

**Indiana Department of Education  
2015-2016 Title I, Part D Onsite Monitoring Checklist  
Local Educational Agency Subpart II Monitoring for Delinquent Institutions**

Corp Name \_\_\_\_\_ Corp # \_\_\_\_\_

Institution Name \_\_\_\_\_ Date of Monitoring \_\_\_\_\_

Guiding Requirement		Acceptable Evidence/Documentation	Rating	IDOE Comments and Rating Scale: M= Meets Requirements R= Recommendation FI= Finding N/A= Not Applicable
1	<p>Local Educational Agencies receiving Subpart 2 funds must provide an annual count to the State for the number of students residing in the institution during the required window of time to generate Title I funds.</p> <ul style="list-style-type: none"> <li>Provide evidence that children are appropriately counted according to Title I guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Student enrollment records that substantiate the count on the Annual Survey submitted to the SEA</li> </ul>		
2	<p>Local Educational Agencies receiving Subpart 2 funds must have appropriate oversight of the Subpart 2 program and use of funds.</p> <ul style="list-style-type: none"> <li>Local Educational Agencies are responsible for the management and oversight of all schools and institutions that receive Title I services.</li> </ul>	<ul style="list-style-type: none"> <li>Written policies</li> <li>Memorandums</li> <li>Evidence of meetings or consultations w/institution</li> <li>Evidence of LEA approval of expenditures in Title I application</li> <li>Procedures for providing professional development to staff in institutions</li> </ul>		
3	<p>Local Educational Agencies receiving Subpart 2 funds must ensure the assessment of educational needs and academic progress of all eligible children and youth.</p> <ul style="list-style-type: none"> <li>Provide evidence that the institution assesses the educational needs of the children to be served.</li> <li>Provide a description of the procedures to be used to assess such needs.</li> <li>Provide evidence that students are appropriately assessed for academic progress.</li> </ul>	<ul style="list-style-type: none"> <li>Needs assessment data and process</li> <li>Priority list for receiving services</li> <li>Pre-post test data</li> <li>Current year Title I Part D State Application</li> <li>List of Assessment Instrument(s)</li> </ul>		

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4	<p>Students residing in Subpart 2 institutions must be participating in an education program comparable to one operating in the local school such youth would attend. Educational programs in the correctional facility must assist students to achieve high academic standards.</p> <p>Title I instruction must be supplemental to the regular program of instruction.</p> <ul style="list-style-type: none"> <li>Provide evidence that students residing in the institution receive a regular program of instruction, either in a local public school or within the facility.</li> </ul>	<ul style="list-style-type: none"> <li>Education program plan</li> <li>Current year Title I Part D Application</li> <li>Annual progress report</li> <li>List of course offerings</li> <li>Current year class schedules</li> </ul>		
5	<p>Local Educational Agencies receiving Subpart 2 funds must ensure Title I staff in Subpart 2 institutions are appropriately qualified to work with children and youth in institutions, including students with disabilities if applicable.</p> <p>Title I staff receives professional development appropriate to their roles and the needs of the student population.</p> <ul style="list-style-type: none"> <li>Provide evidence of appropriately qualified staff in the Title I program.</li> <li>Provide evidence of procedures for identifying and facilitating professional development according to identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>Schedules, agendas, and sign in sheets for professional development activities</li> <li>Qualifications of instructional staff</li> <li>List of teaching assignments</li> <li>Approved Title I budget and supporting documentation of expenditures</li> </ul>		
6	<p>Local Educational Agencies receiving Subpart 2 funds must ensure parents are involved, where feasible, in efforts to improve the educational achievement of their children and to prevent further involvement of such children in delinquent activities.</p> <ul style="list-style-type: none"> <li>Provide evidence of outreach efforts to parents of Title I students in the institution.</li> </ul>	<ul style="list-style-type: none"> <li>Written communications with parents (newsletters, flyers, invitations, etc.)</li> <li>Evidence of meetings with parents</li> </ul>		

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7	<p>Local Educational Agencies receiving Subpart 2 funds shall evaluate the program, disaggregating data on participation by race, gender, ethnicity, and age, to determine the program’s impact on participants.</p> <ul style="list-style-type: none"> <li>• Provide evidence as to how the district plans to evaluate the educational program and use the results of the most recent evaluation to plan and improve the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Agency evaluation plan</li> <li>• Educational program plan</li> <li>• Evidence of data collection systems in place</li> </ul>		
8	<p>Local Educational Agencies receiving Subpart 2 funds must ensure that funds are coordinated with other Federal, State, and local funds to provide services to participating children and youth, such as funds made available under Title I of the Workforce Investment Act of 1998 (P.L. 105-220) and vocational and technical education funds.</p> <p>Subpart 2 programs must be coordinated with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable.</p> <p>Where appropriate, Subpart 2 programs must work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth.</p> <ul style="list-style-type: none"> <li>• Provide evidence of program coordination</li> <li>• Coordinate with businesses for training and mentoring for participating children and youth</li> </ul>	<ul style="list-style-type: none"> <li>• List of programs with which coordination is accomplished and the nature of such coordination</li> <li>• Correspondence, schedules, agendas, activities for business coordination endeavors</li> </ul>		

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9	<p>Local Educational Agencies receiving Subpart 2 funds must coordinate with the home schools of students, particularly with respect to students with an IEP under Part B of the Individuals with Disabilities Education Act.</p> <p>The home school must be notified of students identified as being in need of special education or related services while in the institution.</p> <ul style="list-style-type: none"> <li>Provide evidence of processes and procedures for contact with the home schools of students in the institution.</li> </ul>	<ul style="list-style-type: none"> <li>Written guidance, memorandums, evidence of meetings, evidence of transfer of work and/or acceptance of credit from the home school</li> </ul>		
10	<p>Where feasible, Local Educational Agencies receiving Subpart 2 funds must provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling.</p> <p>Local Educational Agencies receiving Subpart 2 funds must provide support programs that encourage children and youth who have dropped out of school to reenter school once they have completed their term at the correctional facility, or provide them with the skills necessary to gain employment or to seek a secondary school diploma or its recognized equivalent.</p> <ul style="list-style-type: none"> <li>Provide evidence of additional services to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants.</li> </ul>	<ul style="list-style-type: none"> <li>List, schedule, participation information on additional services.</li> <li>Verification of percentage of children residing outside the LEA boundaries.</li> </ul>		
11	<p>Local Educational Agencies receiving Subpart 2 funds must have procedures that ensure fiscal control.</p> <ul style="list-style-type: none"> <li>Describe and provide a detailed budget for the program.</li> </ul>	<ul style="list-style-type: none"> <li>Current year Title I, Part D State Application</li> <li>Purchase orders and requisitions to support approved budget.</li> <li>Appropriations report</li> <li>Budget History Report</li> </ul>		

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12	<p>Equipment and Technology Requirements</p> <ul style="list-style-type: none"> <li>• Provide evidence that Title I, Part D and ARRA inventory list contains all components required from EDGAR.</li> <li>• Provide evidence that Title I, Part D and ARRA equipment is properly tagged and located where indicated on the inventory list.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment/Inventory list</li> <li>• Proper labels and tags</li> </ul>		
13	<p>Data reporting and collections</p> <ul style="list-style-type: none"> <li>• Has the Local Educational Agency participated in all applicable Title I data reporting and completed data collections by the required due dates?</li> </ul>	<ul style="list-style-type: none"> <li>• Report history including submission dates for current year</li> </ul>		