

A. GENERAL PROGRAM QUALITY INDICATORS

A.1 High School Career and Technical Education Plan for the Use of Perkins Funds	
The secondary subrecipient (individual high school within the Hawaii Department of Education) has a plan for the use and allocation of Perkins funds to develop, improve, and implement Career and Technical Education (CTE) programs.	
Evidence	Check if Evidence is on File
A.1.1 The high school CTE Plan incorporates pertinent elements of the Perkins Act, the Hawaii State Plan for Career and Technical Education, Hawaii’s Career Pathway System, and is aligned with the HIDEO plan for the use of Perkins funds.	<input type="checkbox"/>
A.1.2 The high school CTE Plan reflects the use of data to identify gaps and students needs.	<input type="checkbox"/>
A.1.3 The high school CTE Plan includes a timeline for expected outcomes.	<input type="checkbox"/>
A.1.4 The high school CTE Plan is reviewed annually and modifications are made in response to evolving conditions within the state and the needs of business and industry.	<input type="checkbox"/>
A.1.5 The high school provides technical assistance and professional development to faculty, counselors, administrators, and others involved in carrying out CTE activities to assure understanding and implementation of the school CTE Plan.	<input type="checkbox"/>

A.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.2 Hawaii Career Pathway System	
The secondary subrecipient has incorporated the Hawaii Career Pathway System into curriculum content and planning. The Hawaii Career Pathway System is an integral part of counseling/advisement programs and activities.	
Evidence	Check if Evidence is on File
A.2.1 The high school promotes and expands Hawaii’s Career Pathway System, including the in-servicing of faculty, counselors, and administrators on all aspects of Hawaii’s Career Pathway System.	<input type="checkbox"/>
A.2.2 The high school’s handbook, course catalog, course syllabi, website and informational materials incorporate Hawaii Career	<input type="checkbox"/>

Pathway System terminology and organizational structure.	
A.2.3 CTE courses and programs are aligned to the Hawaii Career Pathway System.	<input type="checkbox"/>

A.2 Monitor Use Only		
<input type="checkbox"/> Conformss	<input type="checkbox"/> Does Not Conform	<input checked="" type="checkbox"/> Not Applicable
Comments:		

A.3 Career and Technical Education Course and Program Content	
The HIDOE CTE programs consist of a first-year Pathway core course, a second-year cluster course, and a specified academic course. Some CTE programs include a third-year CTE concentration course. Standards and assessments for the HIDOE CTE courses are approved by statewide Pathway Advisory Councils.	
Evidence	Check if Evidence is on File
A.3.1 Standards for each CTE course that have been approved by the appropriate statewide Pathway Advisory Council (PAC) are the basis for classroom curriculum.	<input type="checkbox"/>
A.3.2 CTE core, cluster, and concentration course curriculum reflects laddering from one level to the next and is aligned to the PAC approved standards.	<input type="checkbox"/>
A.3.3 Students are enrolled in the proper sequence of courses (core, cluster and, where appropriate, concentration courses).	<input type="checkbox"/>
A.3.4 Course curriculum is crosswalked to academic standards to assure a strong academic core that is contextually relevant to rigorous CTE course content.	<input type="checkbox"/>
A.3.5 Employability skills such as the importance of persistence, accuracy, flexibility, integrity, and ethical conduct are apparent in the course curriculum.	<input type="checkbox"/>
A.3.6 Student mastery of employability skills is measured in all CTE courses.	<input type="checkbox"/>
A.3.7 HIDOE developed and PAC-approved assessments are used for all CTE courses for which these assessments are available.	<input type="checkbox"/>
A.3.8 Records of the administering of HIDOE developed on-line course assessments, including number of students assessed by program/course and their scores.	<input type="checkbox"/>
A.3.9 Course assessments are aligned to PAC-approved standards.	<input type="checkbox"/>
A.3.10 Students are participating in Performance-Based Technical Skill Assessments.	<input type="checkbox"/>
A.3.11 The school has a plan to increase participation in Performance-Based Technical Skill Assessments.	<input type="checkbox"/>
A.3.12 Records of participation in performance-based	<input type="checkbox"/>

assessments, including number of students, areas of assessments, and scores.	
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A.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.4 Programs of Study	
<p>Programs of Study are non-duplicative sequence of courses that link secondary and postsecondary CTE programs. Programs of Study encompass rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. The State Plan approved Programs of Study are a Dual Credit Articulated Program of Study Agreement with the UHCCS for Travel Industry Management CTE programs and Jump Start students who successfully complete a Pathway core course at the high school and enroll in a community college CTE program in the same Pathway. (A fourth Program of Study in the State Plan, Early College, is currently being piloted.)</p>	
Evidence	Check if implemented Evidence is on File
A.4.1 Information regarding State Plan approved Programs of Study is available at the high school, including the specific CTE program and courses included in the Program of Study.	<input type="checkbox"/>
A.4.2 The high school has records of the number of students enrolled in a State Plan approved Program of Study including the specific CTE programs and courses in which Program of Study students are enrolled.	<input type="checkbox"/>
A.4.3 The high school has records of the number of students who have received dual credits and the number of credits earned by CTE course and program as a result of enrollment in a State Plan approved Program of Study.	<input type="checkbox"/>
A.4.4 The high school provides information and/or guidance to future and incoming students regarding their opportunities and/or eligibility to receive dual credits.	<input type="checkbox"/>

A.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

<p>A.5 Professional Development The secondary subrecipient provides professional development for all aspects of CTE</p>
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including Basic Grant funding, State Adjusted Level of Performance Indicators, course and program content and assessment, fiscal and records management.	
Evidence	Check if implemented Evidence is on File
A.5.1 Data analysis identifying specific professional development needs including analysis and use of data, particularly special populations data.	<input type="checkbox"/>
A.5.2 Agendas and program materials from professional development activities.	<input type="checkbox"/>
A.5.3 Evaluation of professional development activities including identification of future professional development needs based on feedback from participants and assessment of the outcomes of the activities.	<input type="checkbox"/>
A.5.4 Specific outcomes/changes resulting from professional development activities.	<input type="checkbox"/>

A.5 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

A.6 Equal Access Career and technical education programs address equity issues and provide equal opportunities to individuals without discrimination on the basis of race, color, national origin, sex, marital status, disability, creed, or age. Reminder: Special Populations include individuals with disabilities, individuals from disadvantaged families (including foster children), individuals preparing for nontraditional fields, single parents (including single pregnant women), displaced homemakers, and individuals with limited English proficiency.	
Evidence	Check if implemented Evidence is on File
A.6.1 The high school has developed outreach procedures, including eliminating barriers, for increasing the enrollment of special populations in CTE programs, e.g., scheduling, informational materials, newsletters, web site.	<input type="checkbox"/>
A.6.2 Data regarding student participation in and completion of CTE programs that lead to nontraditional training and employment are utilized to improve participation and completion.	<input type="checkbox"/>
A.6.3 Data regarding the participation and completion rate of all special populations groups are utilized to improve participation and completion.	<input type="checkbox"/>

A.6.4 Staff development activities on diversity, including gender equity, are planned and implemented on an ongoing basis.	<input type="checkbox"/>
A.6.5 Action plans are in place and utilized to recruit and improve participation, retention, and completion of all special population groups and nontraditional students in CTE programs.	<input type="checkbox"/>

A.6 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

B. BASIC GRANT FUNDS

B.1 Required Uses The secondary subrecipient conducts activities under the required uses of Perkins Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
B.1.1 All funded activities and/or projects are directly linked to one or more of the State adjusted levels of performance.	<input type="checkbox"/>
B.1.2 All funded activities and/or projects are designed to meet or exceed the State adjusted levels of performance.	<input type="checkbox"/>
B.1.3 Documentation of and products resulting from projects and/or activities exists for each required use.	<input type="checkbox"/>
B.1.4 Projects/activities that meet the required uses of Basic Grant funds are based on data analysis and support the high school CTE plan.	<input type="checkbox"/>
B.1.5 Analyses of data and outcomes from previously funded required Basic Grant activities/projects are used to amend the high school CTE Plan and inform future use of Basic Grant funds.	<input type="checkbox"/>
B.1.6 There is on file an end-of-year report comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
B.1.7 There is on file an end-of-year report linking requested funds for each activity to actual fund expenditures for each activity.	<input type="checkbox"/>
B.1.8 The end-of-year report is approved by the principal and complex area superintendent.	<input type="checkbox"/>
B.1.9 End-of-year reports for Basic Grant funds are kept on file for 5 years from the end of the grant.	<input type="checkbox"/>

B.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable

Comments:

B.2 Permissive Uses The secondary subrecipient may conduct activities under the permissive uses of Basic Grant funds.	
Evidence	Check if implemented Evidence is on File
B.2.1 All funded activities and/or projects are directly linked to one or more of the State adjusted levels of performance.	<input type="checkbox"/>
B.2.2 All funded activities and/or projects are designed to meet or exceed the State adjusted levels of performance.	<input type="checkbox"/>
B.2.3 Documentation of and products resulting from projects and activities exists for each permissive Basic Grant element funded.	<input type="checkbox"/>
B.2.4 Project/activities that meet the permissive uses of Basic Grant funds are based on data analysis and support the high school CTE plan.	<input type="checkbox"/>
B.2.5 Analyses of data and outcomes from previously funded Basic Grant permissive activities/projects are used to amend the high school CTE Plan and inform future use of Basic Grant funds.	<input type="checkbox"/>
B.2.6 There is on file an end-of-year report comparing proposed activities with actual outcomes and results.	<input type="checkbox"/>
B.2.7 There is on file an end-of-year report linking requested funds for each activity to actual fund expenditures for each activity.	<input type="checkbox"/>
B.2.8 The end-of-year report is approved by the principal and complex area superintendent.	<input type="checkbox"/>
B.2.9 End-of-year reports for Basic Grant funds are kept on file for 5 years from the end of the grant.	<input type="checkbox"/>

B.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

C. STATE-ADJUSTED LEVELS OF PERFORMANCE

C.1 State-Adjusted Levels of Performance Data Reporting
Data for State-adjusted levels of performance as required for the Consolidated Annual Report (CAR) must be reported for all courses/programs that are defined as Career and

Technical Education whether or not the courses/programs receive Perkins funds.	
Evidence	Check if implemented Evidence is on File
C.1.1 The high school has aligned all courses/programs offered to the HIDOE definition of a CTE course/program, including a list of courses/programs that are included by the definition and those courses/programs that are excluded by the definition.	<input type="checkbox"/>
C.1.2 There is an alignment of reporting data by all courses/programs meeting the HIDOE definition of a CTE course/program.	<input type="checkbox"/>
C.1.3 State-adjusted levels of performance data are reported for the CAR for all courses/programs included in the HIDOE definition of a CTE course/program.	<input type="checkbox"/>
C.1.4 Documentation that technical assistance and professional development regarding the HIDOE definition of CTE courses/programs is provided.	<input type="checkbox"/>

C.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

C.2 Validity and Reliability of Data Policies and procedures ensure that data reported by the secondary subrecipient are complete, accurate, and reliable.	
Evidence	Check if implemented Evidence is on File
C.2.1 The high school uses HIDOE management and/or training manuals describing data entry processes and procedures.	<input type="checkbox"/>
C.2.2 The high school has oversight processes and procedures to ensure accuracy.	<input type="checkbox"/>
C.2.3 The high school has procedures to correct inconsistencies or problems.	<input type="checkbox"/>
C.2.4 The high school has administrative rules regarding data security.	<input type="checkbox"/>
C.2.5 The high school uses HIDOE approved policies and procedures for ensuring that data reported are accurate and reliable.	<input type="checkbox"/>
C.2.6 Documentation that technical assistance and professional development regarding data accuracy and reliability is provided.	<input type="checkbox"/>

C.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable

Comments:

C.3 Data Analysis The secondary subrecipient uses the results of State-adjusted levels of performance data analyses to improve CTE programs.	
Evidence	Check if implemented Evidence is on File
C.3.1 Data analysis performed by the high school describes positive and negative movement of all indicators over time.	<input type="checkbox"/>
C.3.2 The high school has performance analysis reports with disaggregated data sets for all special population groups and gender and race.	<input type="checkbox"/>
C.3.3 The high school has analyzed the quality and significance of performance data as they relate to program development, implementation, size, scope, and quality.	<input type="checkbox"/>
C.3.4 The high school uses HIDOE data analysis reports for each performance indicator to compare results among all high schools and CTE programs.	<input type="checkbox"/>
C.3.5 Documentation that technical assistance and professional development regarding the use of analyses of State-adjusted levels of performance is provided.	<input type="checkbox"/>

C.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

C.4 Data Maintenance and Storage The secondary subrecipient has policies and procedures for maintaining and storing data, and security controls to ensure the integrity of data.	
Evidence	Check if implemented Evidence is on File
C.4.1 Policy and procedure manual, memoranda and/or administrative rules regarding the maintenance and storing of secured and reliable data.	<input type="checkbox"/>
C.4.2 Procedures for security control.	<input type="checkbox"/>
C.4.3 Documentation that technical assistance and professional development regarding data maintenance and storage is provided.	<input type="checkbox"/>

C.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D. FINANCIAL MANAGEMENT

D.1 Fiscal Control/Accounting Procedures	
Fiscal control/accounting procedures ensure proper expenditure of and accounting for federal funds expended for CTE.	
Evidence	Check if implemented Evidence is on File
D.1.1 Policies and procedures exist to ensure that secondary-level subrecipients follow all federal and state procurement protocols.	<input type="checkbox"/>
D.1.2 Policies and procedures exist to ensure accuracy in all fiscal transactions.	<input type="checkbox"/>
D.1.3 A separate account with a maximum budget is established for each approved proposal and each identified funding source.	<input type="checkbox"/>

D.1 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.2 Time and Effort	
Time and effort is recorded for all who are paid with Perkins funds or who are considered in meeting matching requirements.	
Evidence	Check if implemented Evidence is on File
D.2.1 Time and effort certification for any employee paid in whole or in part with Perkins funds is completed semi-annually for those working on one cost objective OR monthly if the employee is working on more than one cost objective.	<input type="checkbox"/>
D.2.2 Time and effort certification is signed by the employee or a supervisor with direct knowledge of the employee's actions.	<input type="checkbox"/>

D.2 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

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D.3 Conflict of Interest Organizations representing the interests of HIDOE or its employees or any affiliate of HIDOE may not directly benefit from funds used to acquire any equipment (including computer software).	
Evidence	Check if implemented Evidence is on File
D.3.1 Policies and procedures exist to address specific conflict of interest assurances.	<input type="checkbox"/>
D.3.2 Accounting records assure where and how funds are used.	<input type="checkbox"/>

D.3 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.4 Supplanting Perkins funds are used to supplement, not supplant, state funds or other extra-mural funds for career and technical education.	
Evidence	Check if implemented Evidence is on File
D.4.1 Accounting records track expenditures of Perkins funds expended under one-year plans approved by HIDOE.	<input type="checkbox"/>
D.4.2 Activities/Services supported by Perkins funds are new or significant modifications of previous activities that focus on CTE program improvement.	<input type="checkbox"/>

D.4 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.5 Inventory Physical inventory of equipment purchased with Perkins funds	
Evidence	Check if implemented Evidence is on File

D.5.1 Equipment purchased with Perkins funds is appropriately placed in CTE classrooms/offices. Hardware is clearly marked with an inventory sticker indicating the source of funding.	<input type="checkbox"/>
D5.2 Physical inventory is completed at a minimum of every two years.	
D.5.3 Physical inventory forms are signed by a third party not in charge of the equipment to verify the location (including building and room number) and that all are still in use for CTE purposes.	<input type="checkbox"/>

D.5 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		

D.6 Records Management	
Required statistical, financial, and descriptive reports are submitted to HIDOE such as, but not all inclusive: request for proposal (RFP) responses, all amendments and approval of those amendments, budgets for initial and amended projects, carryover budget, year-end comparison of proposed projects to actual projects, etc.	
Evidence	Check if implemented Evidence is on File
D.6.1 Required reports have been submitted, reviewed, and approved by HIDOE.	<input type="checkbox"/>
D6.2 Full and complete records of expenditures connected with the approved application are maintained. Copies of primary source documents such as purchase orders, paid invoices, and related correspondence are on file and available upon request for monitoring and state and federal audits.	
D.6.3 Records are maintained for five (5) years from the end of the grant.	<input type="checkbox"/>

D.6 Monitor Use Only		
<input type="checkbox"/> Conforms	<input type="checkbox"/> Does Not Conform	<input type="checkbox"/> Not Applicable
Comments:		