



Monitoring Plan for 16-17 Grant Year

Q1

1. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
2. Review 1 Performance Measurement Tool from each program – check to ensure alignment with application and the CNCS Performance Measures Instructions AmeriCorps and National 2016 – desk audit
3. Review sample of exits from 15-16 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 Member Service Logs in OnCorps – desk audit
7. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
8. Review and approve quarterly grant progress reports – desk audit
9. Conduct Member File Reviews for new operational program grantees – in person
10. Monitor number of National Days of Service grantee participated in – desk audit

Q2

1. Review completed data collection tool and compare to Q1 data submitted – desk audit
2. Monitor Enrollment rates based on Member/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
5. Conduct Program Site Review using Program Site Review Monitoring Tool (NSCHC review, Member Service Agreements, Member Service Logs, healthcare, performance evaluations) – in person
6. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
7. Review and approve quarterly grant progress reports – desk audit
8. Review and approve Service and Volunteer Hour Summary Report – desk audit
9. Monitor number of National Days of Service grantee participated in – desk audit

Q3

1. Conduct review of early exits – desk audit
2. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
3. Conduct Program Site Review using Program Site Review Monitoring Tool (NSCHC review, Member Service Agreements, Member Service Logs, healthcare, performance evaluations) – in person
4. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
5. Review and approve quarterly grant progress reports
6. Monitor number of National Days of Service grantee participated in – desk audit

Q4

1. Conduct review of early exits – desk audit
2. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
3. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
4. Review and approve annual grant progress report – desk audit
5. Review and approve annual close out report – desk audit

Q5

1. Monitor 30-day exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
2. Review and approve annual grant progress report – desk audit
3. Review and approve annual close out report – desk audit