

## **Monitoring Plan for 15-16 Grant Year**

### **Q1**

1. Monitor Enrollment rates based on Slot Enrollment Worksheet – desk audit
2. Review 1 PM tool from each program – check to ensure alignment with application – desk audit
3. Review sample of exits from 14-15 grant cycle – desk audit
4. Review accompaniment documentation for sample of members – desk audit
5. Review host site list in eGrants and OnCorps – desk audit
6. Review 30-day enrollment rates and cross check with service logs in OnCorps – desk audit
7. Require corrective action plan for programs that did not meet 30-day requirements, enrollment requirements, retention requirements, or performance measure requirements (focus on tools and data vs. meeting actual targets)

### **Q2**

1. Review completed data collection tool and compare to Q1 data submitted – desk audit
2. Monitor Enrollment rates based on slot enrollment worksheet– desk audit
3. Conduct member interviews as applicable – desk audit or in person
4. Conduct host site interviews as applicable – desk audit or in person

### **Q3**

1. Conduct review of early exits – desk audit
2. Monitor Enrollment rates based on slot enrollment worksheet – desk audit
3. Conduct in-person monitoring using compliance tool (criminal history, contracts, eligibility, service logs, healthcare, performance evaluation)