

DAILY MONITORING REVIEW

DATE: January 4, 2025
VENDOR/WORKSITE: Bergen Blended Academy
PROGRAM(S) Administrative Assistant

PROGRAM (S) NUMBER OF SLOTS REFERRED 1 NUMBER ATTENDING 1

- REASON FOR VISIT:
- New Program/Class
 - Attendance
 - Records Review
 - Class/Worksite Observation
 - Customer Survey
 - Other (Explain)

- OUTCOME OF VISIT:
- Satisfied Dissatisfied (Explain)
 - Checked for Attendance in Slot Management System & E-Time
 - Records Completed with Grades and/or Scores, Progress Notes, Instructors Comments and Job Development
 - Lessons relevant to program, engaging and understandable.
 - Number of Customers Interviewed _____
 - Contact person available at time of visit.
 - Discussed Complaints and/or Concerns with Vendor and Customer's (List)

~~Learning Objectives~~

A monitoring visit was conducted at Bergen Blended on Tuesday January 4, 2025, confirm ~~BBBBB~~ ~~BBBBB~~ has initiated the Computer Accounting Training Program. The visit aimed to ensure compliance with training requirement and verify ~~BBBBBBB~~ enrollment and participation in the program.

During the visit, I met with ~~BBBBBBB~~ and provided a briefing on the importance of time and attendance. I also reviewed the logistics of the training program, ensuring she understood its structure and expectations. Additionally, I explained my role in offering support and guidance throughout her training, emphasizing that I am available to assist with any challenges she may encounter.

The classroom was well lit, with a comfortable temperature, providing an optimal learning environment. Additionally, the facility was clean, and the restroom were well- maintained, reflecting a high standard of hygiene. Parking is available outside of the school, ensuring convenience for students. There is also a small kitchen area for the students to use, along with plenty of nearby eateries, offering various dining options in the area.

Course Description: The Accounting Training Program covers QuickBooks 2020 and QuickBooks Online to track the finances of a small business. Students will learn how to set up a new company, manage bank accounts, transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks add custom fields, set up badges, and learn how to protect and back up their data. Upon completion of the training program the students enrolled will receive a Intuit Quick Books Certified User (QBCU). Pre-requisites for the training program includes a high school diploma. ~~BBBBBBBBBB~~ is scheduled to begin on Monday January 3, 2025, until Monday June 30, 2025, Monday through Friday five (5) hours daily for the duration of twenty-two (22) weeks. ~~BBBBBB~~ training schedule consist of a hybrid approach, combining in person and remote learning. She attends in-person training two days a week allowing for hands-on experience and direct interaction with instructor. The remaining three days are conducted in hybrid format, providing flexibility while maintaining consistency in her learning. This structure ensures she receives a well-rounded education/ experience balancing practical skills with independent study.

Noelia Nazario 

1/4/2024

Monitor's Signature

Date

DAILY MONITORING REVIEW

DATE: February 5, 2025
VENDOR/WORKSITE: Essex County College
PROGRAM(S) Report Enrollment/ Termination Report (Nereida)

PROGRAM (S) NUMBER OF SLOTS REFERRED NUMBER ATTENDING

REASON FOR VISIT: New Program/Class
 Attendance
 Records Review
 Class/Worksite Observation
 Customer Survey
 Other (Explain)

OUTCOME OF VISIT: Satisfied Dissatisfied (Explain)

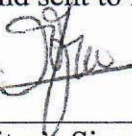
Checked for Attendance in Slot Management System & E-Time
 Records Completed with Grades and/or Scores, Progress Notes, Instructors Comments and Job Development
 Lessons relevant to program, engaging and understandable.
 Number of Customers Interviewed _____
 Contact the person available at time of visit.
 Discussed Complaints and/or Concerns with Vendor and Customer's (List)

A monitoring visit to Essex County College was conducted on Wednesday February 5, 2025, to inform all students receiving funds for uniforms that they must provide either original or copy of the receipt to the employment specialist as proof of purchase. This documentation is required to ensure compliance with program guidelines and proper fund allocation.

The two-day job search roster was thoroughly reviewed and completed to ensure accuracy for e-time submission. Every detail was carefully checked to verify that all entries were corrected and aligned with the required documentation. This process helps maintain compliance and ensures that time records are properly accounted for. Attached are the rosters for our records, the highlighted names are the students currently in class. Student surveys will be administered on Tuesday February 11, 2025.

A meeting with Ms. Lombardi took place to discuss the monthly report Tanya Wright submits monthly. Unfortunately, the forms Ms. Wrights submits are confusing because it includes previous information on different tabs making it difficult to understand. Ms. Lombardi provided me with the forms and an explanation on how the report should be completed. The forms were initially emailed to Ms. Wright; however, she was unable to use them due to formatting issues. Max was asked to assist with reformatting the forms, and once completed, they were emailed to Tanya. As a result, the report was finalized and sent to Nereida. Attached are the forms for the monthly report.

Noelia Nazario



Monitor's Signature

2/5/2025

Date

DAILY MONITORING REVIEW

ATE: February 5, 2025

VENDOR: Academy of Allied Health Science
24 Commerce Street Suite 501
Newark, NJ 07101

PROGRAM(S) Certified Clinical Medical Assistant & Patient Care Technician

REASON FOR VISIT:

- New Program/Class
- Attendance
- Records Review /CASE & ATTENDANCE FILE REVIEW
- Class Observation
- Customer Survey
- Mid-year/Compliance Reports
- Other (Explain) Schedule daily site visit. Substitute

OUTCOME OF VISIT:

- Satisfied Dissatisfied (Explain)
- Checked for Attendance with excuses.
- Records Completed with Grades and/or Scores, Progress Notes, Instructors Comments and Job Development
- Lessons relevant to program, engaging and understandable
- Number of Customers surveys
- Number of Staff Interviewed 1
- Contract person available at time of visit
- Discussed Complaints and/or Concerns with Vendor and new contracts and programs.

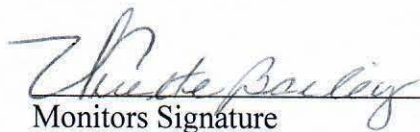
Conducted a monitor site visit. The school has a substitute for 2 weeks. The substitute instructor's name is Khadjah Warrendabis. She introduced new medical terms and was effective at teaching them. A good instructor can make complex topics much easier to understand. Participants are actively participating in discussions and activities. session with allowing questions and repeating the lesson. If there's any extra assistance that is needed the instructor gives to participants, they can feel free to request extra help before and after class or extra material if needed.

Participants arrived and signed in on daily timesheets before the training session. Kayia Dingle, the Registrar, provided me with all documentation that was needed to review client's attendance and excuses.

All materials are organized. The program is equipped with necessary medical tools and simulation equipment. Participants were practicing skills with hands-on techniques like taking vitals, patients' mobility or infection controls with gloves. The instructor maintains a respectful and professional environment. Classroom is sanitized. The desks are wipe down with sanitizer by the students and instructor. The school provides hand sanitizers for participants and encourages regular use.

There are 9 new participants referred by the Department of Training & Employment for the 1-TANF/1-GA/2-SNAP Certified Pharmacy Technician Program and 3-TANF/2-SNAP Patient Care Technician. Programs start date 2/-2025 & finish date 5/23/2025.

All the referred participants showed up for the programs.

 2/5/25
Monitors Signature Date