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| **dws_logo2**DWS-ASD 504  Rev. 04/2015 | | State of Utah  Department of Workforce Services  **PROGRAM MONITORING CHECKLIST** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INSTRUCTIONS:** Review the required documentation and complete the checklist at least annually for each federal award and information sharing agreement. Notify the grantee of the results and recommendations. Failure to comply with recommendations may result in termination of the award. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Organization name:** | | | | | | | | | | Red Rock Center for Independence (RRCI) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Program name:** | | | | | | Out-of-Wedlock Pregnancy Prevention | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contract number:** | | | | | | | | 18DWS0133 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Funding amount:** | | | | | | | | $$139,629.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contract start date:** | | | | | | | | | | July 1, 2017 | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contract end date:** | | | | | | | | | | June 30, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Monitoring date:** | | | | | | | Year 1: 4/12/18 | | | | | | | | | | | | | | Year 2:4/3/2019 | | | | | | | | Year 3: | | | | | | |
| **Monitored by:** | | | | | | Year 1: Abdi Sheikh-Hamud, Christine Mayne | | | | | | | | | | | | | | Year 2:Abdi Sheikh-Hamud | | | | | | | | Year 3: | | | | | | | |
| **Monitoring Attendees:** | | | | | | | | | | | Year 1: Barbara Lefler, Julie Goodrich | | | | | | | | | | | | Year 2: Barbara Lefler, Julie Goodrich | | | | | | | | Year 3: | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Risk level:** | | | **X** | **Low** | | | | | | | |  | | **Medium** | | |  | **High** | | | | | | | | | | | | | | | | | |
| **Determination:** | | | | |  | | | |  | | | | | | | | | |  | | |  | | | | | | | | | | | | | |
| **Year 1:** | | | | | **X** | | | | **Meets grant requirements** | | | | | | | | | |  | | | **Action Required to Become Compliant** | | | | | | | | | | | | | |
| **Year 2:** | | | | | **X** | | | | **Meets grant requirements** | | | | | | | | | |  | | | **Action Required to Become Compliant** | | | | | | | | | | | | | |
| **Year 3:** | | | | |  | | | | **Meets grant requirements** | | | | | | | | | |  | | | **Action Required to Become Compliant** | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | **Year 1** | | | | | | | | | | | **Year 2** | | | | | | | | **Year 3** | | | |
| **Requirements** | | | | | | | | | | | | | **Yes / No / NA** | | **Comments** | | | | | | | | | **Yes / No / NA** | **Comments** | | | | | | | **Yes / No / NA** | | **Comments** | |
| **Program Summary** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | Does the organization provide the funded services agreed upon?   * See proposal | | | | | | | | | | | |  | |  | | | | | | | | |  |  | | | | | | |  | |  | |
| **1a.** | Program description | | | | | | | | | | | |  | | Red Rock Center for Independence’s mission is to help disabilities: to provides services and work with young people with disabilities experience and high risk of out-of-wedlock pregnancy.  With this program, currently they are working with high schools kids with help and positive networking relationship with their parents.  Schools have the option of program delivery during the spring or winter semesters, or both depending on student needs and classroom availability. They are working with variety of different of high schools.  The program started in January 2018. They offer health relationship workshops/deliver lesson plans to youth with disabilities in each participating high school. So far they have 71 student—active participants.  Richfield =**20** student  So-served =**35** student  Parowan =**3** student  Delta=**13** student.  Their goal is 120 of participants per grant year.  Each student receives an exercise book that helps them apply curriculum concepts to their own lives.  They organized the program for high school student to easy learn about health. Teachers give recommendation and RRCI offer to students with disabilities to provide equal access to the standardized questions.  Provides Relationship Smarts PLUS - questionnaire conducting pre and post-tests related to the curriculum. Have them answer each question. The classes are mixed boys and grills and learn more about the program and better choices. Student interest in learning about the program and their families support them.  Since the school closed during the summer, RRCI can continue provide services for those who expect to attend the program in November. | | | | | | | | |  | Red Rock Center for Independence (RRCI) provides services to young people (Men and women) with disabilities experience high risk of out-of-wedlock pregnancy. Targeting those enrolled in public high schools, charter schools, and alternative schools in RRCI’s eight rural counties and one metropolitan county. Participants referred by school staff and/or counselors. Student attends normal classes or special education classes. Students are allowed participating in the program each year as long as theirs goals and life experience changes from year to year. The program is making different and well received in the school. Schools like the program and RRCI wants to go back next year.  Parowan is going to have a large class next year.  All the school are doing good and 43 student completed the requirements that include assessment and on going  Students provided a standardized survey that assists them in describing what they liked or didn't like about the Relationship Smarts Plus 3.0 program using eight questions with a five point rating scale to identify the level of program engagement. 75% of participants who completed the program show improvement.  Most of these students got 50% pre-assessment on the survey.  RRCI made the questionnaire easy and line up. Peer Mentors maintains student records in each class period. RRCI will start collecting non-confidential demographics for annual and quarterly report purpose. The collected data securely stored at the RRCI office  Richfield high school will have new teacher next fall to teach.  Students receive a jobs.utah.gov Quick Start Card as found on the website and encourage to registers jobs. Utah.Gov. | | | | | | |  | |  | |
| **1b.** | Population served and marketing | | | | | | | | | | | |  | | **Targeting**: high risk of out-of-wedlock pregnancy including young men and women with disabilities who are venerable.  **Marketing**: Outreach to high schools, especially speak to principle and teachers about the program. They are also looking at to expand the program and provide the educational opportunities for young people in nine counties including Millard and Beaver. | | | | | | | | |  | **Population**: Young Student with disabilities experience high risk of out-of-wedlock pregnancy  **Marketing**: Reach out to high principles and communicate high school staff by emails. | | | | | | |  | |  | |
| **2.** | Is the organization addressing the outcomes described in the proposal?   * What? * How tracked? * How measured? | | | | | | | | | | | | Yes | | Pre-test 9 questions in each class. The same questions are used for both pre and post-testing to compare. | | | | | | | | | Yes | RRCI provides “Relationship Smarts PLUS” questionnaire for the purpose of conducting pre and post-tests related to the curriculum.  Upon completing the pre-test, curriculum delivery, RRCI collect the Pre and post-test data.  According to quarter 1 and 2 reports in year 2:  Total number of participants served: **43**  Percentage of improvement - Strategies for dealing with peer pressure:**29**%  Percentage of improvement - Awareness of the four danger signs in relationships: **9%**  Number of participants assisted with registering on jobs.utah.gov in the last quarter:**43**  Percentage of improvement - Understanding of the difference between infatuation and genuine love:**16%** | | | | | | |  | |  | |
| **3.** | Does the organization have a system for addressing customer grievances? | | | | | | | | | | | |  | | There is grievance policy in writing and provide to student to read. If they have question they can speak to educators or mentors if they have question. If any issues not resolved with educators, it goes to program director and so on and so forth. | | | | | | | | | Yes | Same | | | | | | |  | |  | |
| **4.** | Is the facility adequate to deliver the contracted service? | | | | | | | | | | | |  | | Provide services in high schools. | | | | | | | | | Yes | Use public high schools, charter schools, and alternative schools in RRCI’s eight rural counties. | | | | | | |  | |  | |
| **5.** | Does the organization collaborate with the local DWS office regarding services available to families | | | | | | | | | | | |  | | Refer student to DWS for job opening for job opening opportunities. | | | | | | | | | Yes | Collaborate with DWS local offices and introduce student the DWS services and distribute them copies of jobs.utah.gov Quick Start Card as found on the website. | | | | | | |  | |  | |
| **6.** | Does the organization subcontract out a portion of the program? If so, describe the monitoring process and provide documents.  Organization must provide verification of subcontractor(s) compliance with the following:   * Insurance Certificate * Fiscal Requirements * Program Requirements   + Outcomes * Eligibility Determination   + Form 300     - Supporting Documentation   + Form 115   + TEVS * Grievance Policy * FFATA * Staff Files   + Code of Conduct/Ethics   + Non-disclosure   + Background Check   + Licenses and Certifications | | | | | | | | | | | | No | | N/A | | | | | | | | | N/A | None | | | | | | |  | |  | |
| **Staffing** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7.** | Does the organization have the required licenses and certifications to administer the program? | | | | | | | | | | | | No | | No licenses required for this program. | | | | | | | | | N/A | No licenses required for this program. | | | | | | | |  |  | |
| **8.** | Do the employee files contain the signed DWS Code of Conduct agreement? | | | | | | | | | | | | No | | **Ashley Chidester** –need to sign a new DWS Code of Conduct agreement for current contact  See attached Staff File check –spreadsheet. | | | | | | | | | Yes | Ashley Chidestter,(Parowan):Yes  Marylynn Bundy (Delta): Yes  William Roderic (Richfield): Yes  Bridget Faatz (Huricane): Yes  Julie Goodrich: Yes  Barbara Lefler: Yes | | | | | | | |  |  | |
| **9.** | Do the employee files contain the DWS Non-disclosure agreement? | | | | | | | | | | | | No | | **Ashley Chidester** –need to sign a new Non-disclosure agreement for current contact.  See attached Staff File check –spreadsheet. | | | | | | | | | Yes | Ashley Chidestter,(Parowan):Yes  Marylynn Bundy (Delta): Yes  William Roderic (Richfield): Yes  Bridget Faatz (Huricane): Yes  Julie Goodrich: Yes  Barbara Lefler: Yes | | | | | | | |  |  | |
| **10.** | Do the employees meet the Criminal Background Check requirements? | | | | | | | | | | | | No | | **BCI** for Julie Goodrich need to get updated.  See attached Staff File check –spreadsheet. | | | | | | | | | Yes | Ashley Chidestter,(Parowan):Yes  Marylynn Bundy (Delta): Yes  William Roderic (Richfield): Yes  Bridget Faatz (Huricane): Yes  Julie Goodrich: Yes  Barbara Lefler: Yes | | | | | | | |  |  | |
| **11.** | Are employee files kept in a secure location? | | | | | | | | | | | | Yes | | Kept in locked cabinet and office | | | | | | | | | Yes | Kept in locked cabinet and office | | | | | | | |  |  | |
| **Eligibility Requirements (If required)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **12.** | Do the program participants meet the income eligibility requirements? | | | | | | | | | | | | N/A | | Not required | | | | | | | | | N/A | Not required | | | | | | |  | |  | |
| **13.** | Do the program participant case files contain all of the required documentation? | | | | | | | | | | | | N/A | | They don’t have client files. | | | | | | | | | N/A | They don’t have client files. | | | | | | |  | |  | |
| **14.** | Are participant’s confidential files kept in a secure location? | | | | | | | | | | | | N/A | | Don’t have client files. | | | | | | | | | N/A | Don’t have client files. | | | | | | |  | |  | |
| **Grant Administration (Desk audit)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **15.** | Did the program administrator and fiscal manager attend the in-person grant orientation? | | | | | | | | | | | | Yes | |  | | | | | | | | | Yes |  | | | | | | |  | |  | |
| **16.** | Does the organization submit required reports in a timely manner?   * Quarterly Outcomes * Annual Reports | | | | | | | | | | | | Yes | | 1st Qtr. on time  2nd Qtr. report late. | | | | | | | | | Yes | As reminder the next quarterly outcome report is due April 30, 2019 | | | | | | |  | |  | |
| **17.** | Does the organization have current documentation of required insurance? | | | | | | | | | | | | No | | The current Certificate of Liability Insurance we have on the file expired 02/12/18. | | | | | | | | | Yes | Expires 2/21/2020 | | | | | | |  | |  | |
| **18.** | Are current/past invoices submitted timely, expenditures documented, and the program follows the budget? | | | | | | | | | | | | Yes | |  | | | | | | | | | Yes | As reminder, subject line for email submission: please include the following.  **Contract #, Organization, Funding Period** (I.e. 18DWS0133,RRCI,Oct – Dec., 2018) | | | | | | |  | |  | |
| **Required Action Items** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The following item(s) are needed in order to successfully meet the grant requirements:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Year 1:** | | | | | | | | | | | | | | | | **Year 2:** | | | | | | | | | | | **Year 3:** | | | | | | | | |
| **ORGANIZATION must submit a response with a corrective action plan by DUE DATE.**  **Failure to meet grant requirements may result in termination of the award.** | | | | | | | | | | | | | | | | | | | | | | | | | | **Yr. 1: 4/27/2018** | | | | **Yr. 2:** N/A | | | | | **Yr. 3:** |
| **Notes Year 1:**   * **Ashley Chidester –**need to sign a new DWS Code of Conduct and Non-disclosureagreement for current contact * **BCI for Julie Goodrich** need to get updated. * All documents have been received and program is fully compliant. | | | | | | | | | | | | | | | | **Notes Year 2:**  The program appears to be successful as it has completed the first year. Staff Files were well organized. | | | | | | | | | | | **Notes Year 3:** | | | | | | | | |
| **Program Response (Optional):** | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| **Year 1:** | | | | | | | | | | | | | | | | **Year 2:** | | | | | | | | | | | **Year 3:** | | | | | | | | |
| ***Equal Opportunity Employer Program***  Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals  With speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |