



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

## **Quality Assurance and Compliance**

**Virtual Desk Monitoring Review  
for  
Pathways to Career Opportunities Grant**

Florida Alcohol and Drug Abuse Association

**November 11-15, 2024**

Final Report

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Florida Department of Education  
Division of Career and Adult Education

Florida Alcohol and Drug Abuse Association  
**Pathways to Career Opportunities Grant (PCOG)  
Quality Assurance and Compliance Monitoring Report**

## **I. INTRODUCTION**

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers.

## **II. AUTHORITY**

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

## **III. QAC CORE MONITORING GUIDE**

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

## **IV. PROVIDER SELECTION**

The QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

Florida Alcohol and Drug Abuse Association monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Melanie Brown-Woofter, President and Chief Executive Officer, on August 16, 2024. The designated representative for the agency was Ms. Ive Vintimilla. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

## V. FLORIDA ALCOHOL AND DRUG ABUSE ASSOCIATION

### Finance

The provider was awarded the following grant(s) for fiscal years 2022-2023:

#### **FY 2022-23**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	89S-90310-3Q501	\$ 229,536.00	117,417.80

Additional information about the provider may be found at the following web address:

<https://www.fadaa.org/page/About>

## VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary.

### Onsite Visits

Since the provider did not have capitalized equipment above the \$5,000 threshold, an onsite visit was not required:

### Entrance and Exit Conferences

An introductory telephone meeting with Ms. Ive Vintimilla took place on November 11, 2024. An exit telephone meeting took place on January 14, 2025 to inform her of the final standing of the monitoring review.

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Ive Vintimilla	Director of Contract & Professional Services, Florida Alcohol and Drug Abuse Association	X	X
<b>Division Monitoring Team</b>			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

### Narrative

Between April 1, 2023, and June 30, 2023, FADAA conducted over 20 employer meetings which resulted in a total of eight new employers and 32 new apprentices. During that last quarter, FADAA worked with the program's advisory council, which consisted of behavioral health employers and members from the Florida Behavioral Health Association (FBHA), Human Resources Committee, FBHA Workforce Development Committee and FBHA/FADAA staff. This diverse group provided leadership in the management of the program and helped market the occupations of the program. This group also helped in the development of the standards for the Prevention Care Specialist apprenticeship that was submitted in this last quarter to the Department for review and approval. FADAA continued educating the public through several campaigns focused on apprentices, employers and partners on the merits of apprenticeships and their role in building the talent pipeline and strengthening the behavioral health

workforce. As they follow their program goals of expanding the knowledge of the positive role apprenticeships play in supporting behavioral health employers and enrolling eligible individuals in approved BH Apprenticeships, FADAA continued enrolling apprentices in the behavioral health apprenticeships: Addictions Counselor, Peer Specialist and Behavioral Health Technician. As a grant deliverable, FADAA is currently working with the Department to complete the approval and registration process for their new apprenticeship: Prevention Care Specialist. All of the approved Behavioral Health apprenticeships have enrollments. The return on investment is reflected in the growth of career paths that help both those seeking careers in healthcare and their employers. With the apprenticeship standards in place, FADAA apprenticeship program participants have access to a high-quality career ladder. During the registered apprenticeship, 60 percent of employers recouped at least 80 percent of their costs, and almost 40 percent recouped their full costs. The median return on investment is \$144 for every \$100 invested.

## VII. OBSERVATION

A. ADMINISTRATION refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- The project supports apprenticeships for addiction counselors, requiring 2400 hours of continuous employment and a peer specialist and behavioral health technician, both requiring 2000 hours. In all three cases, the apprenticeships are designed to support accreditation. This means that on-the-job training (OJT) is well-defined to address the competencies required for accreditation and includes formal supervision, which in the healthcare field involves the regular meeting of a manager or senior practitioner (or journey worker) with staff members (apprentices) with the aim of reviewing and reflecting on performance, providing support and improving practice. For the addiction counselor position, the OJT must include between 100 and 300 hours of supervision, depending on the applicant's level of education, by a qualified professional (e.g., physician or physician's assistant licensed under Chapters 458 or 459, F.S., professionally licensed under Chapters 490 or 491, F.S., Advanced Registered Nurse Practitioner, Certified Addiction Professional). The competencies for this position include clinical evaluation, treatment planning, counseling, case management and referral, client, family and community education, documentation and ethical and professional responsibilities. For the peer specialist position, the OJT must include 16 hours of supervision in a year by a qualified professional (e.g., the applicant's immediate supervisor or any other agency supervisors, trainers, mentors, quality assurance staff and any other agency management or leadership staff). The competencies for this position include advocacy, mentoring, recovery support and professional responsibility. For the behavioral health technician position, the OJT must include 24 hours of supervision by a qualified professional similar to that of the addiction counselor. The competencies for this position include clinical competence, maintaining client and personal safety, documentation and patient confidentiality and ethical and professional responsibilities. At least 50 percent of the hours of clinical supervision must be individual, one-on-one supervision and/or observation of skills. No more than 50% of the required hours of supervision may be in a group setting. The OJT takes place at clinics or treatment centers operated by the employers. Given that these are healthcare settings, apprentices are required to have an employer-issued identification as well as uniforms. Day-to-day training is typically led by an array of staff selected to meet the training needs of the apprentice and aligned to the competencies required for each position. OJT includes both formal training on topics such as the rules, regulations and best practices governing the practice as well as hands-on training, modeling, coaching and

mentoring. Behavioral health providers have extensive experience providing OJT since this is the model used for accreditation and career advancement in the field.

**B. DATA AND ASSESSMENT** refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored and commented.

- Since the provider is not required to report student data through the state data reporting system, no data was verified during the review.

**C. CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- No curriculum and instruction were observed during the monitoring review.

**D. TECHNOLOGY AND EQUIPMENT** refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- All inventory with the value of \$1,000 or more met the criteria set forth by federal, state and local guidelines and is included within their fixed asset system.

**E. RECORDS REVIEW** refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed were:

- Procedures for finance and procurement
- Policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Employee/employer Apprenticeship contract
- Instructional and on-the-job training manual

**F. FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- The Director of Finance and Accounting Controller ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
  - Budget Implementation
  - Cash Management
  - Methods of accounting
  - Fiscal internal controls
  - Records and reporting
  - Inventory Management
  - Procurement

- Conflict of interests
- Monitoring staff conducted a grant budget analysis of Florida Alcohol and Drug Abuse Association Department grants.

**G. COLLABORATION** refers to the collaborative agreements, partnerships or memoranda of understanding that are in place to benefit an agency's programs and students.

- Florida Alcohol and Drug Abuse Association has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes but are not limited to the following:
  - Aspire Health Partners
  - CareerSource Research Coast
  - CareerSource North Central Florida
  - Circles of Care

## VIII. RESULTS

Florida Alcohol and Drug Abuse Association was not found to be out of compliance with the grant. However, there is concern that the Registered Apprenticeship Program, Florida Behavioral Health Association, Inc., GNJ (2022-FL-111479), is out of compliance with the Code of Federal Regulation and State Board Rule. See details below:

<b>Program Concerns</b>	1
<b>Area</b>	Notification of Apprentice Actions
<b>Details</b>	Of the 160 apprentices registered since the program's inception in 2022, ninety-five are overdue for completion, ninety-four of which exceed the forty-five (45) calendar day requirement. These ninety-four overdue apprentices had expected completion dates ranging from October 10, 2023, to November 15, 2024.
<b>Effectiveness</b>	Per Title 29 Code of Federal Regulation 29.3(e): <ul style="list-style-type: none"> <li>● <i>The appropriate Registration Agency must be notified within 45 days of persons who have successfully completed apprenticeship programs; and of transfers, suspensions, and cancellations of apprenticeship agreements and a statement of the reasons therefore.</i></li> </ul> This is reiterated in Rule 6A-23.003(4) as follows: <ul style="list-style-type: none"> <li>● <i>The program sponsor must notify the Department within forty-five (45) calendar days of persons who have successfully completed apprenticeship programs, transfers, cancellations of apprenticeship agreements, and a statement of the reasons by the program sponsor.</i></li> </ul>

## VIII. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Florida Alcohol and Drug Abuse Association VDMR. A special thanks is offered to Ms. Ive Vintimilla for her participation and leadership during this process.



**Please address inquiries regarding this report to:**

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