Contract Monitoring Guide Book

Assessment Key

Point Value	Category	Question on Tool	Instructions for Rating
1 pt	General OBE	Outcomes/indicators match contract	1) Ask the program to tell or show you what its outcomes and indicators are 2) Check “yes” box if the language used by the program is the same as what is in the contract (any changes should have been approved and documented in the contract file) 3) Check “no” box if the language used by the program is different than what is in the contract or if changes have not been approved
1 pt	Measurement Tools	Measurement tool is consistent with the contract	*1)* Check “yes” box if tool matches description in the contract scope and current tool is on file (any changes should have been approved and documented in the contract file or changes are pending a change order process at the county) **If current tools not on file, for this first OBE monitoring of program-ask for current tools at meeting.* 2) Check “no” box if tool does not match description in the contract scope or if changes have been made to the tool that were not approved by funder (and program did not provide updated tool)
1 pt	Measurement Tools	Completed tools are verified for contract period	1) Ask program to show you the completed tools for the most recent report period (preferably the current contract year) 2) Pull at least 5 completed tools and verify that 4 out of the 5 are substantially complete (i.e. survey questions have been answered; observation forms have been filled out, etc.) Note: case notes need a summary sheet for each client. 3) If tools are not substantially complete, ask the question, “What do you do when a person turns in a tool that is not complete?” 4) Check “yes” box if tools are substantially completed and/or the program has a reasonable explanation for why they are not (including how they handle missing data) 5) Check “no” box if tools are not substantially completed and explanation is lacking or unreasonable
1 pt	Outcome/Indicator Criteria	Outcome/indicator criteria are consistent with the contract.	1) Check “yes” box if the achievement criteria match what was identified in the contract negotiation (as shown on Data Collection Worksheet) 2) Check “no” box if the achievement criteria do not match what was identified in the contract negotiation

1 pt	Outcome/Indicator Criteria	The process for using outcome criteria is verifiable	1) Ask the program to walk you through the process of determining success for each outcome 2) Look at the spreadsheet (or whatever documentation is used) to see how program identifies the clients who have met the outcomes 3) Verify that the spreadsheet matches the rules (i.e. if using criteria of "A and B," spreadsheet should show that someone who did not meet one of the indicators was not counted as successful for the overall outcome) 4) Check "yes" box if you are able to complete steps 1-3 5) Check "no" box if you are unable to complete steps 1-3
1 pt	Outcome/Indicator Criteria	The process for using indicator criteria is verifiable	1) Ask the program to walk you through the process of determining success for each indicator 2) Look at the spreadsheet (or whatever documentation is used) to see how program identifies the clients who have met the indicators 3) Verify that the spreadsheet matches the rules (i.e. if criteria is that the client must answer questions 1-3 correctly on the assessment tool, spreadsheet should show that someone who answered one of the questions wrong was not considered successful for that indicator) 4) Check "yes" box if you are able to complete steps 1-3 5) Check "no" box if you are unable to complete steps 1-3
0 points	Data Collection Process	Who collects the data matches the Data Collection Worksheet	1) Check "yes" box if the position of the person(s) collecting the data is the same as what was identified in the contract negotiation (any changes should have been approved and documented in the contract file). 2) Check "no" box if the position of the person(s) collecting data does not match what was identified in the contract negotiation or if changes were not approved
1 pt	Data Collection Process	When data is collected matches the Data Collection Worksheet	1) Check "yes" box if the frequency of data collection is the same as what was identified on the Data Collection Worksheet (i.e. surveys administered twice in a 6 month period) 2) Check "no" box if frequency of data collection does not match the Data Collection Worksheet or the change was not approved
1 pt	Data Collection Method	Data was collected on all clients OR Sampling strategy was applied as documented in the Data Collection Worksheet	1) Ask the program to explain who they collect data on and whether they sample 2) If sampling is used, ask program to explain what method is used and walk you through the selection process 3) Check "yes" box if it is clear who is included in the entire population, or if the sampling strategy used is the same as what was identified in the Data Collection Worksheet 4) Check "no" box if sampling method is unclear or doesn't match what was identified in the Data Collection Worksheet
1 pt	Validity	Program can provide evidence that steps	1) Ask program to describe and provide evidence of steps taken to ensure validity for **each** tool

		were taken to ensure validity of each measurement tool	2) Check "yes" box if it is clear that steps were followed and they are consistent with those listed in Data Collection Worksheet 3) If uncertain, use the attached matrix to determine whether the type of tool is considered to have high, moderate, or low validity. For highly valid tools, check the "yes" box. For moderately valid tools, consider whether there is evidence over the life of the program that data was verified for accuracy. If so, check "yes", and if not, check "no." For tools with low validity (i.e. surveys), programs must provide evidence that steps listed in Data Collection Worksheet (such as pilot testing) have been taken within the past 18 months (or other reasonable timeframe, depending on changes in the tool or in the population served). If there is sufficient evidence that steps were taken, check "yes" box, and if not, check "no." 4) Check "no" box if staff cannot provide any evidence of steps taken to ensure validity of measurement tools [Note: Evidence may include completed pilot surveys or iterations of the survey tool as it was modified based on pilot testing]
1 pt	Reliability	Program can provide evidence that steps were taken to ensure reliability of each measurement tool	1) Ask program to describe and provide evidence of steps taken to ensure reliability for each tool 2) Check "yes' box if it is clear that steps were followed and they are consistent with those listed in Data Collection Worksheet 3) If uncertain, use the attached matrix to determine whether the type of tool is considered to have high, moderate, or low reliability. For highly reliable tools, check the "yes" box. For moderately reliable tools, consider whether there is evidence over the life of the program that procedures were established to ensure consistency in administering the tool. If so, check "yes", and if not, check "no." For tools with low reliability, programs must provide evidence that steps listed in Data Collection Worksheet have been taken within the past 18 months (or other reasonable timeframe). If there is sufficient evidence that steps were taken, check "yes" box, and if not, check "no." 4) Check "no" box if staff cannot provide any evidence of steps taken to ensure reliability of measurement tools [Note: Evidence may include attendance logs at staff training, a written copy of code book, notes from focus groups, a list of standard questions used in interviews, instructions for documenting behavior on observation forms, etc.]