**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-tested  participants 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** | |  | |  | | |  |