

# 2019-2020

## LEA & Institution Onsite Monitoring Document

### Title I, Part D; Subpart II

The Indiana Department of Education's (IDOE) Review Team will complete this document as a record of the Onsite Review of Title I, Part D. It details the findings of the Review Team regarding the key focus areas identified in this protocol. If any areas are found to be in partial compliance or out of compliance, a finding will be listed on the report generated by the team from the IDOE. This report will be completed within 30 business days of the visit to the Local Educational Agency (LEA).

LEA Name: xxxx

Corporation Number: xxxx

Date of Visit: xxxx

Superintendent: xxxx

IDOE Team Member(s): Meg Richert

Program Administrators: xxxx, Title I, Part D

Institution 1: xxxx

Principal: xxxx



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Compliance Standard Indicator		Acceptable Evidence/Documentation	Rating	IDOE Comments and Rating Scale: M= Meets Requirements R= Recommendation FI= Finding N/A= Not Applicable
<b>Monitoring Topic 1: Data Reporting and Collection</b>				
1	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.  <ul style="list-style-type: none"> <li>Provide evidence that youth are appropriately counted according to Title I guidelines.</li> </ul>	<input type="checkbox"/> Student enrollment records that substantiate the count on the Annual Survey submitted to the SEA		<b>Evidence Provided:</b>
2	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; including student achievement data.  <ul style="list-style-type: none"> <li>Provide evidence that demonstrates 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> <i>Subpart 3: Sec. 1431 (a)</i>	<input type="checkbox"/> Agency evaluation plan; or <input type="checkbox"/> Educational program plan; or <input type="checkbox"/> Evidence of data collection systems in place		<b>Evidence Provided:</b>
3	Local educational agencies receiving Subpart 2 funds should be in compliance with all Title I reporting requirements.  <ul style="list-style-type: none"> <li>Provide evidence that the local educational agency participated in all applicable Title I data reporting collections (Part D Final Report and N&amp;D Annual Count Survey) by required due dates.</li> </ul>	<input type="checkbox"/> Report history including submission dates for current year		<b>Evidence Provided:</b>
<b>Monitoring Topic 2: Collaboration Efforts</b>				
1	Local educational agencies receiving Subpart 2 funds must have appropriate oversight of the Subpart 2 program. Local Educational Agencies are responsible for the management and oversight of all schools and institutions that receive Title I services.	<input type="checkbox"/> Written policies; or <input type="checkbox"/> Memorandums; or <input type="checkbox"/> Evidence of meetings or consultations w/institution; and		<b>Evidence Provided:</b>



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	<ul style="list-style-type: none"> <li>● Provide evidence that the Local educational agency and Title I, D facility have had timely and meaningful consultation regarding the Title I services.</li> <li>● Provide evidence that the local educational agency provides ongoing management and oversight of Title I, D programs within the facility.</li> </ul> <p><i>Subpart 2: Sec. 1423 (2)</i></p>	<input type="checkbox"/> Evidence of LEA approval of expenditures in Title I application; or <input type="checkbox"/> Procedures for providing professional development to staff in institutions		
2	<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><b>Provide evidence that the local educational agency is coordinating funds with other Federal, State, and/or local funds for Title I, D program.</b></p> <p><i>Subpart 2: Sec. 1425 (9-11)</i></p>	<input type="checkbox"/> List of programs with which coordination is accomplished and the nature of such coordination		<p><b>Evidence Provided:</b></p>
3	<p>Subpart 2 programs must be coordinated with activities funded under the <a href="#">Juvenile Justice and Delinquency Prevention Act of 1974</a> 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> <p><b>Provide evidence of program and activity coordination including coordination with businesses for training/mentoring for participating children and youth.</b></p> <p><i>Subpart 2: Sec. 1425 (9-11)</i></p>	<input type="checkbox"/> Correspondence, schedules, agendas, activities for business coordination endeavors		<p><b>Evidence Provided:</b></p>

Monitoring Topic 3: Program Requirements for Local Educational Agency			
1	<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> <p><b>Provide evidence that the institution assesses the educational needs of the children to be served including a description of the procedures to be used to assess such needs.</b></p> <p><i>Subpart 1: Sec. 1414 (C-1)</i></p>	<input type="checkbox"/> Needs assessment data and process; or <input type="checkbox"/> Priority list for receiving services; or <input type="checkbox"/> Pre-post test data; or <input type="checkbox"/> Current year Title I, Part D Application; or <input type="checkbox"/> List of Assessment Instrument(s)	<p><b>Evidence Provided:</b></p> <p>LEA</p> <p>Facility</p>
2	<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. Title I instruction must be supplemental to the regular program of instruction.</p> <p><b>Provide evidence that students residing in the institution receive a regular program of instruction, either in a local public school or within the facility.</b></p> <p><i>Subpart 2: Sec. 1423 (3)</i></p>	<input type="checkbox"/> Education program plan; or <input type="checkbox"/> Current year Title I, Part D Application; or <input type="checkbox"/> Annual progress report; or <input type="checkbox"/> List of course offerings; or <input type="checkbox"/> Current year class schedules	<p><b>Evidence Provided:</b></p> <p>LEA</p> <p>Facility</p>
3	<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. Title I staff receives professional development appropriate to their roles and the needs of the student population.</p> <p><b>Provide evidence of appropriately qualified staff in the Title I program.</b></p> <p><b>Provide evidence of procedures for identifying and facilitating professional development according to identified needs.</b></p>	<input type="checkbox"/> Qualifications of instructional staff; or <input type="checkbox"/> List of teaching assignments; and <input type="checkbox"/> Schedules, agendas, and sign in sheets for professional development activities; or <input type="checkbox"/> Approved Title I budget and supporting documentation of expenditures	<p><b>Evidence Provided:</b></p>



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Subpart 2: Sec. 1425 (4)				
Guiding Requirement		Acceptable Evidence/Documentation	Rating	IDOE Comments and Rating Scale: M= Meets Requirements R= Recommendation FI= Finding N/A= Not Applicable
4	<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, assist in dropout prevention activities, and to prevent further involvement of their children in delinquent activities.</p> <p><b>Provide evidence of outreach efforts to parents of Title I, D students in the institution.</b></p> <p><i>Subpart 2: Sec. 1423 (8)</i></p>	<input type="checkbox"/> Written communications with parents (newsletters, flyers, invitations, etc.); or <input type="checkbox"/> Evidence of meetings with parents		<b>Evidence Provided:</b>
Monitoring Topic 4: Program Requirements for Correctional Facility				
1	<p>The correctional facility entering into an agreement with a local educational agency 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. The home school must be notified of students identified as being in need of special education or related services while in the institution.</p> <p><b>Provide evidence of processes and procedures for contact with the home schools of students in the institution.</b></p> <p><i>Subpart 2: Sec. 1425 (1)</i></p>	<input type="checkbox"/> Written guidance, memorandums, evidence of meetings, evidence of transfer of work; or <input type="checkbox"/> Acceptance of credit from the home school		<b>Evidence Provided:</b>
2	<p>Where feasible, the correctional facility entering into an agreement with a local educational agency receiving Subpart 2 funds must provide transition assistance to help the child or youth stay in school, including coordination or services for the family, counseling, assistance in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling.</p>	<input type="checkbox"/> List, schedule, participation information on additional services; or <input type="checkbox"/> Data of those enrolled in local schools; or <input type="checkbox"/> Secondary school diplomas/equivalent; and <input type="checkbox"/> Verification of percentage of children residing outside the LEA boundaries.		<b>Evidence Provided:</b>



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	<p>The correctional facility entering into an agreement with a local educational agency 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> <p><b>Provide evidence of transitional services to children and youth, such as, but not limited to, career counseling, distance learning, and assistance in securing student loans and grants.</b></p> <p><i>Subpart 2: Sec. 1425 (3-4)</i></p>			
<b>Monitoring Topic 5: Equipment Accountability</b>				
1	<p>Provide evidence that the inventory list contains all components required from Uniform Grants Guidance.</p> <p><b>Provide evidence that Title I, Part D equipment is properly tagged and located where indicated on the inventory list.</b></p> <p>This is for items that are over the capitalization threshold that are considered Property. (\$5,000 per item unless the LEA has a lower threshold)</p> <p><b>Note:</b> See Attachment A (below) for required components</p>	<p><b>Acceptable Evidence:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LEA Equipment and Technology Inventory</li> </ul> <p><b>Required Components:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the item; and</li> <li><input type="checkbox"/> Serial number or other identification number; and</li> <li><input type="checkbox"/> Source (where item purchased); and</li> <li><input type="checkbox"/> Who holds the title (Title I, II, III, IV, or RLIS); and</li> <li><input type="checkbox"/> Acquisition date (date item purchased); and</li> <li><input type="checkbox"/> Cost; and</li> <li><input type="checkbox"/> Percentage of Federal participation of the property; and</li> <li><input type="checkbox"/> Location (including building and room number); and</li> <li><input type="checkbox"/> Use and condition (daily use, new/good/fair condition, etc.); and</li> <li><input type="checkbox"/> Disposition data: including the date of disposal and sales price or the method used to determine current fair market</li> </ul>		<p><b>Evidence Provided:</b></p>



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		value (for any items that were disposed of and paid for with respective federal fund)		
<b>Monitoring Topic 6: Budget</b>				
1	<p>Local educational agencies receiving Subpart 2 funds must have procedures that ensure fiscal control.</p> <p><b>Describe and provide a detailed budget for the program.</b></p>	<input type="checkbox"/> Current year Title I, Part D Application <input type="checkbox"/> Purchase orders and requisitions to support approved budget; or <input type="checkbox"/> Appropriations report; or <input type="checkbox"/> Budget History Report <input type="checkbox"/> Discuss any budgetary questions		<b>Evidence Provided:</b>

## Attachment A

### Federal Equipment and Technology Inventory

**Directions:** In reviewing the inventory list, please ensure that each of the ten components listed below are included.

The inventory will include a list of all equipment and technology purchased with Title I, Title II, Title III, Title IV, and RLIS funds. A comprehensive Federal inventory for all Title schools should be kept at central office. All equipment and technology must be marked or stamped or labeled with the name of the Federal program with which the items were purchased. **Note:** This is for items that are over the capitalization threshold that are considered Property.

All Property Records (inventories) must include:	Compliance:
1. A description of the property	
2. A serial number or other identification number	
3. The source of the property (where the property was purchased)	
4. Who holds title - (Title I, Title II, Title III, Title IV, RLIS)	
5. The acquisition date	
6. The cost of the property	
7. The percentage of Federal participation in the cost of the property	



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8. Where the property is located - (school/room number)	
9. The use and condition of the property – (new, good, fair, etc.)	
10. The ultimate disposition data including the date of disposal and sale price of the property	