

Colorado Community College System
CTE Technical Assistance Monitoring Strategy
February 1, 2008

CCCS is pleased to introduce an updated technical assistance compliance monitoring program. The purpose of this communication is to introduce you to this new technical assistance compliance monitoring program by explaining what it is, how it was developed and how we will implement it.

What is the CCCS Technical Assistance Monitoring Program?

CCCS conducts monitoring activities for educational institutions to evaluate the effectiveness of their compliance with all relevant rules and regulations that relate to a) the Carl D. Perkins Act, b) Career and Technical Education programs c) the Colorado Vocational Act and d) Compliance with Title VI, IX and Section 504 (MOA.) Our compliance program is supported and guided by four tools that we have recently developed and/or updated.

Compliance Monitoring Strategy: Our Compliance Monitoring Strategy is to use our compliance program and tools to monitor and evaluate the activities of educational institutions in order to, where appropriate, provide increased and more focused technical assistance, tools and training.

Feedback Grid: We have developed a Feedback Grid to help guide us in selecting the educational institutions who we think might most benefit from an onsite monitoring visit. The grid incorporates feedback from a wide variety of Subject Matter Experts (SMEs) who deal and interact daily with educational institutions. For example, our Perkins Director, Lorrie Toni, provides feedback about the Local Plans she reviews and approves and our Budget Analyst, Rachel Erbert, provides feedback about the vouchers she reviews and approves.

Office-Based Monitoring Checklists: These are a series of checklists that are used to evaluate and monitor the educational institutions' activities at the CCCS office on a regular daily basis by SMEs.

On-Site Monitoring Checklist: This is one comprehensive onsite checklist that will be used to evaluate and monitor the educational institutions' activities at their location on a more targeted basis through a scheduled onsite monitoring visit.

How did we develop the CCCS Technical Assistance Monitoring Program?

To ensure that the design of our program was comprehensive, we started from scratch and followed this step by step development process:

- 1) We defined our Technical Assistance Monitoring Strategy.
- 2) We developed the Office-Based and On-Site Monitoring Checklists.
 - a. We identified and reviewed all relevant program and cost guidance materials including:
 - i. Office of Management & Budget A-21 Cost Circular
 - ii. Office of Management & Budget A-87 Cost Circular
 - iii. Office of Management & Budget A-133 Compliance Supplement
 - iv. Carl D. Perkins Career and Technical Education Act of 2006
 - v. EDGAR (Education Department General Administration Regulations) Parts 76 and 80
 - vi. GEPA
 - vii. Grant Recipient Agreement Letter
 - viii. Colorado State Transition Plan.
 - b. We defined the critical guidelines and requirements that must be met by our educational institutions.
 - c. We segmented these guidelines and requirements into two checklists:
 - i. A series of office-based checklists that can be used to evaluate and monitor the educational institution's activities at the CCCS office on a regular daily basis by SMEs, and
 - ii. One comprehensive onsite checklist that can be used to evaluate and monitor the educational institution's activities at their location on a more targeted basis.
- 3) We created a Feedback Grid. The Feedback Grid captures subjective and objective input from each of our SMEs. For example, a subjective piece of feedback from our Perkins Director is "How well was the Local Plan written?". An objective piece of feedback from our CVA Manager is by how much did the amount claimed on the Final Financial Report change from the time it was submitted to the time it was finalized by the CVA Manager.

How will we implement CCCS Technical Assistance Monitoring Program?

We will implement the CCCS Technical Assistance Monitoring Program by putting each of our four tools into action.

- Our Compliance Monitoring Strategy will guide all of our monitoring activities.
- We have begun to use our Office-Based Monitoring Checklists at the CCCS office.
- We have populated our Feedback Grid and identified an initial set of educational institutions that we will be contacting to plan an onsite monitoring visit.
- Finally, we will begin conducting the onsite monitoring visits using the Onsite Monitoring Checklists beginning in January, 2008.

The onsite monitoring visits will be led by the CTE Grants Monitoring Manager. The CTE Grants Monitoring Manager (or other team member) will use the Onsite Monitoring Checklist to perform the onsite monitoring. At the completion of each onsite monitoring visit, the CTE Grants Monitoring Manager will meet with the educational institution's administrators to explain findings and recommendations. Within thirty (30) days, the CTE Grants Monitoring Manager will provide the final monitoring report to the educational institution. Within thirty (30) days of receipt of the final report, the educational institution will develop a Corrective Action Plan (CAP) that lists the actions that the educational institution will take to achieve the recommended changes. CCCS is committed to providing the tools and training needed to help educational institutions succeed in meeting their CAP goals. Therefore, CCCS will deploy a Management Improvement Team, comprised of Subject Matter Experts, to the educational institution to provide technical assistance in the subject areas identified in the monitoring visit. This technical assistance is meant to provide additional information and training to the educational institution in order to assist them in complying with areas identified in the resulting recommendations and CAP.