Federal Program Monitoring Overview

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Agenda

Federal Program Monitoring (FPM)

- Purpose

- FPM Office

- FPM Program Instrument

- Adult Education Instrument Items/Evidence Requests

- AEFLA Administrators

Federal Program Monitoring (FPM) (1)

- The Adult Education and Family Literacy Act (AEFLA) grant requires the California Department of Education (CDE) to conduct on-site and on-line monitoring of all adult education grant recipients. This type of monitoring or review is called an FPM Review.

- All adult education grant recipients of AEFLA funding will be selected for review at some point.

- The purpose of the review is to ensure agencies are in compliance with federal, and where applicable, state law.

- The current monitoring cycle is for program year 2023−24.

Federal Program Monitoring (FPM) (2)

The CDE is required to monitor the implementation of federal and state funding (including adult education programs) administered by:

- Local Educational Agencies
- Community Colleges
- Coalitions
- Community-Based Organizations
- Libraries
- State Agencies

Tip for Success (1)

Do not wait until your agency is scheduled for a review to familiarize yourself with the Adult Education Instrument!

Purpose

- Ensure agencies are in compliance with federal, and where applicable, state law.

- Agencies that receive program funding are responsible for creating and maintaining programs which meet minimum fiscal and programmatic requirements, also referred to as minimum compliance.

- Opportunity for the Adult Education Office (AEO) to learn more about programs/services provided and to identify highly functioning agencies.

CDE's FPM Office (1)

- The FPM Office schedules and coordinates most federal reviews.

- Agencies may be selected for review every two years.

  - Onsite

  - Online

- Regional Team Leaders (RTL) work with CDE program reviewers and agency coordinators to conduct onsite and online reviews.

CDE's FPM Office (2)

- CDE's Compliance Monitoring web page:
- http://www.cde.ca.gov/ta/cr/

  - Frequently asked questions

  - Monitoring cycles

  - Monitoring selection criteria

  - Additional training

Tip for Success (2)

- Familiarize yourself with the Adult Education Instrument:

    - https://www.cde.ca.gov/ta/cr/progrinst202324.asp

FPM Program Instrument

- All programs, e.g., Adult Education; English Learners; Before and After School; and Fiscal Monitoring, use program instruments to guide monitoring reviews.

- Program instruments have instrument items – essentially categories – that the reviewer refers to during a review.

- The Adult Education instrument has 10 instrument items.

- https://www.cde.ca.gov/ta/cr/progrinst202324.asp

Adult Education Instrument Items (1)

- AE 01: Collaboration, Alignment, and Support Services

- AE 02: Financial Accountability

- AE 03: Data Collection and Program Effectiveness

- AE 04: Staff Qualifications and Professional Development

- AE 05: Needs Assessment

Adult Education Instrument Items (2)

- AE 06: Serving Individuals with Disabilities

- AE 07: Intensity, Duration, and Flexible Scheduling

- AE 08: Evidence-Based Instructional Practices and Reading Instruction

- AE 09: Effective Use of Technology and Distance Learning

- AE 10: Integrated Education and Training

Tip for Success (3)

Make sure your agency has the correct documentation and/or an example for each evidence request on the Adult Education Instrument.

Evidence Requests

Evidence requests are examples of documents agencies provide to demonstrate compliance:

- AE 01: Umbrella MOU with Local Workforce Development Board

- AE 02: Time and Effort Policies and Procedures

- AE 03: Local Assessment Policy

- AE 04: Duty Statements

- AE 06: ADA and IDEA Policy

- AE 10: Evidence of Co-Enrollment

Role of AEFLA Administrators

- Ensure you and all additional users of the CDE Monitoring Tool (CMT) have registered in Centralized Authentication System.

- Assign additional users as appropriate.

- Communicate with district personnel assigned to coordinate the review.

- Coordinate onsite scheduling and work with program reviewer during course of review.

Review (1)

- Which AEFLA agencies get selected for program reviews?

- Which office at CDE coordinates most federal program reviews?

- How often may agencies be selected for a review?

- What is the name of the document adult education reviewers refer to during the course of an FPM review?

- What is another name for the documents agencies provide during a program review?

Review (2)

- Which AEFLA agencies get selected for program reviews?
  - ✓All AEFLA agencies get be selected for review.

- Which office at CDE coordinates most federal program reviews?
  - ✓The FPM Office coordinates all program reviews.

- How often may agencies be selected for a review?
  - ✓Agencies may be selected for review every two years.

Review (3)

- What is the name of the document adult education reviewers refer to during the course of an FPM review?

  ✓ The Adult Education Instrument

- What is another name for the documents agencies provide during a program review?

  ✓ Evidence Requests