CORRECTIONS PLANNING AND GRANT PROGRAMS

GENERAL EXPECTATIONS FOR COMPREHENSIVE PROGRAM MONITORING VISIT

Purpose: The purpose of the comprehensive monitoring visit is two-fold: 1) to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and 2) to provide technical assistance as needed regarding fiscal, programmatic and administrative requirements. To that end, this document should be viewed as a tool to assist in preparing for the comprehensive monitoring visit.

What to Expect: For each section of the comprehensive monitoring report, the table below outlines the approximate time it takes for BSCC staff to review that section, who should be involved and examples of supporting documentation. This is not an exhaustive list of supporting documents as each grant program and its corresponding requirements can vary. This table should be used as a general guide in preparing and planning for the comprehensive monitoring site visit.

PROGRAM MONITORING (SITE VISIT) PREPARATION TOOL			
Monitoring Component	**Approximate Timeframe**	**Who is Involved**	**Supporting Document and Reviewing Activities**
Administrative Review (includes Office for Civil Rights requirements, if applicable)	90 minutes	Project Director and fiscal staff	Review Grant Administration and Audit Guide, subcontracts, grant-specific duty statements, employee timesheets for full-time staff and functional timesheets or time studies for part-time staff (verify salaries and benefits are not claimed under other funding sources), review EEO Policy.
Fiscal Review	90 minutes	Project Director and fiscal staff	1. Budget File: Review official budget file and contents. 2. Invoicing: Review of purchase orders, receipt of goods, subcontracts (to include service provided, fee/service, time allocated), separate funding accounts to differentiate grant funds from other funds, cancelled checks/disbursement documents for payments to vendors and/or subcontractors. 3. Internal Controls: Review of fiscal policies (transactions for receipt, approval and posting must be made by more than one employee for any one transaction).
Program Review	2-4 hours	Project Director and program staff	Interview program staff, observe groups or treatment interventions, review of case records, files, surveys or other supporting documentation for meeting grant objectives, review of challenges and successes, etc. Visit program site(s), wherever possible.
Program Data/Outcomes	60 minutes	Project Director and data staff	Review plan for project performance and outcomes; review data collection processes and/or systems.

Note: Some grants involve a match requirement; should that be the case, the supporting documentation is the same.