Monitoring of Subgrantee - Youth Programs

We use MYP funds to sub-contract with Tree Trust for summer-only MYP services. Since they are serving Washington County youth we work with Tree Trust to assist recruiting and getting the word out to area agencies and schools. We keep ourselves updated on the numbers of applicants and those determined eligible so we can increase outreach if needed. We approach it as a partnership.

We offer guidance to Tree Trust staff on correct data entry into WF1 (choosing "Washington County" for COFFR and "Tree Trust" for agency; appropriate activities to open; and case noting) so that new staff get it done right the first time and we get good data from reports. I review open cases in WF1 periodically to see that correct activities are open and case notes are entered.

I have developed a **monitoring guide** using relevant sections of DEED's youth WIOA/MYP monitoring guide.

- I ask the accountant for our LWDA to complete the financial reconciliation portion of the monitoring guide with the sub-contracted agency's financial staff.
- I ask our youth unit staff to conduct an onsite visit with a program participant and the participant's worksite supervisor.
    - I send a calendar invite to youth unit staff for the onsite interview with participant and worksite supervisor. That date is mid-summer and I attach the participant and site supervisor interview forms from the guide.

I **schedule a monitoring visit** with Tree Trust staff at the end of the summer work experience, so subgrantee staff have time to complete the guide and I can look at completed participant files (all participant files should by then reflect their summer's worth of activities.) Scheduling a visit during the height of Tree Trust's summer services would put additional stress on their staff.

- I email a request to **schedule the visit** well ahead of time (about 4-6 weeks in advance of proposed date), to occur on a date after the work experience period has wrapped up (in mid-September).
    - Offer 2-3 dates to choose
    - I offer option of an onsite or virtual monitoring visit
    - Attach a copy of blank monitoring guide
    - Include our agency's and the subgrantee agency's financial staff in email, with instruction for financial section of monitoring guide
    - Request return of the completed guide on a date 1-2 weeks in advance of anticipated monitoring visit
- I **provide the "case file checklist"** portion of the guide, and the list of participant files (WF1 ID numbers) to be reviewed, to sub-grantee staff 1-2 weeks prior to monitoring visit (select about 25% of total number enrolled.)
    - If conducting an onsite review and paper files are used by agency, then I review files during monitoring visit
    - If agency keeps participant files electronically but not in WF1 EDS, then I request copies of documents to be sent to me at least 2 days in advance of visit, via secure email

    - If agency keeps participant file documents in WF1 EDS I review documents 2-3 days prior to monitoring visit
    - Write notes for each file reviewed on “case file checklist” pages of guide

When the **sub-grantee has returned the completed guide** I review the information provided and add comments for areas that are done well, need improvement, or need correction.

During the **actual monitoring visit** I review the completed guide and my comments with agency staff, along with my notes for participant files.

Within 2 weeks of the monitoring visit I send an email to the sub-contractor with a written **monitoring results report** (also modeled on DEED’s monitoring results report provided to our LWDA). It includes:

- Summary results report
- Copy of completed guide with my comments
- Copies of the participant and worksite supervisor interviews
- Financial reconciliation completed by our LWDA agency’s accountant
- Deadline for agency to respond with any needed corrections or additional information

I keep copies of all documents submitted in relation to the monitoring visit for each program year.