

SECONDARY ELIGIBLE RECIPIENT MONITORING

A. PROGRAM QUALITY INDICATORS

A.1 Mission/Vision for Career and Technical Education The secondary eligible recipient (Hawaii Department of Education – HDOE) includes CTE as part of its mission statements for all students. The Department’s mission and goals meet the requirement of the Perkin’s legislation. A consolidated set of policies and procedures exists for translating the mission/vision into action.	
Evidence	Check if implemented Evidence is on File
A.1.1 The mission statement accurately reflects the purpose of career and technical education, individuals served, the services offered, and the outcomes expected.	<input type="checkbox"/>
A.1.2 The mission and vision are consistent with the Hawaii’s Career Pathway System and meet the requirements of the Perkins legislation.	<input type="checkbox"/>
A.1.3 The mission communicates that all students can meet high standards of academic and technical excellence as well as engage in active, productive learning.	<input type="checkbox"/>
A.1.4 The mission and policies/procedures relevant to CTE are reviewed periodically to ensure relevance.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

A.2 Hawaii Career Pathway System The secondary eligible recipient (Hawaii Department of Education – HDOE) has incorporated the Hawaii Career Pathway System into curriculum program of study course content and planning. The Hawaii Career Pathway System is an integral part of counseling/advisement programs and activities.	
Evidence	Check if implemented Evidence is on File
A.2.1 Course content is reviewed and modifications are made to reflect CTE program of study course standards, benchmarks and performance indicators.	<input type="checkbox"/>
A.2.2 Course catalog, course syllabi, and website content reflect the Hawaii Career Pathway System.	<input type="checkbox"/>
A.2.3 Terminology in HDOE materials reflects the Hawaii Career Pathway System.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

A.3 Program Size, Scope, and Quality The secondary eligible recipient (Hawaii Department of Education – HDOE) initiates, improves, expands, and modernizes quality career and technical education programs. HDOE provides career and technical education programs that are of such size, scope, and quality as to bring about improvement in the quality of education offered.	
Evidence	Check if implemented Evidence is on File
A.3.1 CTE program offerings and curricular content are reviewed periodically for relevance to labor market needs and economic development priorities.	<input type="checkbox"/>
A.3.2 CTE program offerings reflect the Hawaii Career Pathway System statewide Pathway Advisory Council approved standards, benchmarks, and assessments. HDOE is involved in activities to promote and expand Hawaii’s Career Pathway System.	<input type="checkbox"/>
A.3.3 Schools offer and teach a minimum of one CTE Career Pathway Program of Study, with each program consisting of a minimum of three (3) credits of instruction	<input type="checkbox"/>
A.3.5 CTE programs utilize industry certifications, dual-credit courses, and capstone course experiences where available	<input type="checkbox"/>
A.3.6 CTE programs must lead to concentration and/or completion of HSDOE CTE state-approved programs of study, and may include connections to workforce, that prepare students for success in college, careers and citizenship in the 21st century.	<input type="checkbox"/>
A.3.7 Academics are an integral component of CTE programs	<input type="checkbox"/>
A.3.8 Pathway Advisory Councils (PACs) provide input and guidance on CTE programs	<input type="checkbox"/>
A.3.9 Excluding special circumstances, the HSDOE employs CTE faculty that meet the minimum licensure requirements as established by the Hawaii Teachers Standards Board and hold an appropriate, valid license.	<input type="checkbox"/>
A.3.10 DOE provides measures of program and student success through performance on: <ul style="list-style-type: none"> ▪ Perkins performance measures; 	<input type="checkbox"/>

<ul style="list-style-type: none"> ▪ Licensure/Certification exams and/or end of program exams; ▪ Technical skills assessments as defined by the HSDOE state CTE program office; ▪ Dual credit data; ▪ Meeting established business/industry standards aligned to CTE programs of study; and/or ▪ CTE Honors Designations 	
A.3.11 DOE annually submits program data, including all data elements necessary for calculating progress toward meeting Perkins IV secondary performance targets. DOE application for funds reflects analysis of data.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

A.4 Secondary/Postsecondary Linkage Secondary and postsecondary systems link career and technical education programs through statewide Dual Credit Articulation Agreements.	
Evidence	Check if implemented Evidence is on File
A.4.1 HDOE awards Perkins funds to schools offering at least one HDOE approved CTE Program of Study.	<input type="checkbox"/>
A.4.2 Programs of Study are developed that create secondary and postsecondary system wide linkages for dual credit.	<input type="checkbox"/>
A.4.3 The Department provides guidance and information to students regarding their eligibility to receive dual credits.	
A.4.4 HDOE has records of the number of students who have earned opportunity to receive dual credits at the postsecondary level.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

A.5 Advisory Committees/Councils

Parents, secondary and postsecondary educators, representatives of business and industry, representatives of special populations, and other interested individuals are involved in developing statewide career and technical education programs and standards.

Evidence	Check if implemented Evidence is on File
A.5.1 Active Pathway Advisory Councils (PACs) provide input and guidance on current and proposed activities, participate in short- and long-term strategic planning, review priorities for CTE program improvement, and participate in standards development and assessment.	<input type="checkbox"/>
A.5.2 Correspondence, meeting agendas and minutes are on file for all Pathway Advisory Council meetings, including a list of attendees at each meeting.	<input type="checkbox"/>
A.5.3 Evidence exists of ongoing communication with advisory council members such as correspondence, emails, newsletters, etc.	<input type="checkbox"/>

Monitor Use Only

☐ Full Compliance ☐ Partial Compliance ☐ Not in Compliance ☐ Not Applicable

Comments:

A.6 Equal Access

Career and technical education programs address equity issues and provide equal opportunities to individuals without discrimination on the basis of race, color, national origin, sex, marital status, disability, creed, or age.

Evidence	Check if implemented Evidence is on File
A.6.1 HDOE has developed outreach procedures, including eliminating barriers, for increasing the enrollment of special populations in CTE programs, e.g., scheduling, marketing materials, newsletters, web site.	<input type="checkbox"/>
A.6.2 Action plans are in place and utilized to recruit and improve participation, retention, and completion of nontraditional students in CTE programs	<input type="checkbox"/>

Monitor Use Only

☐ Full Compliance ☐ Partial Compliance ☐ Not in Compliance ☐ Not Applicable

Comments:

A.7 Marketing, Public Relations, and Community Outreach A strategic plan for marketing career and technical education to all stakeholders and the community at large exists, is implemented on an ongoing basis, and is reviewed and updated periodically.	
Evidence	Check if implemented Evidence is on File
A.7.1 CTE program offerings are described in HDOE print literature and website content.	<input type="checkbox"/>
A.7.2 Marketing efforts reflect the value of career and technical education and CTE course offerings and the alignment to workplace standards, labor market needs, and college/career readiness.	<input type="checkbox"/>
A.7.3 Press releases are issued about the CTE program, spotlight students' activities and awards, and encourage local media to cover program events.	<input type="checkbox"/>
A.7.4 At the school level, CTE program information is distributed to students and parents.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

B. STATE LEADESHIP FUNDS

B.1 Assessment The secondary eligible recipient (Hawaii Department of Education– HDOE) conducts and uses the findings from a State assessment of career and technical education, including an assessment of how the needs of special populations will be met through CTE program offerings at the postsecondary level.	
Evidence	Check if implemented Evidence is on File
B.1.1 The HDOE evaluates individual schools' progress in achieving the goals and objectives described in the HDOE CTE Plan.	<input type="checkbox"/>
B.1.2 Reports of student attainment of challenging state-established academic and career and technical education skill proficiencies exist.	<input type="checkbox"/>
B.1.3 Follow-up student information regarding placement in, retention in, and completion of postsecondary education or advanced training; placement in military service; or placement or retention in employment is utilized to amend the HDOE CTE Plan.	<input type="checkbox"/>
B.1.4 Data regarding student attainment of a high school diploma, proficiency credential, or special recognition on the diploma exists.	<input type="checkbox"/>
B.1.5 Data regarding student participation in and completion of CTE programs that lead to nontraditional training and employment are	<input type="checkbox"/>

utilized to improve participation and completion.	
B.1.6 Data regarding the participation and completion rate of all special population students are utilized to improve participation and completion.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

B.2 Required Uses of Funds	
The Hawaii Department of Education conducts activities under the required uses of state leadership funds. Documentation of and products resulting from State-level projects exists for those required elements appropriate to the eligible recipient.	
Evidence	Check if implemented Evidence is on File
B.2.1 Development, improvement, or expansion of the use of technology in career and technical education	<input type="checkbox"/>
B.2.2 Implementation of professional development programs	<input type="checkbox"/>
B.2.3 Support of CTE programs that integrate coherent and relevant content that aligns challenging academic content and relevant technical education	<input type="checkbox"/>
B.2.4 Preparation for non-traditional fields in current and emerging profession	<input type="checkbox"/>
B.2.5 Support for programs for special populations that lead to high skill, high wage, or high demand occupations.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

B.3 Permissive Uses of Funds	
The Hawaii Department of Education conducts activities under the permissive uses of State Leadership funds. Documentation of and products resulting from State-level projects exists for these permissible uses of Leadership funds.	
Evidence	Check if implemented Evidence is on File
B.3.1 Development of valid and reliable assessments of technical skills	<input type="checkbox"/>
B.3.2 Development and enhancement of data systems to collect and analyze data for secondary academic and employment outcomes	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

B.4 State Leadership End-of-Year Reports The Hawaii Department of Education submits to the Office of the State Director for CTE an end-of-year report for all activities conducted with State Leadership funds.	
Evidence	Check if implemented Evidence is on File
B.4.1 Documentation of and products resulting from projects and/or activities exists for each required use.	<input type="checkbox"/>
B.4.2 There is on file an end-of-year report comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
B.4.3 There is on file an end-of-year report linking requested funds for each activity compared to actual fund expenditures for each activity.	<input type="checkbox"/>
B.4.4 End-of-year reports for State Leadership funds are kept on file for 3 years.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

C. BASIC GRANT FUNDS

C.1 Required Uses The secondary eligible recipient (Hawaii Department of Education – HDOE) and/or its schools conduct activities under the 9 required uses of Perkins Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
C.1.1 Documentation of and products resulting from projects and/or activities exists for each required use.	<input type="checkbox"/>
C.1.2 There is on file an end-of-year report from each school/district comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
C.1.3 There is on file an end-of-year report from each school/district linking requested funds for each activity compared to actual fund expenditures for each activity.	<input type="checkbox"/>

C.1.4 End-of-year reports for Basic Grant funds are kept on file for 3 years.	<input type="checkbox"/>
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Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

C.2 Permissive Uses The Hawaii Department of Education and/or its schools conduct activities under the permissive uses of Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
C.2.1 Documentation of products resulting from activities exists for one or more of the 20 elements listed in section 135(c).	<input type="checkbox"/>
C.2.2 Examples of use of funds to establish, enhance, or support systems for accountability data collection.	<input type="checkbox"/>
C.2.3 Implementation of technical skill assessment processes and/or initiatives	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

C.3 Evaluation The Hawaii Department of Education basic grant application describes how student performance and program performance is being evaluated.	
Evidence	Check if implemented Evidence is on File
C.3.1 Indicators of analysis procedures such as reports or meeting minutes.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

C.4 Permissive Uses	
The Hawaii Department of Education conducts activities under the permissive uses of Basic Grant funds to implement technical skill assessment processes and/or initiatives.	
Evidence	Check if implemented Evidence is on File
C.4.1 There are plans for system wide technical skill assessments.	<input type="checkbox"/>
C.4.2 There exist technical skill assessments that ensure student mastery of system wide PAC-approved standards.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D. ACCOUNTABILITY AND RECORDS MANAGEMENT

D.1 Measurement Definitions and Approaches	
The Hawaii Department of Education documents revisions to definitions and/or measurement approaches.	
Evidence	Check if implemented Evidence is on File
D.1.1 Copies of the most recent CAR report reflecting current definitions and measurement approaches.	<input type="checkbox"/>
D.1.2 Documentation of any revisions to definitions and/or measurement approaches.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.2 State-Adjusted Levels of Performance	
The Hawaii Department of Education has documentation of State-adjusted levels of performance for each of the core indicators and additional indicators.	
Evidence	Check if implemented Evidence is on File
D.2.1 Documentation of not less than three years is available from each eligible recipient.	<input type="checkbox"/>
D.2.2 Analysis describes which indicators exhibit continuous improvement over time.	<input type="checkbox"/>
D.2.3 Analysis describes which indicators exhibit improvement or negative gains over time.	<input type="checkbox"/>
D.2.4 Analysis of quality and significance of performance data as they relate to program development, implementation, size, scope, and quality.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.3 Revisions	
The Hawaii Department of Education has documentation of revisions, if any, to the State-adjusted levels of performance due to unanticipated circumstances that arose in the State.	
Evidence	Check if implemented Evidence is on File
D.3.1 Emails, letters, official communications, meeting minutes regarding recipient input concerning the establishment of policies and procedures for performance levels.	<input type="checkbox"/>
D.3.2 List of meeting attendees.	<input type="checkbox"/>
D.3.3 Records of eligible agency and eligible recipient policy and procedure negotiations regarding the establishment of performance levels.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.4 Annual Report

The Hawaii Department of Education submits an annual report describing progress in achieving the State adjusted levels of performance on the core indicators of performance and any additional indicators of performance for all students.

Disaggregated data for students by race, ethnicity, gender, migrant status, and special populations categories is included in the annual report.

The identification of disparities or gaps in the performance of different categories of students is noted in the annual report.

Evidence	Check if implemented Evidence is on File
D.4.1 Copies of the most CAR report reflecting accurate data and analyses.	<input type="checkbox"/>
D.4.2 CAR narrative indicating the reasons for meeting or not meeting the adjusted performance levels.	<input type="checkbox"/>
D.4.3 Performance analysis reports with disaggregated data sets for gender, race, ethnicity, and special populations.	<input type="checkbox"/>
D.4.4 Reports of analyses for each indicator are shared with schools	<input type="checkbox"/>
D.4.5 Documentation that technical assistance has been provided to assist schools.	<input type="checkbox"/>

Monitor Use Only

☐ Full Compliance ☐ Partial Compliance ☐ Not in Compliance ☐ Not Applicable

Comments:

D.5 Program Improvement Plan

The Hawaii Department of Education has developed a program improvement plan for any indicators that failed to meet 90 percent of an agreed upon State adjusted levels of performance for any of the core indicators.

Evidence	Check if implemented Evidence is on File
D.5.1 The eligible recipient completed the program improvement plan for and indicator that did not meet the 90 percent threshold of an agreed upon State adjusted level of performance.	<input type="checkbox"/>
D.5.2 The eligible recipient included its program improvement plan in its submission of data for the current CAR report.	<input type="checkbox"/>
D.5.3 The eligible recipient has developed a program improvement plan for schools that fail to meet 90 percent of the State-adjusted level of performance for any indicator	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.6 Data Maintenance and Storage	
The Hawaii Department of Education has policies and procedures for maintaining and storing data, along with security controls to ensure the integrity of data	
Evidence	Check if implemented Evidence is on File
D.6.1 State policy and procedure manual, memoranda and/or administrative rules regarding the maintenance and storing of secured and reliable data.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.7 Reliable and Accurate Data	
The Hawaii Department of Education has policies and procedures for monitoring schools to ensure that the data being collected are complete, accurate, and reliable.	
Evidence	Check if implemented Evidence is on File
D.7.1 Policy and procedure manual for maintaining and storing data securely and reliably	<input type="checkbox"/>
D.7.2 Policy and guidance memoranda regarding the maintenance and storing of data	<input type="checkbox"/>
D.7.3 Monitoring reports	<input type="checkbox"/>
D.7.4 Procedures to correct inconsistencies or problems with the data	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

D.8 Use of Data	
The Hawaii Department of Education uses performance data to improve CTE programs of study.	
Evidence	Check if implemented Evidence is on File
D.8.1 Program assessment and evaluation reports provide program of study improvement strategies based on analysis of performance data	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E. FINANCIAL MANAGEMENT

E.1 Fiscal Control/Accounting Procedures	
The secondary eligible recipient (Hawaii Department of Education – HDOE) provides fiscal control/accounting procedures to ensure proper expenditure of and accounting for Federal funds expended for career and technical education. HDOE demonstrates fiscal control and fund accounting procedures that ensure proper expenditure of funds are in place and utilized.	
Evidence	Check if implemented Evidence is on File
E.1.1 Expenditure Tracking – A separate account is established for the approved application identifying the line items of the application’s approved budget.	<input type="checkbox"/>
E.1.2 Records Management - A full and complete record of expenditures connected with the approved application is maintained. Copies of primary source documents such as purchase orders, paid invoices, and related correspondence are on file with the HDOE and are available upon request for state and federal audits. Records are maintained for five years. Copies of an itemized printout of the total expenditures attributed to the approved application for each fiscal year are on file. Copies of primary source documents such as purchase orders, paid invoices, paid vouchers, and related correspondence are organized and on file and easily accessible for review and audit purposes.	<input type="checkbox"/>
E.1.3 Certification of Staff Time – Time records document the allocation of staff time supported by Perkins funding (including casual hire) and are kept on file for review.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.2 Financial Regulations – Conflict of Interest	
Organizations representing the interests of the purchasing entity or its employees or any affiliate of such an organization may not directly benefit financially from funds used to acquire any equipment (including computer software).	
Evidence	Check if implemented Evidence is on File
E.2.1 HDOE policy addresses the specific conflict of interest assurance.	<input type="checkbox"/>
E.2.2 Accounting records assure where and how funds are used.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.3 Financial Regulations – Use of Funds	
No funds under the Perkins Act are used to (1) require any secondary school student to choose or pursue a specific career path or major; and (2) mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, of certificate of mastery.	
Evidence	Check if implemented Evidence is on File
E.3.1 The HDOE provides assurance regarding this use of funds	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.4 Financial Regulations – Supplanting Funds are used to supplement state funds for career and technical education and not supplant such state funds.	
Evidence	Check if implemented Evidence is on File
E.4.1 Accounting records track expenditures of Perkins funds expended under one-year plans approved by the Office of the State Director for Career and Technical Education.	<input type="checkbox"/>
E.4.2 Activities using Perkins funds are activities that focus on CTE program improvement.	<input type="checkbox"/>
E.4.3 CTE program budgets have been established by HDOE.	<input type="checkbox"/>
E.4.4 Perkins funds are used only for programs of study that are assigned HDOE approved CTE course codes.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.5. Financial Regulations - Maintenance of Effort Policies and procedures are in place that ensure that MOE requirements are calculated in a consistent manner from one year to the next and that they are accurate	
Evidence	Check if implemented Evidence is on File
E.5.1 MOE is calculated per the established policy	<input type="checkbox"/>
E.5.2 MOE calculations are reported on time	<input type="checkbox"/>
E.5.3 MOE calculations are consistent year to year.	<input type="checkbox"/>
E.5.4 MOE calculations are reliable and accurate.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.6 Financial Regulations - Carry-over Unexpended and unencumbered funds are returned to the OSDCTE.	
Evidence	Check if implemented Evidence is on File
E.6.1 HDOE meets the policy requirement for timely return of carry-over funds.	<input type="checkbox"/>

E.6.2 HDOE ensures that its carryover percentage does not exceed 15% of their basic grant award for the year.	<input type="checkbox"/>
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Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.7. Inventory The Hawaii DOE complies with all Perkins and state policies on inventory of equipment purchases.	
Evidence	Check if implemented Evidence is on File
E.7.1 Equipment purchased with Perkins funds is appropriately placed in CTE classrooms/offices and hardware is clearly marked with an inventory sticker indicating the source of funding	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

E.8 Records Management The Hawaii Department of Education submits required statistical, financial, and descriptive reports to appropriate departments/sections within the HDOE and to the Office of the State Director for Career and Technical Education.	
Evidence	Check if implemented Evidence is on File
E.8.1 Required reports have been submitted, reviewed, approved by specific UHDOE departments/sections.	<input type="checkbox"/>
E.8.2 Required reports have been submitted, reviewed, and approved by the Office of the State Director for Career and Technical Education.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			

F. MONITORING OF HIGH SCHOOLS

F. Procedures and schedules are in place for monitoring of the schools by the HDOE.	
Evidence	Evidence is Provided
F.1.1 HDOE has approved procedures for monitoring the schools. These include appropriate documentation of: Fiscal program responsibility Applications for funds Programs of Study Special Populations Accountability	<input type="checkbox"/>
F.1.2 Documentation of any recommendations made by the monitor as well as the school's response to the recommendations, are available.	<input type="checkbox"/>
F.1.3. Documentation of a program improvement plan – as appropriate – is available.	<input type="checkbox"/>
F.1.4 Procedures are in place for handling the disposition of objections made by the school.	<input type="checkbox"/>

Monitor Use Only			
<input type="checkbox"/> Full Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Not in Compliance	<input type="checkbox"/> Not Applicable
Comments:			