Wisconsin AEFLA Monitoring Protocols

The Wisconsin Technical College System (WTCS) Office coordinates a series of monitoring activities to support the success of the Title II Adult Education and Family Literacy Act (AEFLA) program. This document provides a summary of Wisconsin AEFLA monitoring activities and their cadence.

AEFLA Grant Reporting

Recipients of AEFLA grant awards must submit grant reports summarizing their program's progress and results in achieving awarded grant outcomes. WTCS Office grant managers review each submitted report to monitor each grantee's progress in achieving grant goals. This form of desk-monitoring provides an opportunity to assess successes and challenges in projects supported by AEFLA funds. Information from submitted reports provides WTCS Office grant managers with detailed information to support targeted technical assistance across AEFLA funded projects. Grant report submissions must be received by the following dates:

- Mid-Year Report (July 1 – December 31) must be received on or before February 15
- Final Report (July 1 – June 30) must be received on or before November 1

More information about AEFLA grant award reporting can be found in the AEFLA Grant Guidelines.

Monthly AEFLA Reporting and Performance Accountability Monitoring Report

Recipients of AEFLA grant awards will receive a monthly AEFLA Reporting and Performance Accountability Monitoring Report. This report will be disseminated to funded AEFLA providers the second Friday of each month between November and July. The report presents a series of data such as participants served, Measurable Skill Gain rates, and grant spend down rates. WTCS Office staff review the monthly report to monitor provider progress in achieving their program's AEFLA goals. The tool supports desk-monitoring of AEFLA activity and provides WTCS Office staff with detailed information to support targeted technical assistance or discussion among AEFA funded programs. More information about the monthly AEFLA Reporting and Performance Accountability Monitoring Report can be found in the Wisconsin AEFLA Reporting and Performance Accountability Manual.

Quarterly Data Submissions

Recipients of AEFLA grant awards are required to submit quarterly data submissions through WTCS Client Reporting. WTCS Office staff monitor each provider's quarterly data submission to ensure timely and accurate reporting. This form of desk-monitoring provides WTCS Office staff with detailed information to support targeted technical assistance or discussion among AEFA funded programs. Quarterly data submissions are due the 14th of the month in October, January, April, and July. More information about quarterly data submissions can be found in the Wisconsin AEFLA Pre and Post Assessment Policy.

AEFLA Program Review Process

Recipients of AEFLA grant awards are required to participate in program review when requested. Program review is an opportunity for WTCS Office staff and AEFLA programs to examine the program's design, effectiveness, performance, and compliance with state and federal guidelines. The process also provides an opportunity for AEFLA programs to receive technical assistance from the WTCS Office to strengthen the program.

The AEFLA program review process is coordinated annually by the WTCS Office and includes virtual and on-site monitoring activities. The process is a continuous cycle comprised of four core activities which include program risk assessment, pre-program review, program review, and post-program review. The process begins in October each year and is guided by WTCS Office staff. More information about the program review process can be found in the Wisconsin AEFLA Program Review Process Guide.

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