

**Title I, Part D, Subpart 1  
MONITORING CHECKLIST – DOC/DJJ**

Date of Site Visit: \_\_\_\_\_  
 State Agency: \_\_\_\_\_  
 State Agency Representative: \_\_\_\_\_  
 SEA: Kentucky Department of Education

FACILITY	
FACILITY ADMINISTRATOR	
NAME/ TITLE OF PERSONNEL INTERVIEWS	

Title I, Part D, Subpart 1 and 2 of the Elementary and Secondary Education Act (ESEA), as amended by the Improving America’s Schools Act of 1994 (Public Law103- 382), establishes two programs:

1. Subpart 1 authorizes the State agency Neglected or Delinquent ( N or D) program, which provides Federal financial assistance to State agencies (SAs) that operate educational programs for children and youth in institutions or community day programs for N or D children and for youth in adult correctional facilities.
  - Children and youth counted for allocation purposes must be enrolled in a regular program of instruction for at least 15 hours per week ( if in an adult correctional facility) and 20 hours per week (if in an institution or community day program for N and or D children)
  - N OR D institutions may operate institution- wide program that enable them to use Part D, subpart 1 funds in combination with other Federal and State education funds; and
  - SAs must reserve funds for transition services for N or D youth following release from an institution or program.

A regular program of instruction is an educational program (not beyond grade 12) in an institution or in a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects, such as reading, mathematics, and vocationally oriented subjects, and is supported by non- Federal funds. Neither the manufacture of goods within the institution or program nor activities related to institutional maintenance are considered classroom instruction.

Rating Scale:	Rating	Definition
No	Does Not Meet Program Requirements	Indicates an area out of compliance and requires a response stating action(s) planned to correct the deficiency.
Yes	Meet Program Requirements	Indicates that the status is acceptable.
N/A	Not applicable	Indicates an area not applicable to this institution.

The Kentucky Department of Education staff will complete this section after the visit:

**Strengths and Suggestions**

**STRENGTHS**

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**SUGGESTIONS:**

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**GENERAL DESCRIPTION OF EDUCATIONAL PROGRAM**

School beginning time:	School ending time:
Number of teachers:	Number of Teacher Aids:
Number of students:	Average Length of Stay:
Number of Special Education Students:	Number of Title I Students enrolled in GED program:
Number of Title I Students enrolled in a vocational program:	Person responsible for transition issues:

<b>FISCAL MANAGEMENT (Section 1415 Use of Funds)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<p>The State Agency reviews fiscal reports from sub grantees and oversees financial activities to ensure allowable expenditures.  <b>Section 1415 Use of Funds</b></p>			
<p>Are programs coordinated with other State and Federal programs?  <b>Section 1415 Use of Funds</b></p>			
<p>Quarterly reports are submitted on time and are accurate.  <b>Section 1415 Use of Funds</b></p>			
<p>The State Agency ensures that sub grantees have reserved and used the proper amount for transition (15-30%) of award.  <b>Section 1418 (a) Transition Services, Non- regulatory guidance (K-1)</b></p>			
<p>The State Agency ensures that funds are being used to supplement and not supplant the regular program of instruction.  <b>Section 1415 (b) Use of Funds</b></p>			
<p>Other funding sources support Title I program improvement goals.  <b>Section 1414 (a)(4) State Plan and Section 1415</b></p>			
<p>The use of funds is consistent with the approved budget; allowable &amp; needs based. <i>(Budget Reports, interviews)</i>  <b>Section 1415 (b) Use of Funds</b></p>			
<p>Funds are used in a timely manner. Funds are intended to be spent in the year awarded and are to improve the academic achievement of its students. The State Agency should send quarterly budget reports to the Kentucky Department of Education. <i>(Budget Reports)</i>  <b>Section 1415 (b) Use of Funds</b> <a href="#">Subpart 1 guidance</a></p>			
<p>Has the State Agency appropriately tagged/identified Title I assets/equipment? <i>(sampling of assets/equipment with barcodes, labels, or other markings)</i>  <b>Section 1415 (A) (i) Use of Funds</b></p>			
<p>Are all Title I records kept for the current year and three previous years? <i>(records are on file, procedures for archiving and disposal)</i>  Accordance with the requirements of Kentucky's State Archives and Records Act, KRS 171.410-171.740. <a href="#">Information and Services for Government Records Management</a></p>			
<p>Do payroll records document the staff at the state agency/facility level paid completely or partially from Title I funds? <i>(list and count of staff)</i>  <b>Uniform Grant Guidance Section 200.430</b> defines the standards for documenting employees' time and effort.</p>			
<p><b>COMMENTS:</b></p>			

ADMINISTRATION (Section 1414)	Y	N	N/A
The State Agency creates and follows a schedule to monitor sub grantees. <b>Section 1414 (1)</b>			
The State Agency regularly monitors sub grantees. <b>Section 1414 (C)</b>			
The State Agency provides guidance and training to sub grantees to aid in the monitoring process and ensure compliance. <b>Section 1414 (5)</b>			
Evidence was provided to verify the accuracy of the Child Count. <i>(Attendance/ enrollment and verification records)</i> <b>Section 1411, 1412</b>			
Evidence was provided of disaggregation of data of using multiple and appropriate measures of student progress. (Performance report data and multiple data factors) <b>Section 1431</b>			
There is a current inventory of equipment purchased with Title I funds (up to five years). <i>(Equipment Inventory)</i> Accordance with the requirements of Kentucky's State Archives and Records Act, KRS 171.410-171.740. <a href="#">Information and Services for Government Records Management</a>			
There are adequate instructional supplies to assist students in meeting goals <i>(teacher/ student interviews, observation, equipment inventory)</i> <b>Section 1414 (4)</b>			
For all facilities to be visited, State agencies 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) Section 1414 (Title I, Part D plan and schedule of activities for Title I service) <i>(DJJ- 20 hours per week &amp; DOC- adult correctional facility-15 hours per week)</i> <b>Section 1414 or Non- Regularly Guidance (A- 2)</b>			
The schedule documents that the length of time services are provided to targeted students is equal to, or greater than, the percentage of salary funded by Title I. <i>(Time / Effort Logs)</i> <b>Uniform Grant Guidance Section <a href="#">200.430</a> defines the standards for documenting employees' time and effort.</b>			
<b>COMMENTS:</b>			

<b>PROFESSIONAL DEVELOPMENT (Section 1414 (10))</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<p>The State Agency provides sufficient Title I, Part D-supported professional development to teachers and monitors its implementation.</p> <p><b>Section 1414 (10)</b></p>			
<p>Professional development activities support the needs identified in the application and <i>professional development activities are aligned to student needs.</i></p> <p><i>(Evaluations/ feedback from staff developments, schedule)</i></p> <p><b>Section 1414 (10)</b></p>			
<p><b>COMMENTS:</b></p>			

<b>PROGRAM DESIGN AND INSTRUCTION (Section 1414)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<p>The State Agency ensures that funded programs are aligned with State plan, standards and accountability.  <i>(Lesson plans, monitoring, goals)</i>  <b>Section 1414 (1)</b></p>			
<p>The State Agency ensures that priority is given to children and youth who are likely to complete incarceration within a 2-year period.  <b>Section 1414 (2)</b> (Ranking of students (if, unable to serve all students) including records of youth completing incarceration within 2 years. Are those students most in need served first?)</p>			
<p>Evidence was provided of ongoing monitoring of goals listed in the application. <i>(Technical assistance, monitoring forms, interviews)</i>  <b>Section 1414 (4)</b></p>			
<p>Is there a process in place to ensure that existing individualized education programs are followed?  <b>Section 1414 (15-A)</b>, (Individual education plans (IEPs), meeting agendas/ and minutes)</p>			
<p>Is there coordination with businesses for training and mentoring for participating children and youth?  <b>Section 1414 (12)</b></p>			
<p><b>COMMENTS:</b></p>			

STUDENT EVALUATION ( Section 1414,9)	Y	N	N/A
Evidence was provided of a process and assessments used to identify students who are deficient in meeting state standards. <i>(Student needs inventory, assessment results)</i>			
A variety of classroom assessments are used. <i>(Samples of assessments)</i>			
Is there a process in place for student assessments and appropriate academic records to be shared jointly by the correctional facility and LEAs or alternative education programs?( records of transition for student records)			
Alternative assessments allow students to demonstrate learning through meaningful, real-world tasks. <i>(observations, assessments, lesson plans)</i>			
Students receive progress reports and assessment information in a timely fashion. <i>(progress reports or student assessments)</i>			
<b>COMMENTS:</b>			

PROGRAM EVALUATION (Section 1414, 6, 7)	Y	N	N/A
The State Agency collects and evaluates sub grantee data to determine the program's impact on students.			
Evidence was provided of a process for ongoing monitoring of student progress in meeting state standards.			
Evidence was provided of a process for ongoing monitoring of student progress in meeting program goals. <i>(Employability training, evaluations, and transitional services)</i>			
Education staff is involved in ongoing analysis of data. <i>(Minutes of meetings, agendas)</i>			
Data is used to make changes in instruction and educational programming. <i>(Interviews, lesson plans meeting minutes and agendas)</i>			
<b>COMMENTS:</b>			

<b>PARENT &amp; FAMILY ENGAGEMENT (Section 1414,14)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
The State Agency verifies parent involvement activities occur consistent with the law.			
The State Agency provides technical assistance in activities to include parents.			
Evidence of efforts to involve parents/ family/ guardians was provided. <i>(Documentation demonstrating contacting and working with parents)</i>			
Parents/guardians are given the opportunity to engage in activities that impact student achievement.			
Parents/ guardians receive individual information on academic progress on a regular basis (if applicable). <i>(Copy of parent evaluations, progress reports, call logs)</i>			
Is there ongoing communication with parents in their native language(s)? (Transition meeting notifications, translations meetings and interpretations emails etc.)  Title VI of the Civil Rights Act of 1964			
<b>COMMENTS:</b>			

<b>TRANSITION (Section 1418)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
The State Agency provides strategies to assist the successful transition of children and youth from correctional facilities to further education or employment.			
The State Agency has a system for transfer of records/ follow-up on students that leave the institution.			
The State Agency ensures that each facility has a person responsible for issues related to the transition of youth.			
Evidence was provided that youth are involved in transition activities <i>(Transition Plans, employability training, evaluations, and transitional services)</i>			
A Transition Plan has been developed and is being implemented for each student. <i>(Transition Plan, interviews)</i>			
Mentoring services are provided (if applicable). <i>(Student interviews, Transition Plans, Career counseling, distance learning programs, application, etc.)</i> <b>Section 1414 (12)</b>			
<b>COMMENTS:</b>			

<b>INSTITUTION- WIDE PROJECTS ( Section 1416)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
The State Agency provides a comprehensive assessment for all students in the institution/ program serving juveniles. <b>Section 1416 (1)</b>			
The State Agency provides educational needs to youth aged 20 and younger who are expected to complete incarceration within a 2- year period. <b>Section 1416 (2)</b>			
The State Agency provides the opportunity for students under age 21 to meet State Academic Standards in order to complete secondary school, attain a secondary diploma and find employment. <b>Section 1416 (3)</b>			
The State Agency describes the instructional program, pupil services, mentors and procedures that meet student's needs. <b>Section 1416 (4)</b>			
Evidence was provided of how funds will be used. <b>Section 1415, Section 1416 (5)</b>			
Evidence was provided to measure and assess student progress. <b>Section 1416 (6)</b>			
The State Agency has worked in consultation with sub grantees to plan, implement, and evaluate the institution-wide program and its impact on students. <b>Section 1416 (7)</b>			
The State Agency assures that teachers have received appropriate training in order to successfully and effectively carry out the school-wide project. <b>Section 1416 (8)</b>			
<b>COMMENTS:</b>			

**Assurances:**

- Priority will be given to children and youth that are likely to complete incarceration within a 2 year period.
- The State Agency will assist in locating alternative programs for students to continue education if not returning to school.
- The State Agency will work with parents to improve the educational achievement of their children and prevent further involvement in delinquent activities.
- The State Agency will work with children and youth with disabilities in order to meet an existing IEP.
- The State Agency will notify the child's local school if the child or youth is identified for special education services while in a correctional facility.
- The State Agency will encourage children and youth who have dropped out of school to reenter school after incarceration, provide youth with necessary skills to gain employment, and continue education so the child or youth can achieve a diploma or its recognized equivalent.
- The State Agency ensures that all teachers and staff are qualified to work with students with disabilities and special needs.
- The program will be coordinated with any programs operated under H. 6964, a bill passed by Congress in December 2018 to reauthorize and update the [Juvenile Justice and Delinquency Prevention Act of 1974](#) and other comparable programs.