

SUGGESTED PROCEDURE FOR UBJJ SUBGRATEE ON-SITE REVIEW

A. RESPONSIBILITIES FOR ON-SITE REVIEW

1. Contact and coordinate with other on-site review board members and Juvenile Justice Specialist regarding planned review.
2. Contact the Project Director and make arrangements to visit project site.
3. Discuss with Project Director the purpose for the on-site visit and the type of information and questions to be discussed and reviewed. Also, discuss the need to involve/interview others associated with the project as appropriate (other staff and clients served by project).
4. Complete and submit "UBJJ Subgrantee Monitoring Checklist" to the Juvenile Justice Specialist (via e-mail or hard copy). The report will be filed and a copy sent to the Standing Committee Chair.

B. PRIOR TO REVIEW – GENERAL INSTRUCTIONS

1. Review project materials. Materials should include project application and quarterly progress reports.
2. Specifically review project's stated objectives and impact statement.
3. Have any special concerns been raised regarding the project, which needs to be addressed with on-site visit?

C. DURING REVIEW

1. Have the Project Director provide an overview of the project, its goals and objectives, its accomplishments to date and any issues or concerns they may have.
2. Complete the Monitoring Checklist. Be sure to include commentary.
3. Ask to see files and materials related to the project.
4. Ask to talk to clients served by the project.
5. Close the review: let them know that a copy of the report will be sent to them and will be included in their grant file.

D. AFTER REVIEW

1. Mail or e-mail a copy of the Monitoring Checklist to the Committee chairperson and the Juvenile Justice Specialist.



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**UTAH BOARD OF JUVENILE JUSTICE
 SUBGRANTEE MONITORING CHECKLIST**

Name of Monitor(s):	
Date of on-site visit:	
SUBGRANTEE INFORMATION	
Subgrantee Name:	Phone #:
Address:	Fax #:
Subgrantee no.	Grant Period:
Title of Project:	
Federal Award:	
Name, Title and Phone number of the following individuals:	Phone #
Project Director:	
Contact Person:	
Name, Title and Phone of other personnel contacted and addresses (if different than subgrantee's)	

PROGRAMMATIC REVIEW

	Yes/No
1. Are there facilities where services are provided clean, safe, and well-maintained?	
2. Are the facilities appropriate for the services being offered, for both staff and clients?	
3. Are the facilities easily accessed by disabled individuals?	

	Yes/No
4. Are the project objectives clearly written?	
5. Are the project objectives realistic and attainable, with consideration given to the service area and available resources?	
6. Are project objectives measured? If so, how? If no, why not?	
7. Have the project's proposed activities matched the services offered?	
8. Do services offered and numbers of individuals served seem reasonable when compared to the actual expenditures to date? How many have been served to date?	
9. Is the project evaluated internally or externally? How?	
10. Is the project participating in the UBJJ Outcome Measures evaluation? How many pre-tests have been administered? How many post-tests have been administered?	
11. Have there been any difficulties in administering the surveys? If so, what are they?	
12. Does the project collect and maintain statistical information in a systematic way?	
13. Does the data verify the project's accomplishments?	
14. Does the project collect and maintain statistical information on clients based on national origin, race, sex, and age?	

	Yes/No
15. Does the subgrantee submit reports in a timely and satisfactory manner?	
16. Does the project have written agreements with program collaborators such as the courts, schools, public agencies, nonprofit agencies, law enforcement agencies, etc. for providing services and/or referrals to individuals involved in the program?	
17. Are program collaborators participating with the project as outlined in their written agreements?	
18. Does the project have procedures for referring individuals that do not meet the project's criteria?	
19. Does the project have written procedures for intake, treatment, referral, and follow-up with individuals?	
20. Is there written documentation of appropriate follow-up services?	
21. Does the project have a waiting list of clients needing services? If yes, how many are on it?	
22. Does the subgrantee have written documentation of referrals given and received from other agencies particularly law enforcement, schools and criminal justice agencies?	
23. Are client records maintained in a systematic manner?	
24. Are client records maintained in a secure (locked) manner to assure confidentiality?	
25. Are there written job descriptions for staff assigned to the project?	

	Yes/No
26. Is there evidence that staff credentials meet the criteria for the professional position?	
27. Does the client staff include representatives from the client population to be served? If yes, how?	
28. Is there adequate staff coverage, including emergency situations, during all hours of operation?	
29. Does the subgrantee use unpaid staff? If yes, what do they do?	
30. Does the subgrantee have an active volunteer recruitment program?	
31. Does the subgrantee provide training to paid and unpaid staff?	
32. Does grant-funded staff receive performance appraisals? If yes, how often?	
33. Does the project have a high level of staff turnover? If yes, why?	
34. Are the project's services well publicized throughout the community? If so, how?	
35. Is credit given to the funding source in materials that publicize the program?	
36. Are the services offered easily accessible to the target population?	
37. Is there evidence the project provide services with cultural sensitivity? If yes, how? If no, why not?	

	Yes/No
38. Has the grant project conducted any specific outreach activity? If yes, what?	
39. Have issues or problems previously identified been corrected?	
40. Has the subgrantee developed a specific plan to obtain future funding so the program may continue? If yes, what is it?	
41. Should the Board consider continuation of funding for this project? Why or why not?	

Concerns or issues brought up by the subgrantee:

Findings & Recommendations:
