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Title 22@ Social Security

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Division 1@ Employment Development Department

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Subdivision 1@ Director of Employment Development

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Division 3@ Employment Services Programs

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Part 1@ Employment and Employability Services

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Chapter 1.5@ Employment Training Panel

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Article 4@ PROGRAM OPERATIONS

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Section 4443@ Monitoring

4443 Monitoring

Panel staff shall schedule periodic on-site visits to the contractor's place of business or the location of the training program funded by the panel for the purpose of reviewing training activities for compliance with the specifications outlined in the agreement. During the visit, the monitor shall do any or all of the following: (1) review the number of trainees entering, progressing through, or completing training and/or the retention period; (2) for new hire training programs, determine if appropriate placement services are being provided to successful training completers as required by the contract; (3) review the training schedule; (4) review the curricula; (5) observe classroom, laboratory, and/or structured, on-site training in session; (6) assure that budgeted and required training staff, equipment, supplies and materials are available; (7) interview trainers and trainees; (8) review record keeping and daily documentation of training; (9) review invoices; (10) review subagreements and determine if all specified services are being delivered as provided for in the contract; and (11) determine if the agreement and any subsequent amendments have been executed by the state.

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(b)

The results of the visit shall be documented in a report covering all areas

reviewed, and include an assessment whether the training is meeting the Agreement specifications. If the program is out of compliance, recommendations for adjustments shall be made. Corrective action must be effected by the contractor as specified in the report. A copy of the report shall be provided to the Contractor.