**2017-2018 Carl Perkins On-Site Monitoring**

Objective: To provide an efficient and collaborative on-site visit that results in an agreed upon action plan that strengthens, improves, and expands the opportunities for secondary and post-secondary students who elect to enroll in career and technical education programs at secondary, post-secondary, CareerTech, and higher education institutions.

Oklahoma Department of Career & Technology Education (ODCTE) staff coordinate the monitoring of all secondary and postsecondary eligible recipients using desktop monitoring, data assessment, reporting protocols, and site visits. Agency staff also comprise the **on-site monitoring** team that will utilize a process to ensure proper accountability and compliance with program requirements and achievement of pre-determined performance goals from the application.

Recipients identified to receive on-site reviews were determined utilizing a comprehensive rubric of the following criteria:

1. Completed and passed the Municipal School Trust Audit
2. Performance Standards:
   1. Technical skill attainment
   2. School completion (CTE concentrator completion rate)
   3. Placement
   4. Non-traditional participation
   5. Non-traditional completion
3. History of Performance:
   1. New recipient
   2. New superintendent/CEO
   3. New local finance director
   4. Timely application submission
4. Program Risk
   1. Program complexity
   2. Significant award amount (grants greater than $100,000)
   3. Percent of award passed through to consortium members
5. Budget
   1. Unspent funds
   2. Unspent funds percentage

CareerTech Regional Coordinators will lead the process from the pre-monitoring visit through close-out of the action plan. In preparation for the visit, they will contact the school’s superintendent to determine a school point-of-contact, assemble the ODCTE monitoring team, coordinate with the designated school administrator to schedule a pre-monitoring visit, secure the on-site visit date, and develop the agenda. Afterwards, they will briefly report-out to the administrator, develop a close-out report, and follow-up on any findings (as needed).