

THE NAVAJO NATION
Department of Johnson-O'Malley
Fiscal Year 2005 - Spring
Programmatic Monitoring Instrument

The monitoring instrument consists of three parts, as follows:

- Part I: Checklist Section (#1-6)
- Part II: Findings/Recommendations/Commendations
- Part III: Corrective Action Plan/Summary

Purpose of Monitoring: To determine fidelity of project operation to project application and regulations; to assess quality and effectiveness of services provided; and, if needed, indicate findings, establish a corrective action plan; and provide technical assistance for improvement and recommendations for improvement.

Subcontractor: _____ Date of visit: _____

Project Site(s): _____

Original Proposal _____; Mod 1. ____ Mod 2. _____ Mod 3. ____ Mod 4. ____

Subcontract Amount _____

Entrance Conference (date): _____ Exit Conference (date): _____

Part I: Checklist Section (#1-6)

The following checklist questions will be completed by JOM Program Education Specialist at the on-site interview with JOM Coordinator:

I. PROGRAM STATUS

YES NO

- A. Is there a current educational needs assessment on file?
Is the prioritized needs assessment (summary) on file?
- B. Are all students counted for funding being served?
- C. Are any non-eligible students participating in JOM-funded program?
- D. Is there any evidence that JOM funds are being used to supplant district, state or other federal funds? If so, attach sheet for explanation.
- E. Does JOM provide supplemental funding for other federal education programs, such as, Head Start, Title IX, Title I, etc? If so, attach sheet for explanation and list the program funding and how JOM supplements the program.
- F. Are the certification of Indian students' eligibility on file (Certificate of Indian Blood or Certification of Enrollment signed by an BIA Agency

Superintendent)?

YES NO

- G. Is the educational program priority list correlated with the total school district's efforts?
- H. Is the current fiscal year subcontract on file?
- I. Are the coordinator's monitoring reports on file?
- J. Are subcontractor FY'00 and six month transition period reports on file?
- K. Is current, independent programmatic audit report on file?

2. PROGRAM ADMINISTRATION

- A. Is staffing implemented as approved?
- B. Is program maintaining adequate and current personnel records?
- C. Is program maintaining adequate and current progress reports?
- D. Is program maintaining adequate and current student lists? (form JOM-07)
- E. Are all modifications approved prior to implementation?

3. INDIAN EDUCATION COMMITTEE (IEC)

- A. Is the IEC carrying out its duties and responsibilities in accordance with the 25 CFR Ss 273 (JOM Act) and by-laws?
- B. Are IEC meeting minutes provided by the subcontractor to the JOM central office as required?
- C. Are materials disseminated to the IEC, community and parents?
If yes, how often? Three times in the six months.
If no, why not?
- D. Was an annual IEC training needs assessment conducted?
- E. Does the IEC understand their roles and responsibilities? (25 CFR Ss 273.16)
- F. Does the IEC understand the subcontractor's educational philosophy?
- G. Are the current IEC by-laws on file?
- H. Is the current IEC membership maintained?
- I. Are the IEC meeting minutes used as an official document to substantiate IEC mileage, stipends, and all IEC actions?
- J. Did the IEC participate fully in the program cycle: needs assessment, planning and development, implementation and evaluation? (25 CFR Ss 273.16)
- K. Are the IEC members parents or *in loco parentis* of eligible Indian students?
- L. Are the IEC members certified by their Navajo Nation chapter? If not, why?
- M. Are the IEC members encouraged to get involved with other school improvement committees? If not, why?

YES NO

N. Are the IEC members paid stipend and mileage? MILEAGE ONLY

O. Are the IEC monitoring reports on file?

4. PROGRAM MANAGEMENT

YES NO

A. Are JOM personnel hired through established procedures (25 CFR Ss 283.16)?

B. Has the Indian Education Committee (IEC) recommended potential JOM staff to the district personnel office?

C. Is Navajo/Indian preference exercised in hiring, training, and contracting?

D. Is the current JOM personnel list on file?

E. Has the staff received training regarding JOM requirements?

F. Has a staff training needs assessment been conducted?

G. Are educational goals and objectives implemented as approved by the IEC?

5. MAXIMUM INDIAN PARTICIPATION

A. Did the planning, development, and approval of annual JOM subcontract application involve maximum Indian participation?

B. Has a former subcontractor Indian Education Committee member advanced to governing board or other local leadership capacity?

C. Are school facilities open to visitors, such as: parents, Indian Education Committee, tribal, state, and federal representatives?

6. POLICIES

A. Is the *de minimus* participation policy on file?

B. Is the general JOM grievance policy on file?

C. Is the parental cost policy on file?

D. Does the subcontractor have a maximum Indian Parent participation policy? (25 CFR Ss 273.4)

Part II. Findings/Recommendations/Commendations
(see attachments)

Part III. Corrective Action Plan/Summary
(see attachments)

Education Specialist

Date of Report