DAEL On-Site Monitoring

Background, Philosophy, and Overview of Monitoring
Purpose of Monitoring

• Uphold the Department’s fiduciary responsibility to ensure funds are used for intended purposes
• Provide timely and appropriate technical assistance to grantees
DAEL’s Philosophy for Monitoring

- Should be technical assistance-oriented
- Should be standardized and transparent
- Should be data-driven and strive for triangulation of data from multiple sources
- Should be a team effort that is dependent upon individual roles and responsibilities
- Should reflect high standards of professionalism
Types of Monitoring Activities

- Desk Monitoring
  - NRS Performance Reports
  - Data Quality Check Lists
  - State Narrative Reports
  - Fiscal Reports
  - G5 Draw Down Reports
  - Audit Reports

- On-site Visits
  - Full
  - Targeted
On-Site Full Visits

- Risk-based (Programmatic and Departmental)
- Guided by Standardized Modules and Job Aids
- Pre-Visit Activities
- On-Site Activities
- Post-Visit Activities
Pre-Visit Activities

• Contacting the state and setting the date
• Three Federal Team work sessions
• Three Federal/State conference calls
• MIS demonstration (as applicable)
• Director’s Pre-Visit briefing
On-Site Activities

- Entrance Interview
- Document Review
- MIS Demonstration (as applicable)
- Interviews with State Staff
- Local Site Visits
- Focus Groups (Local Directors, Workforce Partners)
- Team Time
- Call-Back to Head Quarters
- Exit Interview(s)
Post-Visit Activities

- Director’s Post-Visit Briefing
- Write & Issue Report
- Negotiate Corrective Action Plan (CAP) for all findings
- Monitor CAP completion
- Close CAP
Scope of On-Site Monitoring

Five Topics or Modules—

1. Performance Accountability
2. Fiscal Reporting
3. State Leadership
4. Competitions and Monitoring of Local Providers
5. WIOA Collaboration (Shared Module)

Please contact your Area Coordinator for the Modules
Types of Evidence

- Observation/Demonstration
- Document Review
- Interviews/Focus Groups
- Local Site Visits
Scope of Local Site Visits

- Performance Accountability
- Monitoring of Adult Education and Literacy Activities
- Fiscal Reporting
- One-stop Partnerships
Questions?

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