ILLINOIS PROFESSIONAL DEVELOPMENT PROVIDER AUDITS

EDUCATOR EFFECTIVENESS DIVISION TRAINING

2018
Objective

- Auditors will understand the ISBE professional development provider audit procedures
- Auditors will leave with an understanding of how to implement district and cooperative audits in their regions
AUTHORIZATION TO AUDIT

- **105 ILCS 5/21B-45 (j)** The State Board of Education shall conduct annual audits of approved providers, except for school districts, SPED Co-Ops, and Vocational Co-Ops, which shall be audited by regional offices of education and intermediate service centers.

- **23 IAC §25.860(c)** An audit of each provider shall be conducted at least once every five years in accordance with Section 21B-45(j)(3) of the School Code.
Audits Performed by ROE/ISCs

- ROE/ISCs may mirror ISBE’s processes or create their own.
- ROE/ISCs shall maintain record of the processes and procedures they have established for auditing districts and cooperatives.
## Audit Timelines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>12/3/2018</td>
<td>Auditors (ISBE) review power point training</td>
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<tr>
<td>12/10/2018</td>
<td>Send out FY 18 Notice of Intent to Audit to selected Providers requesting list of all FY 18 activities offered</td>
</tr>
<tr>
<td>12/21/2018</td>
<td>Provider Audit Reminder sent to providers to send list of all activities FY 18. Due 2/4/19</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>FY 18 reminder sent to providers that list is due by 2.4.19</td>
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<tr>
<td>2/4/2019</td>
<td>FY 18 Provider list due</td>
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<tr>
<td>2/5/2019</td>
<td>Auditors select 12 or 10% from list. If less than 12 all activities are audited</td>
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<tr>
<td>2/6/2019</td>
<td>Auditors request data from selected activities</td>
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<tr>
<td>3/6/2019</td>
<td>Data from selected activities due</td>
</tr>
<tr>
<td>3/7/2019</td>
<td>Auditors begin audit of data from selected activities</td>
</tr>
<tr>
<td>3/26/2019</td>
<td>Provider Audit completed</td>
</tr>
<tr>
<td>3/27/2019</td>
<td>Provider audit results sent to providers</td>
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</table>
Audit Notification

- Notify the providers of selection for audit, the timelines, and the deadline for the first deliverable.
- Send a reminder/second notice, if needed, midway between the date of the initial notification and the date the first deliverable is due.
The activities list includes all PD offered during the fiscal year being audited.

- Confirm the receipt of the activity list.
- ISBE audits a random selection of 10% of the activities or a minimum of 12, whichever is greater.
- If 12 or fewer PD activities are listed – ISBE audits all of the activities.
First Deliverable
Provider Activities List Due 2/4/2018

- ROEs/ISCs shall utilize the same number and percentages for district/co-op audits.
Notification of Selected activities

- Notify the providers of the activities selected for audit, the required data, and the due date.
- Send a reminder/second notice/3rd notice, if needed, midway between the date of the notification of selected activities and the data due date.
Second Deliverable – Audit Data
Due Date: March 6th, 2019

- Required data
  - 73-59 Provider Report if applicable (23 IAC §25.860(a))
  - 77-21A Evaluation data for each activity (23 IAC §25.865(e)(2))
  - A 73-58 Summary form OR for each activity audited, a written explanation of how each activity addressed the following:
    - learningforward, inc. standards (23 IAC 25.855(d)(1)), and
    - Illinois State teaching or learning standards, and
    - One or more of the following,
      - student/educator content growth, and/or
      - student/educator social emotional growth, and/or
      - the school improvement plan, and/or
      - educator performance evaluations (105 ILCS 5/21B-45(d))
...Required data continued

- Attendance data (IAC §25.855(e)(1-3)), including the following:
  - Name of activity
  - Date(s) of activity
  - Begin/End times of activity
  - Participant names
  - Participant IEIN numbers
  - Sign-in sheets (25.865(a))
  - Number of hours of attendance per participant
  - An explanation of how the provider verifies attendance (23 IAC 25.855(e)(1)) in order to determine how many PD hours to award (23 IAC 25.855(h)).
Required Forms

- 73-59 Annual Provider Report (for all activities that were subcontracted, third party providers on whose behalf the provider issued PD hrs)
  

- 73-58 Approved Professional Development Provider Activity Summary
  

  
  https://www.isbe.net/Documents/77-21A_evaluation.pdf
Conduct the Audit
December 2018 – March, 2019

- Review provider professional development activities using the Provider Audit Rubric
- Contact providers as needed throughout the audit process for clarification, additional information, etc.
# Audit Rubric

<table>
<thead>
<tr>
<th>Activity End Date</th>
<th>Activity Name</th>
<th>73-59</th>
<th>77-21A</th>
<th>Attendance Data</th>
<th>Attendance Verification Policy or Process</th>
<th>Addressed learning forward PD Standards (73-58 or Narrative)</th>
<th>Addressed IL Learning or Teaching Standards (73-58 or Narrative)</th>
<th>Addressed Student/ Educator Content Growth (73-58 or Narrative)</th>
<th>Addressed Student/ Educator Social/ Emotional Growth (73-58 or Narrative)</th>
<th>Addressed District Improvement Plan (73-58 or Narrative)</th>
<th>Addressed Educator Performance Evaluations (73-58 or Narrative)</th>
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Post-Audit Notification to Providers

- Notify providers who clear the audit.
- Providers that do not conduct PD activities in the year prior to an audit shall be considered discontinued and must reapply to be a professional development provider in accordance with 25.855
Audit Results

- ROE/ISCs shall maintain audit results and documentation for at least five years.
- ISBE retains the authority to ask for district/co-operative audit results.
Resources

ISBE Professional Development Provider webpage:
https://www.isbe.net/Pages/Professional-Development-Providers.aspx

- Illinois State Professional Development Provider Requirements
Contact

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Principal Consultant
Educator Effectiveness

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