Core Monitoring Documentation Guide Flowchart

Preparing for an On-site Audit

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Core Indicators</th>
<th>Broad Scale Evidence</th>
<th>Additional Evidence</th>
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<tr>
<td>Core Activity 1</td>
<td>1.1 Strategic Planning</td>
<td>Workforce Meetings, Partnerships, CHEO video for Recruiting @ Workforce, Employer Partners in Community</td>
<td>Advisory Board Minutes, Dashboard, Logic Model, Strategic Plan for College</td>
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<tr>
<td>Design And Governance</td>
<td>1.2 Service Design</td>
<td>Career Coaches, Advisory Committee, Career Hub</td>
<td>SOW, Job Descriptions and Postings, Admissions Communications, Advisory Board Meeting Minutes</td>
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<td>1.3 Program Integration</td>
<td>Details of Partnership Coordination</td>
<td>Processes, Policies, Affiliation Agreements</td>
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Revised January 7, 2014
3.1 Budget Controls
- Monthly Updates of Spending and Budget Revisions
- Invoices from Co-Grantees, Monthly Draws and Quarterly Fiscal Reporting to DOL

3.2 Cash Management
- Timesheets, Time & Effort, Indirect Costs, Budget Narrative
- OMB A-87 Reimbursement, CHEO Fiscal Process Prezi

3.4 Cost Allocation
- Copies of OMB Cost Principals, DOL Webinars and FAQs
- Communications between College Partners/CHEO Team

3.5 Allowable Costs
- Fiscal Processes
- Purchasing Controls, Payment Controls, Equipment Inventory Processes

3.6 Internal Controls
- Request for Reimbursements, Documentation for Drawdowns and Quarterly Fiscal Reports
- CHEO Fiscal Process Prezi, Written instructions of processes

3.7 Financial Reporting
- Project Dashboard Indicating Current Status & Spending Trends
- Reimbursement Requests and Documentation
Core Activity 4
Service Delivery

4.1 Operating Systems
- Recruitment Strategies to Gain Unique Participants and Collaborating
- Advisory Boards, Videos, Brochures, Meeting Minutes with Workforce/VA & Admissions, Stitch-In Report,

4.2 Participant Files
- Evidence of Students Being Served toward the Goal of Employability
- Stitch-In Reports, Internships, Advisory Board Meetings, Rutgers Reports, Benchmark and Trendings

4.3 High Growth Jobs
- Stated in SOW, Evidence of Staying Informed about Industry Trends and Expectations
- Data Sheets, Brochure, Video, Website

4.4 Integrated Services
- Ongoing Relationships with Employer Partners to Facilitate the Professional Advantage and Placement
- Website, Brochures, Videos, Mailings, Admission Orientation, Workforce/VA Meeting Minutes and Activity

4.5 Business Relationships
- Evidence of Tailoring Efforts to meet the Needs of Employer Affiliates
- Career Hub, Career Fairs, Website, Advisory Boards

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Core Activity 5
General Instructions

5.1 Service Goals
- Utilizing "Project Dashboard" to Ensure Program Goals and Fiscal Spending-timelines Achieved

5.2 Performance Goals
- Performance Benchmarks, Tracking and Utilizing the "Project Dashboard"

5.3 Contractor Performance
- Working Closely with Contractors to Ensure Performance Goals are Obtained

5.4 Performance Data
- Project Updates to Stakeholders. "Project Dashboard" Updated Monthly, Performance Benchmarks Updated Regularly

Additional Resources:
- Benchmarks, Logic Model, Data Sheets, Trending Statements, QNPR, Annual
- Benchmarks, Trending Logic Model, QNPR Annual, NANSLO Data
- Artifacts from Wiche, Rutgers, NIC, CIC, Alchemy, BCcampus - Meeting Minutes, Monthly Statements, Products
- Distribution Evidence, Meeting Minutes, E-mails, Postings, OER, NANSLO Data

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