

# Federal Program Monitoring for Onsite Visits to Facilities

**School Year** \_\_\_\_\_

*Title I, Part D  
Neglected or Delinquent  
Subpart 1, State Agency*

***Elementary and Secondary Education Act of 1965 (ESEA)  
as amended by the No Child Left Behind Act of 2001 (NCLB)***



## **Contact Information**

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The *Elementary and Secondary Education Act of 1965* (ESEA), as amended by the *No Child Left Behind Act of 2001* (NCLB), requires states to monitor school divisions and subgrantees for compliance in certain program areas. As a result of this requirement, school divisions are monitored on a five-year cycle in Virginia. On-site federal program monitoring visits include the following federal programs: Title I, Part A, Improving Basic Programs; Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students; and Title X, Part C, Subtitle B, McKinney-Vento Homeless Education. Title I, Part D, Subpart 2, Prevention and Intervention for Neglected and Delinquent Children and Youth is also included in the monitoring visit if the school division receives funds under this title. In addition, Title I, Part D, Subpart 1, Prevention and Intervention for Neglected and Delinquent Children and Youth for state agencies is monitored on a five-year cycle. Monitoring for these programs includes on-site visits to facilities.

**Virginia Department of Education  
TITLE I, PART D, NEGLECTED AND DELINQUENT (Subpart 1)  
MONITORING REVIEW PROTOCOL FOR ON-SITE VISITS TO FACILITIES**

<b>Facility Name</b>	
<b>Address</b>	
<b>Date of Site Visit</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	

<b>Reviewer:</b>	<b>Name(s) of Staff Interviewed:</b>	<b>Date of Review</b>
	<b>Program Year:</b>	

**TITLE I, PART D, NEGLECTED AND DELINQUENT (Subpart 1)  
MONITORING REVIEW PROTOCOL FOR ON-SITE VISITS TO FACILITIES**

<b>Observations</b>	
<b>1. Number of students when facility is at full capacity.</b>	
<b>2. Number of students on the date of the review.</b>	
<b>3. Number of special education students.</b>	
<b>4. Number of English language learners (ELLs).</b>	
<b>5. Age range of students currently enrolled in facility.</b>	
<b>6. Average length of stay.</b>	
<b>7. Number of students enrolled in General Educational Development (GED) program.</b>	
<b>8. Number of hours of direct instruction provided per week.</b>	
<b>9. Number of staff funded under Title I, Part D.</b>	<b>Indicate their position and describe their responsibilities.</b>

**Observations**

<b>10. Title I, Part D, teachers meet highly qualified requirements as defined under ESEA as amended by NCLB legislation.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>11. New entrants, who are eligible, receive appropriate service within 30 days of entering the facility.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>12. Students with disabilities have a current Individualized Education Plan (IEP).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>13. Special education programs and related services indicated on the IEP correspond with the services being provided.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>14. Pre- and post-tests are administered to determine student educational needs.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<b>Indicate name of assessment instrument used.</b>
<b>15. Assessment data is reported on an annual basis.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>16. Facility has submitted reports and records to State Agency as required for fiscal audit and reimbursements.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>17. Course-work is aligned to Virginia's Standards of Learning (SOL).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
<b>18. Students are offered coursework required for the awarding of a high school diploma.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	

**Observations**

<p><b>19. Students are given access to standardized tests necessary to meet the Virginia Department of Education promotional requirements.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>20. Transcripts reflect the courses taken/offered in the facility.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>21. Individual students are frequently monitored for academic progress.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>22. Parent/legal guardians are sent notification letters with reports on their child's progress.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>23. Adequate materials are available for all students (textbooks, technology, resource materials, and library).</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>24. Materials for students with disabilities and English language learners (ELL) are adapted/modified to meet the individual needs of students.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	
<p><b>25. Indicate designated individual responsible for transition.</b></p>	<p>Provide name and responsibilities:</p>	
<p><b>26. Transition plans are developed and available for each student and the activities in the plan are occurring in the facility on a timely basis.</b></p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/>          NA <input type="checkbox"/></p>	

**Observations**

<p><b>27. Indicate at what point in a student's stay transition activities occur.</b></p>	<p><b>Indicate time frame:</b></p>	
<p><b>28. Records are transferred between facility and/or school division.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	
<p><b>29. Title I, Part D, funds are used only for activities and items authorized by the respective statute as outlined in the approved budget. These funds are used to supplement not supplant.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	
<p><b>30. The facility assures that the program is working toward the objectives outlined in the approved Title I, Part D, Subpart 1, application.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p><b>Explain how the objectives are being met.</b></p>
<p><b>31. The Institution-wide Project Plan for designated facilities has been approved and is part of the application. (For DJJ)</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	
<p><b>32. List additional services being provided for children and youth.</b></p>		
<p><b>33. Federal program records are maintained for a minimum of five years after the completion of the activity for which grant funds are used.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	
<p><b>34. The overall learning environment appears to be safe and orderly.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	

**Observations**

**34. Teacher recruitment and retention measures lead to stability of instruction and staff.**

Yes   
No   
NA