

# First Mondays

Monthly Notes for Virginia's Adult Education Providers



August 5, 2013

Volume 5, Number 1

## Calendar



**New Regional Program Managers Training**  
September 17, 2013  
VALRC  
Richmond

**Regional Program Managers Meeting**  
September 18, 2013  
Crowne Plaza Downtown  
Richmond

## GED®



**Countdown**  
Only 5 months until the new  
GED® Test

### June Numbers

**Tested - 3,121**  
**Passed - 1401**  
**Incomplete - 586**

### July Numbers

**Tested - 1,566**  
**Passed - 595**  
**Incomplete - 356**

## OAEL Monitoring and Evaluation Update – The Desk Review

FY 2013-14 will see the addition of a new component to OAEL's monitoring and evaluation process. Desk reviews will be added to the site visit and report card components of the current process. The purpose of the desk reviews will be to measure grants management risk, evaluate data used to calculate program report cards, and strengthen program evaluation in terms of program goals. OAEL will perform desk reviews on a quarterly basis and will use the results of the reviews to determine the need for formative technical assistance for individual programs. The reviews will focus on three primary areas: financial management and reporting, program enrollment and assessment, and progress towards meeting program goals. Measures for each of the focus areas are still being finalized but will address the following:

### Financial Management and Reporting measures are:

- Rate of expenditure
- Quality of reimbursement requests
  - Submitted by the required deadline
  - Free of errors (costs are allowable, costs are in accordance with object code budgets, etc.)
  - Timeliness of reimbursement requests (request reflect the quarter in which it is submitted)
- Fulfillment of reporting obligations
  - Quarterly program income and expenditure reports
  - Quarterly local match expenditure reports
  - Quarterly State Lead Coordinating Agency (SLCA) expenditure reports
  - Quarterly desk review progress reports (NEW for 2013-2014)
  - Annual one-stop expenditure report

### Program Enrollment and Assessment measures are:

- Progress towards meeting enrollment target
- Progress towards meeting post-test target
- Percentage of classes operating
- Percentage of post-test-eligible students who have not taken a post-test.

# Money Matters



For fiscal year 2013-2014, reimbursement requests and quarterly reports are due by the 17<sup>th</sup> of the month following the end of the period.

OAEL is in the process of updating its Finance Guidance Manual and will make it available on the OAEL Web site soon.

Look for webinars on finance topics beginning this fall.



**OAEL**

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Please visit our [Web site](#) for more information about adult education and literacy in Virginia and for news and updates throughout the month.

## Progress Toward Meeting Program Goals

Programs will be required to evaluate the progress they are making toward meeting their goals. To assist programs in doing this, OAEL will develop a table of each program's approved goals that programs can use to track their progress. This will be a fillable form that can be accessed on the OAEL Web site. The form must be submitted quarterly. The form will require that programs report the amount of progress made towards meeting each goal, describe the activities performed toward meeting goals, and describe any challenges to meeting goals encountered.

The desk reviews will be evaluated and the information managed through a dashboard system (green light, yellow light, red light) that will indicate the extent to which a program is on track to meet its goals, targets, and objectives. The proposed templates are shown below in draft form. A check in the "green" column would indicate a program is making adequate progress; one in the yellow column would indicate that although a program is making progress, there may be a concern about the sufficiency of the progress; and one in the red column would indicate a lack of sufficient progress and that the program is likely in need of technical assistance and/or intervention. Programs will receive copies of their individual dashboard reports. There will be more in-depth discussion of the new desk review process at the program managers meeting in Richmond on September 18.

### Quarterly Desk Review Template

Measure	Green	Yellow	Red
Rate of Expenditure (Cumulative)			
Quality of Reimbursement Requests			
Timeliness of Reimbursement Requests			
Reporting Obligations			
Enrollment Target (Cumulative)			
Post-test Target (Cumulative)			
Classes Operating			
Assessor Certification			
Goal-setting Certification			
Students w/o a post test			

### Quarterly Desk Review Template

Measure	Green	Yellow	Red
Program Goal 1			
Program Goal 2			
Program Goal 3			
Program Goal 4			
Program Goal 5			
Program Goal 7			
Program Goal 8			
Program Goal 9			
Total			