

FACTE 2009



Quality Assurance System

Division of Career and Adult Education
Bureau of Grants Administration and Compliance
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Quality Assurance System

2009 Strategy

Implementation of a **risk-based**
Quality Assurance System
for **Career and Adult Education**
grants and contracts programs

Quality Assurance System

Role of Quality Assurance

- Program quality and improvement
- Assure financial accountability
- Regulatory compliance

Quality Assurance System

Way of Work

- Accountability
- Collaboration
- Targeted Technical Assistance
- Continuous Improvement
- Positive Systemic Change

Quality Assurance System

Stakeholder Involvement

- Commitment
- Participants
- Advisory Council
- Focus Groups
- Peer Monitors

Quality Assurance System

Quality Assurance
Policies, Procedures, and Protocols

Quality Assurance System

Provider Selection

- Risk Assessment Process
- Use of Data
 - 2007-08
- Performance Measures / Indicators
 - Targeted providers

Risk Assessment

Risk Assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the Florida Department of Education and the Division of Career and Adult Education.

Quality Assurance System

Provider Selection

- Operational Risk Factors – Risk Matrix
 - Amount of the grants
 - Number of grants
 - Audit findings regarding internal controls previous 3 years
 - Number of grants with unexpended funds >10%
 - Experience and organizational changes

- Flexibility to monitor

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Monitoring Strategies

- Strategies are determined upon results of the Risk Assessment Process
- Continuum of activities based according to level of risk
- Range from conference calls to on-site visits
- Multiple strategies often apply

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Preparation activities

- Conference Calls
- Designated leads
- Review of Data
- Student population and programs
- Organizational structure

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On-Site Monitoring Activities

- Notification
- Initial Conference
- Interviews
- Observations
- Records Review
- Data Verification
- Exit Conference

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Post-Visit Activities

- Secure documentation
- Draft Report
- Final Report
- Program Improvement Plan
- Corrective Action Plan
- Targeted Technical Assistance
- Tracking and closure

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Protocols

- Interviews
- Observations
- Self-Assessment

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Tools - Resources

- Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV)
- State Statutes and Rules
- OMB Circulars

Quality Assurance System

Tools and Resources

- Education Department General Administrative Regulations (EDGAR)
- Award Terms and Conditions

Quality Assurance Team

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<http://www.fldoe.org/workforce/compliance.asp>