

# Johnson-O'Malley Program Monitoring instrument

An Annual Contract Compliance monitor visit to assure that each contractor is meeting reporting requirements according to 25 CFR 273 JOM Regulations. In most cases of the items listed below, copies of the item will need to be attached to the monitoring sheet for proof of compliance and placed in the program file. A copy of the final evaluation will be forwarded to the contractor, with copies made available to the IEC and program coordinator. The monitoring instrument is only used to assure compliance and will not reflect in a dollar increase or decrease based on it's findings.

Date of Monitoring	Name of school/contractor/tribe
Current funding allocation	Number of fixed based student count
Name of program contact person	Current eligible JOM student count
FAX / E-mail	Name of person monitoring the program

		Item	Comments
<b>Yes</b>	<b>No</b>	<b>The following are items that must be submitted to the contractor on an annual basis</b>	
		The current IEC listing, address, phone #'s	
		Copy of the IEC minutes approving the FY __ Application	
		Copy of the current IEC by-laws	
		Copy of the IEC minutes showing approval on any budget revision	
		Copy of the advertising notice for the IEC regular meetings	
		Copy of the Annual Report	
		Report to the Indian People	
<b>Yes</b>	<b>No</b>	<b>The following items are part of the IEC training process</b>	
		Copy of the current JOM Application	
		Copy of 25 CFR 273 JOM regulations	
		Copy of the IEC By-laws, approved by the IEC	
		Parliamentary Procedures	
		Roles and responsibilities of the IEC	
		Past fiscal year JOM annual report	
		Copy of the grievance procedures	
<b>Yes</b>	<b>No</b>	<b>The following are items that should be part of the IEC regular meeting files.</b>	
		Agenda	
		Minutes that are to be approved	
		Full financial report of the program budget	
		Staff reports based on the measurable goals and objectives	
<b>Yes</b>	<b>No</b>	<b>Contractor Record keeping System</b>	
		Are records retained according to Federal requirements?	
<b>Yes</b>	<b>No</b>	<b>The following are items that should be part of the budget review</b>	
		Are the current fiscal year expenditure claims submitted with verifying documentation?	
<b>Yes</b>	<b>No</b>	<b>The following are items that should be asked in regards to the annual Needs Assessment process.</b>	
		Did the IEC assist in the development of the Annual Needs	

		Assessment?	
		How was the Needs Assessment used in the development of the JOM application?	
<b>Yes</b>	<b>No</b>	<b>The following are items that should be part of the Education Plan assessment.</b>	
		What are the staffing needs for the program?	JOM staff job descriptions
		Education goals design	Goal are attainable within program budget restrains.
		Measurable objective design	Objectives must have a system of measure to show progress within the program.
		Activities designed to compliment both objectives and goals	For each measurable objective there should be matching activities.
<b>Yes</b>	<b>No</b>	<b>The following are items that should be taken into consideration regarding non expendables inventory of the program.</b>	
		Listing that includes: description, serial #, requisition #, date and cost.	
		Is an annual inventory completed and submitted with annual report?	
<b>Yes</b>	<b>No</b>	<b>The following items are listed to assure IEC and staff training</b>	
		Listing of IEC / JOM staff training	Includes: technical training, conferences, seminars and workshops

Self-Monitoring conducted by: \_\_\_\_\_ date \_\_\_\_\_