# Virginia Department of Education

Office of Career, Technical, and Adult Education

# Adult Education Site-Visit Protocol

## Staff Qualification and Professional Development

| **Review Criteria** | **Review Method** | **Sample Documentation** | **Comments** |
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| 1. Instructional and counseling staff members are qualified to carry out their responsibilities and perform their job tasks. (*VDOE Competitive Grant Application*)
 | Document Review, Interview | * Staff chart with qualifications from Preliminary Information Form
* Resumes
* Job announcements
* Job descriptions with stated qualifications
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program is implementing the professional development plan from the approved application. (*VDOE Competitive Grant Application*)
 | Document Review, Interview | * Evidence of professional development offerings that are consistent with the program’s professional development plan and priorities (flyers, emails, sign-in or attendance logs, agendas and/or materials, evaluations)
* Fiscal records (budget, budget amendments, reimbursement requests)
* Teacher focus group materials
* Other evidence that demonstrates compliance with this item
 |  |
| 1. An orientation procedure is in place for new personnel. (*Refer to the regional Memorandum of Understanding among local entities*)
 | Document Review, Interview | * Documentation that administrators and direct service staff members have completed the new staff orientation.
* Staff orientation policies
* Orientation materials, agendas, attendance logs
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program conducts regular faculty/staff meetings. (*Refer to the regional Memorandum of Understanding among local entities*)
 | Document Review,Interview | * Agendas, calendars, notes from regional and/or local meetings
* Sign-in or attendance logs
* Staff policies on meeting attendance
* Teacher interviews
 |  |
| 1. Individuals administering assessments have current certifications. (*Assessment and Distance Education Policy for Virginia Adult* *Education and Literacy Programs*)
 | Document Review, Interview | * Certificate or notice of completion
* Commonwealth of Virginia Learning Center (COVLC) records of training completion
* Staff files with appropriate documentation
* Evidence that new assessors receive orientation as well as training
* Other evidence that demonstrates compliance with this item
 |  |
| Overall Comments and Observations |  |  |  |

## Instructional Quality

| **Review Criteria** | **Review Method** | **Sample Documentation** | **Comments** |
| --- | --- | --- | --- |
| 1. The program provides courses of sufficient intensity and quality with flexible schedules to meet varied learner and community needs in convenient locations. (*VDOE Competitive Grant Application)*
 | Document Review, Interview, Observation | * Publications indicating classroom hours, times, and dates
* List of class assignments showing hours or class duration
* Copies of CCRS classroom observations
* Performance data by class and location
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program is delivering standards-based instruction consistently in all classes. (*VDOE Competitive Grant Application*)
 | Document Review, Interview, Classroom Observation | * Copies of CCRS classroom observations
* Lesson plans
* PD plan and evidence of progress toward program goals as stated in latest grant application
* Staff training and professional development records
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program uses the Standards-in-Action observation tools to support the implementation of standards-based instruction delivery and management. (Virginia Adult Learning Resource Center*, Technical Assistance Roadmap for Full Implementation of Standards-based Instruction*)
 | Document Review, Interview | - Copies of CCRS classroom observation * Copies of CCRS Observation Aggregation tool
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program supports the continuous improvement of instructional staff in preparing and delivering standards-based instruction through collaborative planning and professional development. (Virginia Adult Learning Resource Center*, Technical Assistance Roadmap for Full Implementation of Standards-based Instruction*)
 | Document Review, Interview | * Evidence of PD and PLCs and evidence of staff attendance/membership
* Evidence of staff time devoted to collaborative planning
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program demonstrates differentiation of instruction based on assessment results. (*VDOE Competitive Grant Application*)
 | Document Review, Interview | * Student placement guidelines and procedures
* Class roster with indication of appropriate groupings and activities
* Lesson plans
* Copies of CCRS classroom observations
* Student learning folders, plans, or portfolios
* Evidence of staff training and PD on differentiation and/or effective instruction in multi-level classes
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program can document efforts to ensure that workforce preparation activities are being delivered in all classes. (*VDOE Competitive Grant Application*)
 | Document Review, Interview, Classroom Observation | * Lesson plans documenting the components of basic academic skills, critical thinking skills, digital literacy skills, self-management skills, and employability
* Copies of CCRS classroom observations
* Evidence that all students have access to technology-enhanced instruction
* Student learning folders, plans, or portfolios
* Evidence of PD and/or PLCs on this topic
* Teacher focus group materials
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program provides Integrated Education and Training (IET) programming of sufficient intensity and quality and that meets federal and state requirements. (*IET Technical Assistance video presentation*)
 | Document Review, Interview, Classroom Observation | * Lesson plans documenting the components of adult education, workforce preparation, and occupational training
* IET Planning Tool
* Student learning folders, plans, or portfolios.
* Evidence of collaboration with training partner
* Copies of CCRS classroom observations
* Instructional resources
* Performance data
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program provides Integrated English Literacy and Civics Education (IELCE) programming with Section 243 funds that is of sufficient intensity and quality and that meets federal and state requirements. (*IET Technical Assistance video presentation*)
 | Document Review, Interview, Classroom Observation | * Lesson plans documenting the components of English language acquisition, workforce preparation, civics education, and IET
* IET Planning Tool
* Student learning folders, plans, or portfolios
* Evidence of collaboration with training partner(s)
* Copies of CCRS classroom observations
* Instructional resources
* Performance data
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program provides Workplace Adult Education and Literacy Activities of sufficient intensity and quality and in collaboration with an employer at a workplace or an off-site location designed to improve the productivity of the workforce. (*VDOE Competitive Grant Application*)
 | Document Review, Interview, Classroom Observation | * Lesson plans
* Evidence of collaboration with employer partner(s), including documentation of fiscal arrangements (MOU, planning documents, correspondence)
* Copies of CCRS classroom observations
* Instructional resources
* Performance data
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program provides Family Literacy activities of sufficient intensity and quality and in doing so coordinates with programs and services not assisted under title II prior to using funds for adult education activities under this title for activities other than activities for eligible individuals. (*WIOA Sec. 3 (9),* and *Special Rule: WIOA, Title II, Sec. 231 (d)*)
 | Document Review, Interview, Classroom Observation | * Lesson plans documenting the four components of family literacy
* Evidence of collaboration with childhood education partner(s), including documentation of fiscal arrangements (MOU, planning documents, correspondence)
* Copies of CCRS classroom observations
* Instructional resources
* Performance data
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program provides distance or blended education activities of sufficient intensity and quality to all students and abides by the Virginia Adult Education Distance Education Policy. (*VDOE Statements of Assurances*)
 | Document Review, Interview | * Curriculum/software is on the approved curricula list
* Schedule and records of students’ instructional time with the distance education program
* Facilitators’ interactions with students (correspondence, screenshots, schedule of “office hours”)
* Performance data, including pre- and post-testing
* Evidence of preparation and qualifications of the facilitator
* Evidence of professional learning or study on the topic of distance education facilitation
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The facilities are equipped with technology and furnishings that are appropriate for adult education instruction and provide an environment conducive to learning. (*Virginia Combined State Plan for WIOA.*)
 | Document Review, Interview, Classroom Observation | * See Facilities Walkthrough Checklist
 |  |
| Overall Comments and Observations |  |  |  |

## Data Management

| **Review Criteria** | **Review Method** | **Sample Documentation** | **Comments** |
| --- | --- | --- | --- |
| 1. The program abides by the Virginia Adult Education Assessment Policy currently in effect.
* Refer to Policies 1-13 of the *current Assessment Policy and Distance Education Policy for Adult Education and Literacy Programs*
 | Document Review, Interview, Observation | * Student intake and assessment records
* Student test information in the Single Sign-on for Web Systems (SSWS)
* Local or regional program assessment policies and procedures
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program abides by VDOE guidance shared through Adult Education Directors Memos. (*See Memos online on the* [*Resource*](http://www.doe.virginia.gov/instruction/adulted/resources/index.shtml%29) *page.)*
 | Document Review, Interview, Observation | * Student intake and assessment records
* Student test information in SSWS
* Local or regional program assessment policies and procedures
* Other evidence that demonstrates compliance with this item
 |  |
| 1. Each student’s Adult Student Profile Document (ASPD) is accurate and complete. If assessment or attendance information is documented somewhere other than the student’s ASPD, the information is readily available and includes all required assessment and attendance information specific to the student. (*VDOE Statements of Assurances* currently in effect)
 | ASPD Audit,Interview | * Student ASPDs selected for review by the site visit team
* Student folders of VDOE-identified students
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program has internal controls to ensure that student data integrity and security are preserved, especially with respect to the management of personally identifiable information (PII). (*WIOA Sec. 116(d)(5), and Family Educational Rights and Privacy Act Regulations (FERPA)§99.35(b)*)
 | Document Review, Interview | * Evidence that databases have a single point of contact and/or appropriate staff members maintain the security of their passwords and access (GED Manager, SSWS, NEDP Database)
* Physical student files are maintained according to the *Assessment Policy and Distance Education Policy for Adult Education and Literacy Programs*.
* Evidence that if student data is shared electronically, it is shared between staff members who are permitted to share and receive student data and that the data is shared via the SSWS Dropbox
* Local or regional program data sharing or data security policy statement
* Evidence of regular staff training on acceptable use policy, data integrity, and internal controls
* Signed data sharing agreement documents with specific staff members or partners identified
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program protects the privacy of students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), which includes annual notification to students of their rights under FERPA. (*Family Educational Rights and Privacy Act Regulations (FERPA)§99.35(b)*)
 | Document Review, Interview | * FERPA policy statement
* Evidence of regular staff training on FERPA
* Notification statement handed out and discussed with prospective students
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program has a staff member(s) who is able to perform the following tasks in SSWS:
* Create new staff records and edit existing records
* Create new class records and edit existing records
* Create new student records and edit existing records
* Enter student attendance
* Generate reports
* Download NRS tables by region, class, and teacher (*VDOE Statements of Assurances*)
 | Observation, Interview | * See Data Demonstration Protocol
 |  |
| **Overall Comments and Observations** |  |  |  |

## Financial Management

| **Review Criteria** | **Review Method** | **Sample Documentation** | **Comments** |
| --- | --- | --- | --- |
| 1. The program maintains accurate records for the following required reports:
* Quarterly Program Income Reports
* Quarterly Match Expenditure Reports
* Budget amendment requests and approvals
* Federal Funding Accountability and Transparency Act (FFATA) Report
* One-Stop Support and Services Form
* Career and Training Services Form

(*VDOE Statements of Assurances)* | DocumentReview  | * Copies of submitted forms, supporting records, and documentation for the requested reports for the past three years (if applicable)
 |  |
| 1. The program can provide backup documentation for identified reimbursement requests. (*VDOE Statements of Assurances*)
 | Document Review, Interview | * Documentation may include: receipts, invoices, purchase orders, registration confirmations, cancelled checks, general ledger, and other evidence
 |  |
| 1. Purchased equipment, materials and supplies, textbooks, and computer hardware and software identified in each grant application and applicable budget amendments are used as stated. (*VDOE Statements of Assurances*)
 | Document Review, Interview, Observation | * Computer lab and/or loaner device management system
* Inventory (with location and year of purchase) and management system of educational software on computers; purchased equipment and licenses; and textbooks, supplies, and materials
* Other evidence that demonstrates compliance with this item
 |  |
| 1. The program maintains and submits time-and-effort records by funding stream for all employees supported with adult education funding, and those records are consistent with personnel budget requests. (*VDOE Statements of Assurances*)
 | Document Review, Interview  | * Staff timesheets and staff payroll records
* Job descriptions and/or employee work profiles
* Reimbursement requests and match documentation for staff salaries
* Interviews with fiscal manager and/or program manager
* Other evidence that demonstrates compliance with this item
 |  |
| Overall Comments and Observations |  |   |  |

## Regional Administration

| **Review Criteria** | **Review Method** | **Sample Documentation** | **Comments** |
| --- | --- | --- | --- |
| A. The program manager convenes regular meetings of a regional advisory board to discuss planning, organizing, developing, implementing, and evaluating adult education activities in the region. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview, Observation | * Regional advisory board meeting agendas, minutes, correspondence
* Regional advisory board meeting policy and/or announced schedule (for the last three years)
* Other evidence that demonstrates compliance with this item
 |  |
| B. The program maintains a close working relationship with the local workforce development board (LWDB); maintains a current, signed MOU with the local or regional One-Stop Career Works Center; and fulfills its responsibilities in the Center:1. Provides access to services
2. Uses funds for career and training services and infrastructure
3. Is a party to MOU
4. Participates in the operation of the Center

(*VDOE Competitive Grant Application*) | Document Review, Interview  | * Correspondence concerning collaboration activities
* Agendas, meeting notes, documentation of partnership events
* Interview with LWDB Director.
* MOU and any amendments
* Correspondence concerning the MOU
* Infrastructure Funding Agreement (IFA) and any amendments
* Schedule of staffing and job responsibilities at the Center
* Other evidence that demonstrates compliance with this item
 |  |
| C. The program offers elements of career pathways and coordinates with other adult education stakeholders, including WIOA partners, to make efforts to avoid duplicating services available through other programs serving adults. (See definition of career pathways in WIOA Sec. 3(7)). (*Virginia Combined State Plan for WIOA.*)  | Document Review, Interview  | * LWDB meeting agendas, minutes, correspondence
* Community partnership meeting agendas, minutes, correspondence
* Evidence of career pathways offered with multiple partners (flyers, syllabi, MOUs)
* Program design documenting components A-G in the definition (WIOA Sec. 3(7)).
* Documentation of partnerships with other providers to offer non-title II services to students (MOU, evidence of services offered, correspondence)
* Other evidence that demonstrates compliance with this item
 |  |
| D. The program abides by the current, signed MOU with each locality (city or county) in the regional service area.  | Document Review, Interview | * MOU and any amendments
* Correspondence concerning the MOU
* Other evidence that demonstrates compliance with this item
 |  |
| E. The program regularly monitors the data entered in SSWS and identifies program performance strengths and weaknesses. The results are shared with local administrators and plans for improving results are developed and implemented. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview | * Charts and tables that indicate which data elements were isolated for analysis or review
* Staff correspondence indicating results of program performance reviews
* Staff correspondence indicating development and/or implementation of plans and strategies for program improvement
* Staff meeting agendas and notes indicating that program monitoring was discussed
* Other evidence that demonstrates compliance with this item
 |  |
| F. The regional program manager monitors the delivery and ensures the quality of services at the local level, including the attainment of measurable skill gain (MSG) targets for each locality. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview  | * Schedule for visiting local adult education programs
* Evidence of local monitoring (agendas, minutes, materials)
* Evidence indicating that the regional program manager monitors progress toward the attainment of MSG targets
* Copies of continuous program improvement plans with follow-up reports
* Other evidence that demonstrates compliance with this item
 |  |
| G. The regional program manager coordinates financial planning and management on behalf of the entire region that is consistent with the grant application. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview  | * Copy of budget-to-actual reports for all participating agencies
* Accounting or bookkeeping records
* Evidence of a process for ensuring that each program receives its reimbursements
* Other evidence that demonstrates compliance with this item
 |  |
| H. The program has a fully implemented process in place to maintain an accurate inventory of purchased equipment, materials and supplies, textbooks, computer hardware and software, and other related items. |  | * Computer lab and/or loaner device management system
* Inventory (with location and year of purchase) and management system of educational software on computers; purchased equipment and licenses; and textbooks, supplies, and materials
* Other evidence that demonstrates compliance with this item
 |  |
| I. The regional program manager oversees student recruitment and retention efforts on behalf of the region to help ensure access to equitable and efficient service to learners throughout the region. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview | * Schedule for visiting local adult education programs
* Documentation of outreach efforts for each local adult education program
* Classroom sites and enrollments by locality; map of region
* Copies of continuous program improvement plans with follow-up reports
* Other evidence that demonstrates compliance with this item
 |  |
| J. The program retains grant files for five years, including grant application and award letters, fiscal documentation, and student records. (*VDOE Statements of Assurances*) | Document Review | * Records from the previous five years
 |  |
| K. The program maintains a copy of the insurance for each of its program sites. (*VDOE Statements of Assurances)* | Document Review | * Copy of the current liability policy, a copy of the county, city, or organizational insurance plan
* Other evidence that demonstrates compliance with this item
 |  |
| L. The program abides by the GEPA statement submitted with the most recent application and 1. title VI of the Civil Rights Act of 1964, as amended, which prohibits denial of the benefits of and/or participation in contract services on the basis of race, color, or national origin;
2. title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act; and
3. the Americans with Disabilities Act of 1990 [ADA], as Amended (P.L. 110-325) (*VDOE Statements of Assurances*)
 | Document Review, Observation | * Flyers in appropriate areas in all facilities
* Organizational Human Resource manual
* Evidence of postings on web sites, public materials, major publications, job postings
* Other evidence that demonstrates compliance with this item
 |  |
| M. The program manager develops and implements a regional continuous program improvement plan each year. (*Adult Education Program Manager Responsibilities Manual*) | Document Review, Interview | * Copies of the regional program’s continuous program improvement plan and evidence of implementation.
* Other evidence that demonstrates compliance with this item
* Discussion of each module in this Site-Visit Protocol
 |  |
| Overall Comments and Observations |  |  |  |