

*CTE
MONITORING
PROCESS*

ISBE CTE & INNOVATION

9/7/2022



CAREER
CONNECTED
ILLINOIS

Opportunities for Success

*CTE
MONITORING
RISK
ASSESSMENT
COMPONENTS*

Regional Management Profile

- EFE System Director years of experience
- EFE System Director status (permanent or interim)
- EFE System Director status (Full, Part-time, or Part-time ACC)
- Number of participating districts
- Updated Intergovernmental Agreement (IGA)
- Annual Report and PIP submitted on time

Levels of Performance and Participation

- EFE System Met State Targets of Performance on Perkins Indicators
- EFE System Student CTE Disparities in Participation by Student Subgroups

Allocations

- Amount of Perkins Grant Allocation
- Amount of CTEI Grant Allocation

Financial Management and Reporting

- Timely Expenditure Reporting (for both CTEI and Perkins)
- Perkins Budget vs Expenditure Percentage
- CTEI Budget vs Expenditure Percentage

Regional Monitoring Profile

- Findings from previous CTE Monitoring (begins FY24)
- Years since previous L2 or L3 Review
- Failure to address Required Actions (L1) or Findings (L2/L3) from previous year (begins FY24)

*MONITORING
PROCESS
OVERVIEW*

L1

Low Risk

Formally Bi-annual call #1

Takes place in October

Requires completion of form

Could be a virtual call or on-site visit

Could result in Required Action

L2

Medium Risk

Desk Review Monitoring

Takes place October 16-November 30

Requires completion of form and submission of documents/evidence

Could be a virtual call or on-site visit

Could result in Required Action and Findings that require Corrective Actions

L3

High Risk

On-site Monitoring Visit

Takes place October 16-November 30

Requires completion of form and submission of documents/evidence

Must be an on-site visit

Could result in Required Action and Findings that require Corrective Actions

L1 REVIEW

- All systems that are not receiving an L2 or L3 call will receive an L1 review call or visit annually in October.
- Topics will include:
 - discussions of Annual Report/PIP,
 - grant management,
 - budget,
 - ISCS,
 - MOA topics as needed.
 - best practices,
 - requests for guidance,
 - new or shifting programs,
 - barriers to providing quality components,
 - follow-up on any corrective plans and/or findings and recommendations,
- No Findings will be issued. Required Actions for EFE Directors could be identified (e.g., updates to ISCS, timely implementation of PIP, meet reporting requirements, address grant concerns identified in review checklist)

L2 REVIEW

- All regions that are identified as medium risk will receive an L2 review call or visit (October-November).
- Topics could include:
 - questions from L1 Review;
 - questions on processes for ensuring programs are meeting or moving towards quality components;
 - system personnel;
 - development and engagement;
 - academic instructions and support;
 - facilities and equipment;
 - board of control operation and composition;
 - monitoring of subgrants and recipients;
 - and training participation.
- Includes EFE submission of evidence and documents for ISBE review
- Findings and/or Corrective Actions could be issued as a result of this review
- See follow-up timeline which includes dates for Review Summary Letters and Corrective Action Plans

L3 REVIEW

- All regions that are identified as high risk will receive an L3 review **visit** (October-November);
- Topics will include:
 - questions from L1 Review and L2 Review
 - a review of ISCS reports,
 - evidence of equity plans
 - additional specific evidence requirements connected to risk
- Includes EFE submission of evidence and documents for ISBE review
- Findings and/or Corrective Actions could be issued as a result of this review
- See follow-up timeline which includes dates for Review Summary Letters and Corrective Action Plans.

FOLLOW-UP TIMELINE FOR REVIEWS

L1



Within 14 days, PC will provide a follow-up email that identifies any Required Actions by EFE systems and PC follow-up actions.



Identified Required Actions should be completed by the date indicated in the email.

L2 AND L3



Review Summary Letter (RSL) must be issued by Principal Consultants within 45 calendar days of the L2 or L3 review.



If findings were identified in the Review Summary Letter (RSL), EFE System Directors will have 60 calendar days to complete a Corrective Action Plan (CAP)

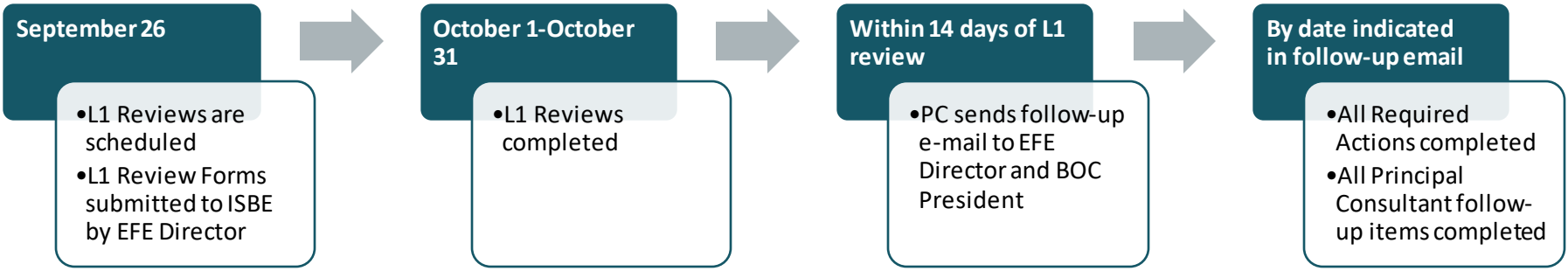
EOY CALL

- All regions receive an EOY call in April regardless of risk level.
- Topics will include budgets and expenditures, follow-up on PIP progress, ISCS, new programs or changes to programs for following year, PDR/LNA/CLNA progress on even years, best practices, challenges or barriers, request for guidance and any Required or Corrective Actions from the fall.

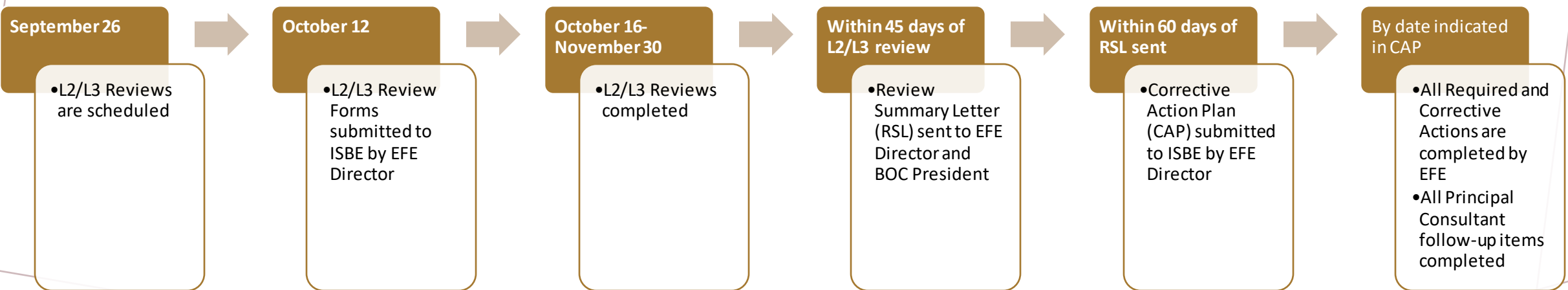
FY23 MONITORING TIMELINE

September 15
Review Level Status and Schedule Request sent to EFE Directors By PC

L1



L2/L3



April 2023
All systems receive an EOY call regardless of risk level

STANDARD MONITORING TIMELINE

September 1
Review Level Status and Schedule Request sent to EFE Directors By PC

L1

September 15

- L1 Reviews are scheduled
- L1 Review Forms submitted to ISBE by EFE Director

October 1-October 31

- L1 Reviews completed

Within 14 days of L1 review

- PC sends follow-up e-mail to EFE Director and BOC President

By date indicated in follow-up email

- All Required Actions completed
- All Principal Consultant follow-up items completed

L2/L3

September 15

- L2/L3 Reviews are scheduled

October 1

- L2/L3 Review Forms submitted to ISBE by EFE Director

October 16-November 30

- L2/L3 Reviews completed

Within 45 days of L2/L3 review

- Review Summary Letter (RSL) sent to EFE Director and BOC President

Within 60 days of RSL sent

- Corrective Action Plan (CAP) submitted to ISBE by EFE Director

By date indicated in CAP

- All Required and Corrective Actions are completed by EFE
- All Principal Consultant follow-up items completed

April
All systems receive an EOY call regardless of risk level