

## **DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES (DARS) SCSEP TITLE V ON-SITE MONITORING PROCESS**

### **Entrance Conference:**

An entrance conference will be conducted with the agency executive director. It will include a discussion of the scope of the visit and method of review. A tentative time for the exit interview will be established.

### **On-Site Review:**

Interviews with subproject staff will be conducted using questions in the on-site monitoring tool as a guide. Subproject policies, records, and other support documentation related to these questions will be reviewed.

At a minimum, a 10% sample of active participant files and 5% sample of closed files will be reviewed using the participant file review worksheet and eligibility review worksheet respectively. A 10% sample of host agency work site files will be reviewed using the host agency file review worksheet.

Participant and host agency interviews will be included as part of the on-site monitoring review.

### **Exit Conference:**

An exit conference will be conducted with the agency executive director to present tentative findings.

### **Monitoring Report:**

A report communicating observations, findings documented during the review, and recommendations will be prepared within sixty (60) days of the completion of the on-site visit. The report will include a request for corrective action plans and a timetable for corrective action completion, if applicable.

### **Title V References:**

Title V of the Older Americans Act  
SCSEP Final Rules and Regulations  
DOL Training and Employment Guidance Letters  
DOL Older Worker Bulletins  
DOL's SCSEP Data Collection Handbook  
DARS' contract with Title V subprojects  
DARS' Title V Policies

