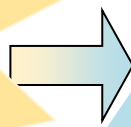
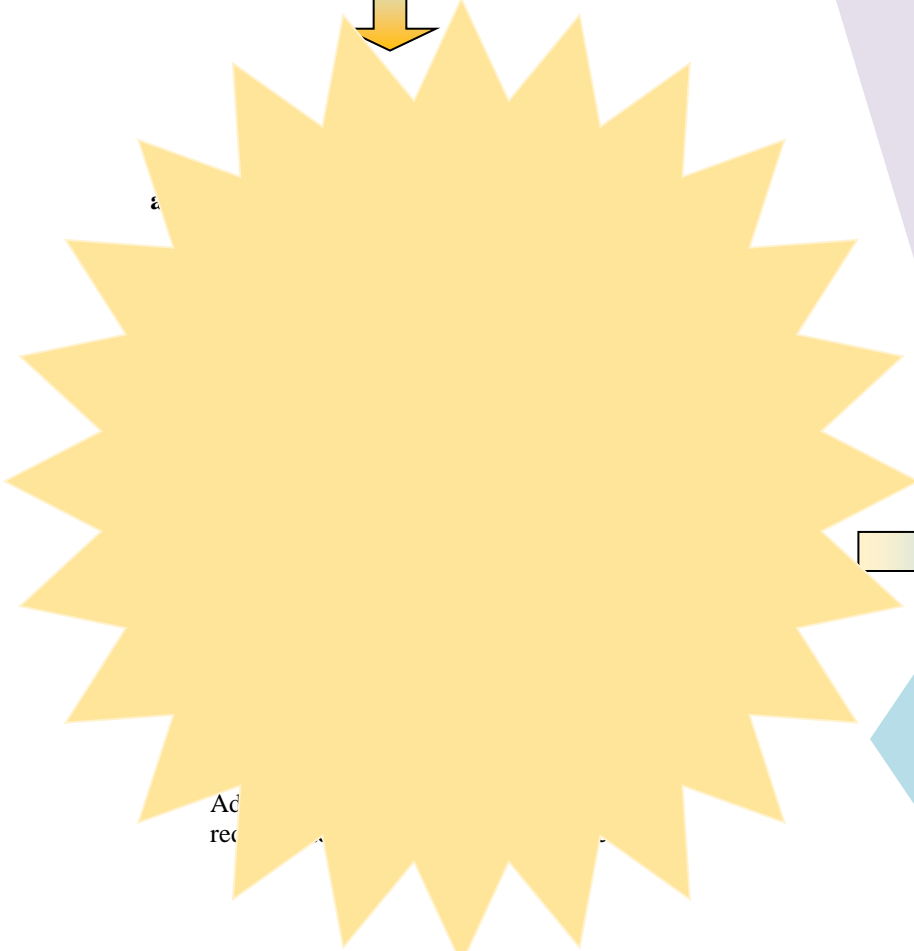


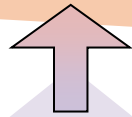
I. Selection Criteria

- a. Quantitative Criteria (per ranking spreadsheet):
 - Months in session (18%)
 - Measures met over 3yr. period (11%)
 - Less than high school diploma- 5yr. period (10%)
 - NRS-qualified (12 hrs. +) attendance (5%)
 - Total enrollment/ NRS enrollment (15%)
 - FFL Completions (18%)
 - Post-secondary enrollment (8%)
 - Obtained employment (5%)
 - Retained employment (5%)
 - Obtained High School Equivalency (5%)
- b. Data Quality Audits look at enrollment and retention during the current and previous program years. The DQA also documents consistency of student and class files, inc. policies & procedures, technology usage, etc.
- c. The State Monitoring Coordinator will prepare a schedule from the above criteria, rounding out the on-site visitations with grantees who have not been monitored within a 5-yr. period.
- d. Approximately 20% of all grantees will receive on-site visitations annually. (However, 100% of the programs will be reviewed annually via desk monitoring.)
- e. The programs selected for on-site monitoring will be notified accordingly.



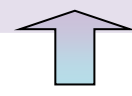
V. Follow-Up

- a. Technical Assistance (TA) may be provided before, during, or after the monitoring visit.
- b. TA may be requested by a grantee at any time for program improvement.
- c. If a Mentor has been utilized, s/he will report back to State AE office with any technical assistance provided to the grantee:
 - Indicating dates and types of TA.
 - Mentor should indicate if additional TA is planned, and include an estimated timeframe.



IV. Final Report

- a. Distribute copy of final report to review team.
- b. Grantee completes **Corrective Action Plan (CAP)** in response to the *Required Actions and Recommendations*. CAP is submitted by grantee no later than 45 days from receipt of final report.
 - CAP may include requests for Technical Assistance (TA)
 1. Mentors, Regional Coordinators, Regional State Staff, State Staff, TIS
 2. Include estimated timelines, strategies, and status.
- c. WVDE mails a letter of completion to grantee when all *Required Actions* have been satisfactorily addressed.
- d. WVDE maintains records from visits. (hard copies- 5 yrs./ electronic copies- indefinitely)



III. Concluding Activities

- a. Discuss the conclusions of the monitoring visit with review team, submitting the final report to the Executive Director of Adult Education.
- b. Forward the final report (i.e. Commendations, Noteworthy Practices, Findings and Required Actions and Recommendations) to the grantee.