Indiana Department of Education
2015-2016 Title I, Part D Onsite Monitoring Checklist
State Agency Subpart I Monitoring for Neglected and Delinquent Institutions

State Agency _____ **State Agency #** _____

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	State agencies receiving Subpart 1 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. • Provide evidence that children are appropriately counted according to Title I guidelines.	• Student enrollment records that substantiate the count on the Annual Survey submitted to the SEA		
2	State Agencies receiving Subpart 1 funds must assess the educational needs and academic progress of all eligible children and youth in eligible institutions. *In making services available to children and youth in adult correctional institutions, priority must be given to such children and youth who are likely to complete incarceration within a 2-year period.* • Provide evidence that the State Agency assesses the educational needs of the children to be served. • Provide a description of the procedures to be used to assess such needs. • Provide evidence that students are appropriately assessed for academic progress.	• Needs assessment data and process • Current year Title I Part D State Application • List of Assessment Instrument(s) • Pre-post test data		

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3	State Agencies receiving Subpart 1 funds must offer a regular program of instruction for at least 20 hours per week for youth, unless served in an adult correctional facility (15 hours per week). Title I instruction must be supplemental. • Provide evidence that the State Agency offers a regular program of instruction for at least 20 hours per week for youth, unless served in an adult correctional facility. Adult correctional facilities must offer a regular program of instruction for at least 15 hours per week.	• Education program plan • Current year Title I Part D State Application • Annual progress report • List of course offerings • Current year class schedules		
4	State Agencies receiving Subpart 1 funds must implement programs and projects that are designed to support educational services that afford youth an opportunity to meet challenging academic achievement standards and must designate an individual in each affected correctional facility or institution for neglected or delinquent children and youth to be responsible for issues relating to the transition of children and youth from such facility or institution to locally operated programs. • Provide an educational program plan, including the plan for the transition of youths back into family, school and community, and/or how the agency will prepare students to receive a high school diploma or its accepted equivalent, matriculate to postsecondary education, employment or military enlistment. • Provide evidence of an individual in each correctional facility or institution to be responsible for issues relating to the transition of children and youth from the facility or institution to locally operated programs.	• Education program plan • Current year Title I Part D State Application • Transition plan • Agency, division, or unit organizational chart • Contact information for liaison		

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5	State Agencies receiving Subpart 1 funds must ensure Title I staff are appropriately qualified to work with children and youth in institutions, including students with disabilities if applicable. State Agencies receiving Subpart 1 funds must provide evidence of a procedure for appropriate professional development to teachers and other staff. • Provide evidence of appropriately qualified staff in the Title I program. • Provide evidence of procedures for identifying and facilitating professional development according to identified needs.	• Schedules, agendas, and sign in sheets for professional development activities • Qualifications of instructional staff • List of teaching assignments • Approved Title I budget and supporting documentation of expenditures		
6	State Agencies receiving Subpart 1 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. • Provide evidence of outreach efforts to parents of Title I students in the institution.	• Written communications with parents (newsletters, flyers, invitations, etc.) • Evidence of meetings with parents		
7	State Agencies receiving Subpart 1 funds for **institution-wide projects** must consult with experts and provide the necessary training for appropriate staff to ensure that the planning and operation of **institution-wide projects** under section 1416 are of high quality. • Provide evidence of the consultation with experts to provide necessary training for appropriate staff to ensure that the planning and operation of institution-wide projects are of high quality.	• Contracts • Training schedules and agendas • Participation logs		
8	State Agencies receiving Subpart 1 funds shall evaluate the program, disaggregating data on participation by race, gender, ethnicity, and age, to determine the program's impact on participants. • 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.	• Agency evaluation plan • Educational program plan • Evidence of data collection systems in place		

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9	State Agencies receiving Subpart 1 funds must coordinate with other appropriate State and Federal programs, such as programs under Title I of Public Law 105-220, vocational and technical education programs, State and local dropout prevention programs, special education programs and businesses for training and mentoring for participating children and youth. • Provide evidence of the State agency's program coordination with other appropriate State and Federal programs, (Workforce Investment Act) • State Agencies receiving Subpart 1 funds must coordinate with businesses for training and mentoring for participating children and youth.	• List of programs with which coordination is accomplished and the nature of such coordination • Correspondence, schedules, agendas, activities for business coordination endeavors		
10	State Agencies receiving Subpart 1 funds must encourage coordination between correctional facilities and local educational agencies or alternative education programs attended by incarcerated children and youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the local educational agency or alternative education program. • Provide evidence of the State Agency's guidance to funded correctional facilities concerning the coordination with local educational agencies or alternative education programs to ensure that student assessments and academic records are shared jointly by correctional facility and the local education agency or alternative education program.	• Copies of State Agency Guidance, technical assistance, and correspondence to facilities on program coordination.		

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11	State Agencies receiving Subpart 1 funds must work with children and youth with disabilities in order to meet an existing individualized education program. The state agency must notify the student's local school if the student is identified as in need of special education services while the student is in the facility and the student intends to return to the local school. • Provide evidence of processes and procedures for contact with the home schools of students in the institution.	• Written guidance, memorandums, evidence of meetings, evidence of transfer of work and/or acceptance of credit from the home school		
12	State Agencies receiving Subpart 1 funds must provide additional services to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants. • Provide evidence of additional services to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants.	• List, schedule, participation information on additional services		
13	State Agencies receiving Subpart 1 funds shall have procedures that ensure fiscal control. • Describe and provide a detailed budget for the program, including the reservation of funds required under Section 1418 of the No Child Left behind Act of 2001.	• Completed and approved State Agency Budget • Current year Title I, Part D State Application • Purchase orders to support approved budget.		
14	Equipment and Technology Requirements • Provide evidence that Title I, Part D and ARRA inventory list contains all components required from EDGAR. • Provide evidence that Title I, Part D and ARRA equipment is properly tagged and located where indicated on the inventory list.	• Equipment/Inventory list • Proper labels and tags		
15	Data reporting and collections • Has the State Agency participated in all applicable Title I data reporting and completed data collections by the required due dates?	• Report history including submission dates for current year		