**Worksheet: Adult Education and Literacy**

**Risk Analysis PY19**

**To be completed by program as self-assessment; or**

**To be completed by department’s lead consultant by 1st Quarter of program year**

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| ***Section A – Performance Data*** |
| **Data Indicator** | **Formula/Level** | **Year** | **Target** | **Achieved** | **Achieved** |
|  |  | **Yes No** |
| **Enrollment:** 12+ hours of instruction with appropriate pre-tests, unduplicated. |  | PY17 |  | %  | [ ]  [ ]  |
| PY18 |  | % | [ ]  [ ]  |
|
|
| **Post-Test Rate:** Participants (PoP) post-tested after vendor required hours of instruction. | # post-testedparticipants served  | PY17 | 55% | % | [ ]  [ ]  |
| PY18 | 60% | % | [ ]  [ ]  |
| **Measurable Skills Gain:** Participants (PoP) gain an educational functioning level as determined by a post-test.  | ABE Level 1 | PY17 | 37% | % | [ ]  [ ]  |
| PY18 | 40% | % | [ ]  [ ]  |
| ABE Level 2 | PY17 | 38% | % | [ ]  [ ]  |
| PY18 | 42% | % | [ ]  [ ]  |
| ABE Level 3 | PY17 | 45% | % | [ ]  [ ]  |
| PY18 | 44% | % | [ ]  [ ]  |
| ABE Level 4 | PY17 | 35% | % | [ ]  [ ]  |
| PY18 | 40% | % | [ ]  [ ]  |
| ABE Level 5 | PY17 | 55% | % | [ ]  [ ]  |
| PY18 | 50% | % | [ ]  [ ]  |
| ESL Level 1 | PY17 | 47% | % | [ ]  [ ]  |
| PY18 | 47% | % | [ ]  [ ]  |
| ESL Level 2 | PY17 | 53% | % | [ ]  [ ]  |
| PY18 | 48% | % | [ ]  [ ]  |
| ESL Level 3 | PY17 | 49% | % | [ ]  [ ]  |
| PY18 | 48% | % | [ ]  [ ]  |
| ESL Level 4 | PY17 | 39% | % | [ ]  [ ]  |
| PY18 | 42% | % | [ ]  [ ]  |
| ESL Level 5 | PY17 | 38% | % | [ ]  [ ]  |
| PY18 | 45% | % | [ ]  [ ]  |
| ESL Level 6 | PY17 | 22% | % | [ ]  [ ]  |
| PY18 | 25% | % | [ ]  [ ]  |
| **Measurable Skills Gain:** Participants (PoP) achieves their High School Equivalency Diploma during the program year |  | PY17 |  |  |  |
|  | PY18 |  |  |  |
| ***Section B – Grant Services*** |
| **Data Indicator** | **Formula** | **Year** | **Target** | **Achieved** |
| **Yes No** |
| **Review Scores:** Scored within top 50% of applications received. |  | PY18-20 |  | [ ]  [ ]  |
| **Monitoring Reports:** Number of findings since last review. |  | PY17 | **=>0** | [ ]  [ ]  |
| PY18 | **=>0** | [ ]  [ ]  |
| **Change in activities** |  | PY18 | No significant changes in sites, class offerings and AEL activities | [ ]  [ ]  |
| **Change in key personnel** |  | PY18 | No significant changes in administration or instructors | [ ]  [ ]  |
| ***Section C – Financial Data*** |
| **Data Indicator** | **Formula** | **Year** | **Target** | **Achieved** |
| **Yes No** |
| **Carryover funds:** Total funds remaining afterexpenditure divided by total allocation | State + Federal Remaining | PY17 | **>20% of allocation** | [ ]  [ ]  |
| total allocation | PY18 | **>20% of allocation** | [ ]  [ ]  |
| **Claims:** Number of times claims are incomplete or requiring correcting during PY. | Tracked byregional consultant. | PY17 | **=>5 negotiations in PY** | [ ]  [ ]  |
| consultant | PY18 | **=>5 negotiations in PY** | [ ]  [ ]  |
| **Cost per Participant:** Total AEL federal and state funds expended during the program year divided by number of participants (PoP) served.  | total dollars spent | PY17 | **Average state cost per participant = $675.81 +/- 20%** | [ ]  [ ]  |
| participants served | PY18 | **Average state cost per participant = $682.66 +/- 20%** | [ ]  [ ]  |
| ***Section D – Review Frequency*** |
| **Data Indicator** | **Formula** | **Year** | **Target** | **Achieved** |
| **Yes No** |
| **On-Site Review:** Frequency since last on-site review.  |  | PY18 | **=>3 years since last review** | [ ]  [ ]  |
| ***Scoring*** |
| **Cumulative Section A** |  |  |  |
| **Cumulative Section B** |  |  |  |
| **Cumulative Section C** |  |  |  |
| **Cumulative Section D** |  |  |  |