



DAEL's Multi-Source, Data-Driven Monitoring Process

**New State Directors Management Workshop
November 4-6, 2013**

Background

- Process objectives
- Intensive training for monitoring staff
- Conduct Full or Targeted review
- Site selection governed by an approved monitoring plan in ED



Risk Analysis Factors

- Lack of on-site full monitoring review in last several years
- Need for verification of data quality
- Consistent low performance on NRS indicators in several categories
- Prospective noncompliance with grant requirements or past unobligated balances of program funds identified through desk monitoring
- Progress in resolving required actions from prior monitoring visit
- Significant staff turnover in State offices or recent/imminent State transfer of program governance
- Receipt of significant allotment of AEFLA funds
- Program-specific Unresolved or Recurring Audit Findings



The Process for Full Review

- Goal is for the process to be transparent to the state
- Pre-Visit conference calls with state
- Data driven review process confirming conclusions with data from multiple sources
- Local site visits and focus groups
- Use of peer reviewer



Areas Reviewed

- National Reporting System
- State leadership
- Funding of Local Programs
- Evaluation of Local Programs
- Financial
- Organizational Status
- Collaboration with WIA Partners
- English Literacy/Civics Program
- URL for Monitoring Tool

<http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/dael-monitoring.html>



The Report

- Recognizes noteworthy practices in state administration of the federal grant
- Identifies compliance findings, required actions with authority citations and describes observations that result in findings
- Provides recommendations to promote improvement



CAP Template

TEMPLATE FOR STATE PROGRAM AND TECHNICAL ASSISTANCE MONITORING CORRECTIVE ACTION PLAN

State: _____

Date of Visit: _____

Received Report: _____

State Required Action	Strategy to Meet Required Action	Evidence of Action Completed	Projected Date for Completion	Assigned Staff if Appropriate	Status of Action Completed or Pending

