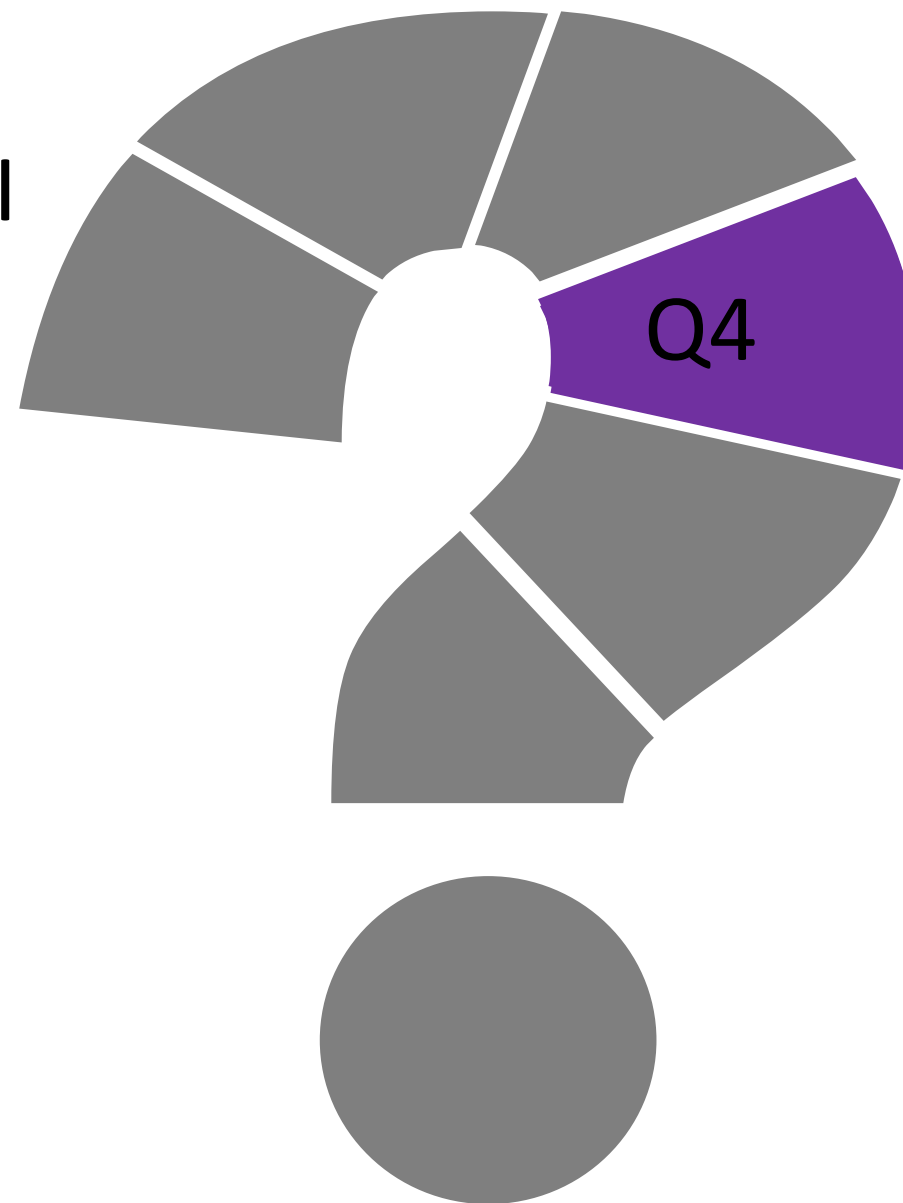
A. No, briefly write in the note section of the objective informing the Lead Reviewer the location.

Frequently Asked Questions
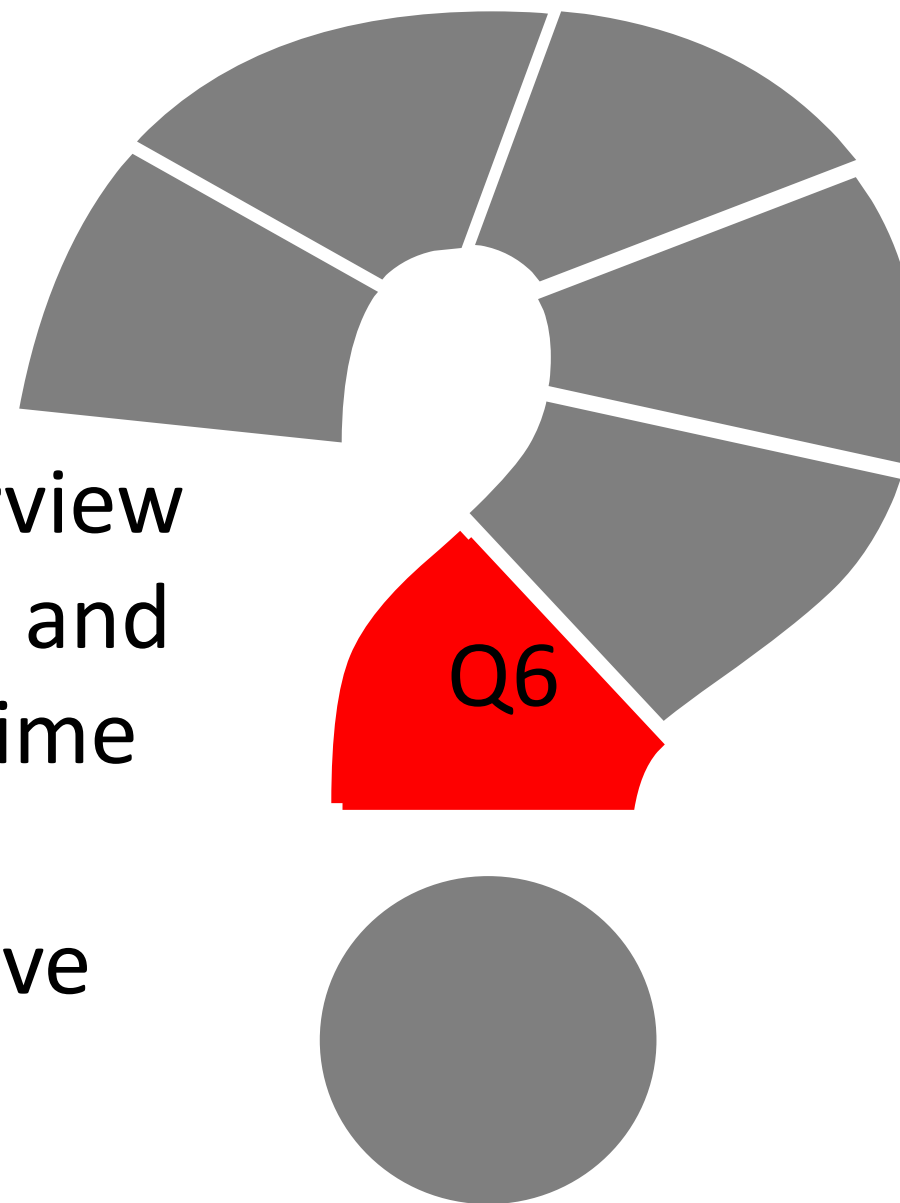
Q5. Is it required I have all documentation uploaded to the ShareFile prior to their monitoring week?

Q5

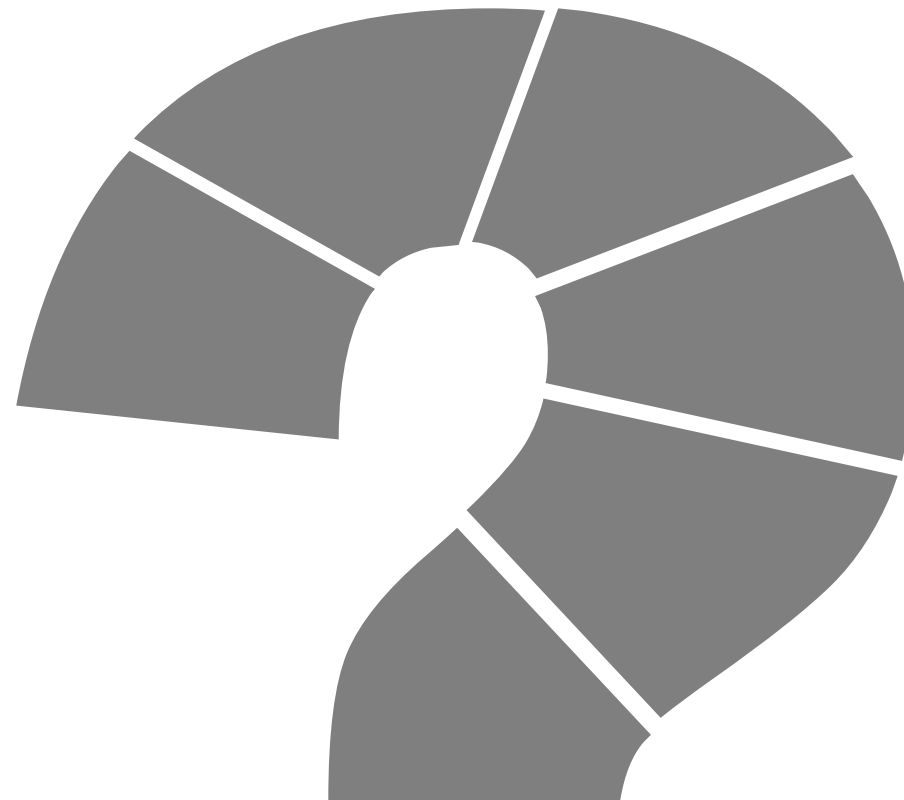A. Not required but strongly encouraged..

Frequently Asked Questions

Q6. Are the three interview sessions (CTE, AE, data and assessment) the only time you will need to speak directly to administrative and program staff?

Q6

A. In general, yes, but sometime additional questions may surface.

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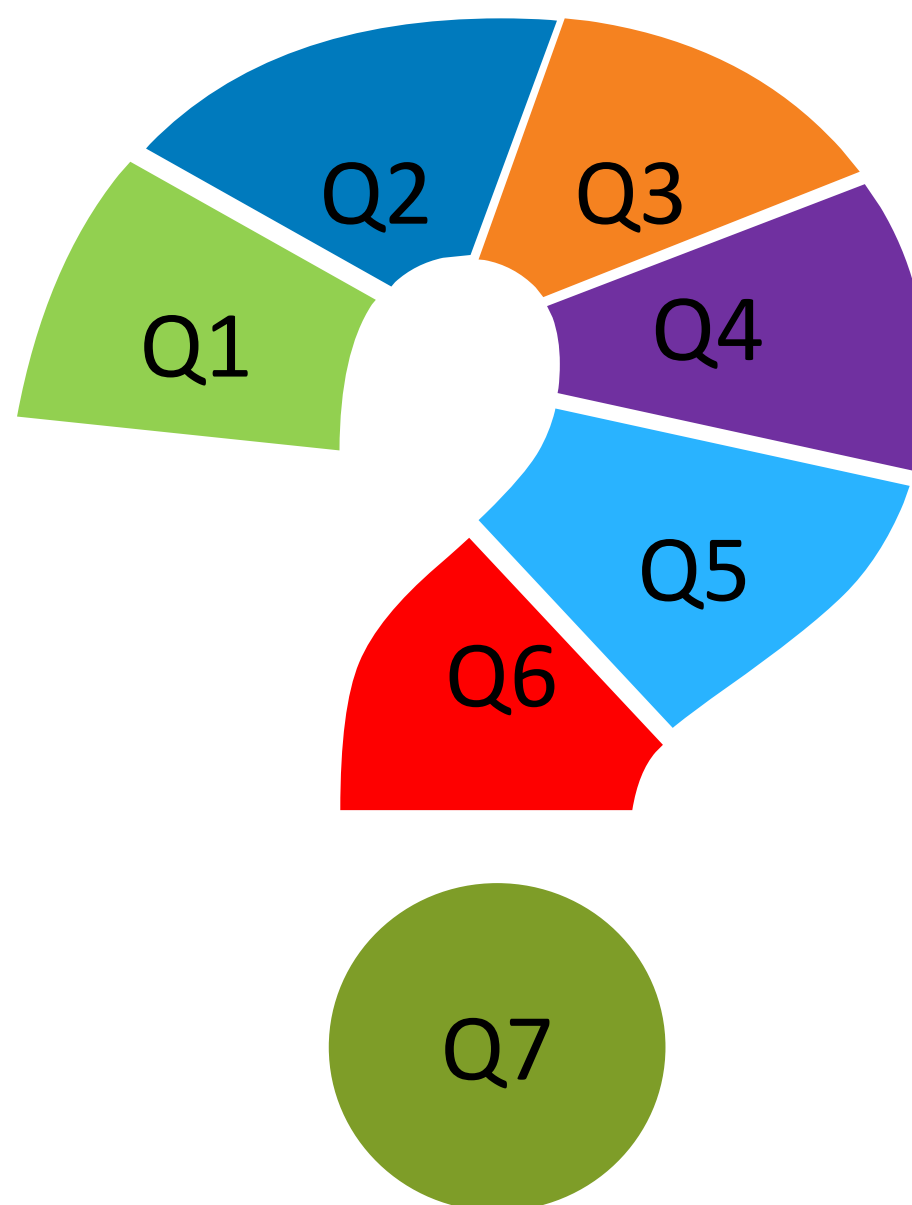
Frequently Asked Questions

Q7. What happens if we are issued a finding over the course of the monitoring period?

Q7

A. Corrective Action Plan will be outline to rectify the finding.

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New Questions

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THANK YOU!

Kara Kearce
DIRECTOR OF QUALITY ASSURANCE AND COMPLIANCE

Charles Davis
PROGRAM SPECIALIST

Michael Swift
PROGRAM SPECIALIST

Orion Price
PROGRAM SPECIALIST

Henry Mack, Chancellor
Division of Career and Adult Education

Gloria Spradley-Brown, Chief
Bureau of Grants Administration and Compliance