



New Jersey Department of Education
Office of Language Arts Literacy Education
Pre-Monitoring Visit Documentation

Even Start Family Literacy Programs

Please submit the following documentation to the NJDOE two weeks prior to your monitoring visit.

Requirements based on specific mandated services/activities		✓
Goal Setting, Management, and Sustainability		
1	Evidence that program goals and objectives are communicated to program staff and participants.	
2	Documentation of program's effort to gain other sources of funding or in-kind resources for the sustainability of the program (where applicable).	
Recruitment, Retention, and Participant Involvement		
1	Documentation of recruitment efforts (eg. advertising).	
2	Documentation that the program has identified and is servicing the neediest families as is identified in the approved application.	
3	Evidence of participants' regular attendance and participation in all core components.	
4	Evidence of summer month programming.	
5	Documentation/evidence of 70% of families participates in Even Start for six or more months from the date of enrollment.	
6	Documentation of accommodation for transportation and for special needs participants.	
Early Childhood Education		
1	Documentation of how developmentally appropriate and scientifically-based curriculum/instruction is selected and used for the instruction of children.	
2	Documentation that the program is servicing a minimum three-year span of children ranging in age from birth through 7, as approved in the application.	
3	Evidence of program's system for transitioning students to kindergarten through school visits, role playing, or modeling new routines.	
4	Documentation/evidence of the project director and/or program coordinator having met with the school day staff to ensure consistency and integration into program components.	
5	Documentation that the program integrates the school day curricula into its activities.	
6	Documentation of appropriate administration of the Peabody Picture Vocabulary Test III or IV (PPVT).	
7	Documentation of appropriate administration of the Phonological Awareness Literacy Screening (PALS Pre-K).	
8	Evidence of progress towards completion of indicator ECE-1: 50% of Even Start children ages birth to two (2), who have participated in the program for at least six (6) months, will show progress in their emerging language development by achieving higher posttest results on the local program's designated assessment of early childhood language skills.	
9	Evidence of progress towards completion of indicator ECE-2: A. 50% of children ages 3-5 who received a minimum of six months of early childhood education will achieve a 4-point standard score posttest gain on the PPVT-III. B. 50% of children ages 4-5 who will be transitioning to kindergarten in the next school year and who received a minimum of six months of early childhood education will recognize at least 15 upper case alphabet letters on the PALS Pre-K Upper-Case Alphabet Recognition Test by posttest.	

10	Evidence of progress towards completion of indicator ECE-3: 50% of the children in kindergarten through third grade who participated in Even Start by receiving academic support in literacy beyond the regular school hours for a minimum of six months will read on grade level as documented by children's report card or their teacher's report based on the reading level charts.	
11	Evidence of progress towards completion of indicator ECE-4: 50% of the children in third grade or higher who participated in Even Start by receiving academic support in literacy beyond the regular school hours for a minimum of six (6) months will read on grade level as documented by children's report card or their teacher's report based on the reading level charts.	
12	Evidence of progress towards completion of indicator ECE-5: 75% of children in kindergarten through third grade or higher whose families participated in Even Start for a minimum of six (6) months will attend at least 90% of their possible school days from the date of enrollment in Even Start as documented by school records or children's progress report cards.	
13	Evidence of progress towards completion of indicator ECE-6: 75% of the children in kindergarten through third grade or higher who participated in Even Start by receiving academic support in literacy beyond the regular school hours for a minimum of six (6) months will be promoted to the next grade as documented by school records or children's progress report cards.	
Adult Education		
1	Evidence of appropriate, scientifically-based instructional materials which are varied, practical, and relevant to the academic needs and interests of each learner.	
2	Evidence of progress towards completion of indicator AE-1: 50% of Even Start adult participants who attended at least 100 hours of adult basic education will demonstrate a 27 point within level posttest gain or will increase one National Reporting System (NRS) level on the TABE Reading test.	
3	Evidence of progress towards completion of indicator AE-2: A. 50% of Even Start adult participants who attended at least 100 hours of English language instruction and have received a pretest scale score of 210 or below on CASAS Reading will demonstrate a 5-point gain on the posttest. B. 50% of Even Start adult participants who attended at least 100 hours of English language instruction and have received a pretest scale score of 211-240 will demonstrate a 3-point gain on the posttest. C. 50% of Even Start adult participants who attended at least 100 hours of English language instruction will increase one NRS level on the BEST Literacy test.	
4	Evidence of progress towards completion of indicator AE-3: 50% of Even Start adult and teen parent participants enrolled in a high school diploma program for a minimum of 12 months will earn 10 high school course credits as documented by course transcript records.	
5	Evidence of progress towards completion of indicator AE-4: 50% of Even Start adult and teen parent participants who score in the high adult secondary education level (scores above 236 on the CASAS reading test or 596 on the TABE reading test) and who are enrolled in a GED preparation program for two years will pass the GED test as documented by a GED certificate.	
6	Evidence of progress towards completion of indicator AE-5: 50% of Even Start adult participants who 1) are not enrolled in ABE, ESL, GED, or high school diploma programs, 2) have a declared goal of entering into a postsecondary education or job training program, obtaining employment or career advancement or entering the military and 3) are enrolled in an academic or vocational education program, will achieve their	

	goal after nine months of enrollment in Even Start as documented by course records and certificates.	
Parenting Education		
1	Documentation of appropriate administration of Parent Education Profile (PEP) (Pre and Post).	
2	Evidence of parenting activities that are varied in content and instructional style.	
3	Documentation of 20 hours per month (includes parent-child interactive literacy activities and home-based education).	
4	Evidence of progress towards completion of indicator PE-1: 50% of the parents who have been enrolled in Even Start for a minimum of six months will demonstrate a 0.3 posttest gain in supporting children's learning in the home environment as measured by the Parent Education Profile (PEP) Scale 1 (Parent's Support for Children's Learning in the Home Environment).	
5	Evidence of progress towards completion of indicator PE-2: 50% of the parents who have been enrolled in Even Start for a minimum of six (6) months will demonstrate a 0.3 posttest gain in supporting children's learning in the home environment as measured by the PEP Scale 2 (Parent's Role in Interactive Literacy Activities).	
6	Evidence of progress towards completion of indicator PE-3: 50% of the parents who have been enrolled in Even Start for a minimum of six (6) months will demonstrate a 0.3 posttest gain in supporting children's learning in the school environment as measured by the PEP Scale 3 (Parent's Role in Supporting Child's Learning in Formal Education Settings).	
7	Evidence of progress towards completion of indicator PE-4: 50% of the parents who have been enrolled in Even Start for a minimum of six (6) months will demonstrate a 0.3 posttest gain in supporting children's learning in the home environment as measured by the PEP Scale 4 (Taking on the Parent Role).	
Parent-Child Interactive Literacy Activities (P-CILA)		
1	Documentation of 20 hours per month (includes parenting education and home-based education).	
Partnerships and Collaborations		
1	Copies of written agreements with partners and collaborators.	
2	Documentation of programmatic efforts to increase collaborations over time.	
3	Documentation of required quarterly meetings with partners and collaborators.	
4	Evidence of progress towards completion of indicator EP-1: Each program year, Even Start staff will meet with partners and collaborators at least on a quarterly basis, as evidenced by project activity plans, sign-in sheets, or other documentation, to ensure agencies are fulfilling their responsibilities and meeting the changing needs of participating families. These documents will be kept on site for site visits.	
Staffing and Professional Development		
1	Documentation of regular staff development, including those from collaborating agencies.	
2	Documentation of job descriptions, staff certifications, and educational requirements (including copies of certifications and resumes).	
3	Evidence of regularly scheduled meetings.	
4	Documentation of 12 hours minimum of staff development.	
5	Documentation of shared planning time for a minimum of two hours per month to ensure integration of instruction.	
6	Evidence of progress towards completion of indicator EP-4: Each program year, each Even Start staff person will receive 12 hours of professional development and training in family literacy and/or any of the four core components areas as evidenced by	

	professional development certificates, sign-in sheets or other written documents. These documents will be kept on site for site visits.	
Evaluation of Program Progress and Effectiveness		
1	Documentation/evidence that the program evaluator has been involved in program design and structure.	
2	Evidence of how program's local evaluation is used for program improvement.	
3	Evidence of how the program used the Indicators of Program Quality to assure program effectiveness.	
4	Evidence that the program has implemented and integrated the activities indicated in the approved application.	
Fiscal Compliance		
1	Copies of current budget expenditure forms (a within-in agency form is acceptable).	
2	Copies of contracts with subgrantees (if applicable).	
3	Copies of contracts/invoices with partners/collaborators.	
4	Copies of contracts with local program evaluator.	
5	Copies of invoices for products or services.	

NOTE: Use the State Program and Performance Indicators as a basis in which to provide the required documentation.