



FLORIDA DEPARTMENT OF
EDUCATION

CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Virtual Desk Monitoring Review
for
Perkins Career and Technical Student Organizations**

**Florida Health Occupations Students of
America, Inc.**

January 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

Florida Health Occupations Students of America, Inc.
Career and Technical Student Organization
Quality Assurance and Compliance Monitoring Report

I. INTRODUCTION

The Florida Department of Education (Department), Division of Career and Adult Education (Division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, oversees the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) office is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the Division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

The Department receives federal funding from the U.S. Department of Education for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21st Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Division must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is intended to be used broadly by any reviewer conducting an onsite or desk monitoring review of any program currently administered by the Division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. It is located on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the Department and the Division. A risk matrix, identifying certain operational risk factors, is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and

consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider’s risk matrix score.

The monitoring strategy for the Florida Health Occupations Students of America, Inc. (FLHOSA) was determined to be a virtual desk monitoring review (VDMR). A notification was sent to Dr. Jim Van Allan, Co- Chairman, FLHOSA, on November 15, 2023. The designated representative for the agency was Ms. Jacque Moreau, State Advisor, FLHOSA.

The review for the agency was conducted in January 2024. The representative of the Division conducting the review was Program Specialist Mr. Charles Davis of the Quality Assurance and Compliance office.

V. Florida Health Occupations Students of America, Inc.

The provider was awarded the following grants for FY’s 2020-21, 2021-22 and 2022-23:

Finance

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Career & Technical Education (CTSO)	184-1621B-1PL01	\$ 32,694.00	\$.00

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Career & Technical Education (CTSO)	184-1622B-2PL01	\$ 45,532.00	\$.00

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Career & Technical Education (CTSO)	184-1623B-3PL01	\$ 37,001.00	\$.00

Additional information about the provider may be found at the following web address:

<http://www.flhosa.org/home>

VI. MONITORING ACTIVITIES

The monitoring activities included pre- and post-review planning, an entrance and exit meeting, a records review, an inventory review (if applicable) and interviews with administrators.

Entrance and Exit Conferences

The entrance conference for FLHOSA was conducted on January 11, 2024. The exit conference was conducted on January 31, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jacque Moreau	State Advisor, FLHOSA	X	X
Division Monitoring Team			
Charles Davis	Program Specialist, QAC	X	X

Interviews

No interviews were required as part of the VDMR. FLHOSA submitted thorough and qualitative documentation and records via the Department ShareFile.

Records Review

Program, financial and administrative records were reviewed. A complete list is provided in section VII, item D. Policies and procedures were reviewed and discussed at various times during the visit.

VII. Observation

- A. **ADMINISTRATION** refers to the management and/or supervision of programs, structure of programs and services, grant oversight and other administrative areas.
- The daily operation of FLHOSA is run by a board- approved state advisor. State leadership is provided by a Board of Directors. Voting members of the Board include Regional Advisors from each region, elected student officers and at-large alumni.
 - The Board of Directors serves as an advisory committee.
 - The state advisor is responsible for managing the Department Perkins grant, submitting complete quarterly deliverables to the Division, as well as other duties detailed within the provider’s approved grant application.
 - FLHOSA provides officer and leadership training to staff.
 - FLHOSA students may self-declare a disability upon registration. Upon request, special accommodations are provided.
 - FLHOSA retains accounting records for five years within their financial management system. Physical copies of all records are held in accordance with state law.
- B. **TECHNOLOGY AND EQUIPMENT** refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.
- FLHOSA does not purchase equipment with grant funds.
- C. **EQUAL ACCESS** refers to compliance with the requirements of federal non-discrimination laws relating to recruitment, enrollment, participation and completion of programs.
- FLHOSA included the necessary policies required by the General Education Provisions Act, which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

- D. **RECORDS REVIEW** refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

Items reviewed during the VDMR included, but were not limited to:

- Operational and financial policies and procedures
- 2020-21, 2021-22, 2022-23 quarterly deliverables submitted to the Division
- Training schedules, records and resources
- Travel documentation
- Inventory records
- Calendar of statewide training events
- The completed VDMR Core Activities
- Time and effort reports

- E. **FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- The sole use of the federal grant award money is for the services of the FLHOSA State Advisor.
- Although their Perkins federal grant only pays for the services of the state advisor, FLHOSA has detailed financial policies and procedures.
- An annual budget is prepared by the state advisor prior to the beginning of each fiscal year and submitted to their Board for approval.
- All fiscal transactions conform to applicable federal regulations and laws of the state of Florida governing the operation of non-profit corporations with respect to all grants, agreements, contributions and to generally accepted accounting procedures.
- All quarterly deliverables for the fiscal years reviewed were submitted to the Division in a timely manner and contained all the required deliverables and appropriate documentation.
- All deliverables were approved by the Division and resulted in full payment of their federal award. There were no unexpended funds or rejected deliverables.

VIII. RESULTS

FLHOSA was not found to be out of compliance. All items reviewed were compliant in accordance with applicable local, state and federal laws and/or policies and procedures.

IX. SUMMARY

Once the monitoring review is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the Department monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider's designated contact person. The final report will be posted on the Department's website at the following address:
<http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the Division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding corrective action plan items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

The monitoring team extends its appreciation to all participants of the FLHOSA monitoring review on behalf of the Department. Special thanks are offered to Ms. Jacque Moreau for her participation and leadership during this process.

APPENDIX A

Florida Health Occupations Students of America, Inc. Risk Matrix

Risk Scores Matrix for a Non-College or Non-School District Receiving Career & Technical Education (CTE) Grants					
Agency Name: FLHOSA Program Type: CTE Monitoring Year: 2023-2024					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	<u>X 10</u>	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Career & Technical Education Grants Combined	Upper Quartile	7	3	<u>X 8</u>	24
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Career & Technical Education Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Career & Technical Education Grants Combined	Upper Quartile	7	1	<u>X 4</u>	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Career & Technical Education Program Improvement Plan (AEPIP)	Target Not Met on 3 of 3 Indicators	5	0	<u>X 6</u>	0
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All Targets Met	0			
AGENCY RISK SCORE:					86

Data sources used for calculations: Prior to July 1, 2022



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