

Revised 11/20/08	<b>ARIZONA DEPARTMENT OF EDUCATION</b>  <b>POLICY &amp; PROCEDURE</b>	NO. EX-33
SUPERSEDES N/A		Sheet 1 of 2
<b>SUBJECT:</b> MIGRANT EDUCATION PROGRAM- STATEWIDE SERVICES MONITORING GUIDELINES		<b>FILING INSTRUCTIONS</b> (Policies & Procedures Manual) Section: External As item: EX-33

## I. PURPOSE

To establish guidelines to be used by the Arizona Department of Education (ADE) Migrant Education Program (MEP) in the program monitoring of Statewide Services.

## II. BACKGROUND INFORMATION

Statewide Services is a contracted service operated under Yuma Union High School District. The ADE MEP will conduct an on-site monitoring of Statewide Services annually. Desk top monitoring is continuous.

## III. PROCEDURE

### **Process:**

Statewide Services is monitored on a continuous through various parts of the definition of monitoring (telephone calls, meetings, review of documents, technical assistance, fiscal review, and regular contact with Statewide Services and the LEAs they service).

### **Desk Top Monitoring:**

- Statewide Services submits to the ADE MEP a variety of documentation throughout the year. The ADE MEP reviews all documentation submitted to ensure compliance with State and Federal Regulations. Documents submitted may include, but are not limited to, data verifications, communication to LEAs, and training materials.
- Statewide Services meets with the ADE MEP quarterly to ensure compliance in various areas of the data collection, identification and recruitment, and training of LEA staff.
- Statewide Services contract is reviewed on an annual basis to ensure that all contracted services are included. Revisions can be made, if necessary, to ensure contracted services are relevant and encompass State requirements and Federal Regulations.
- Statewide Services provides on an annual basis a budget for the contracted services. This budget is reviewed by the ADE MEP office.
- All areas monitored are assigned a rating of In Compliance, Partial Compliance, Out of Compliance, of Not Applicable, based on the State requirements and Federal Regulations.

### **On Site Monitoring:**

- On Site monitors are conducted annually to visit both of the Statewide Services offices are visited. Operations are reviewed in accordance to the Statewide Services monitoring document.

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- All aspects of the on-site monitoring document are reviewed, and evidence for each area of the protocol are collected.
- All areas monitored are assigned a rating of In Compliance, Partial Compliance, Out of Compliance, of Not Applicable, based on the State requirements and Federal Regulations.

**Corrective Action:**

- Corrective action will be done in a timely manner according to a formal timeline.
- Statewide Services will submit, in writing, updates to their corrective action plans every 30 days until the completion of the action.