

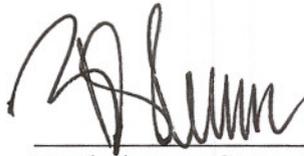
**INDIAN AFFAIRS
DIRECTIVES TRANSMITTAL SHEET**

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER NPM-EDUC-20	SUBJECT Family and Child Education (FACE) Procedures for Program Implementation	RELEASE NUMBER # 09-35
FOR FURTHER INFORMATION Bureau of Indian Education		DATE 1/04/10

EXPLANATION OF MATERIAL TRANSMITTED:

The purpose of this policy is to establish procedures for evaluating all Family and Child Education (FACE) programs funded by the Bureau of Indian Education to ensure that they reach high quality program implementation.



Bartholomew Stevens
(Acting) Director, Bureau of Indian Education

FILING INSTRUCTIONS:

Remove: None

Insert: NPM-EDUC-20



United States Department of the Interior
BUREAU OF INDIAN EDUCATION
WASHINGTON, D.C. 20240



National Policy Memorandum

Number: NPM-EDUC-20

Effective: May 1, 2010

Expires: May 1, 2011

Title: Family and Child Education (FACE) Procedures for Evaluating Program Implementation

1. Purpose

The goal of this policy is to provide high quality services to American Indian families and children at each Family and Child Education (FACE) program. The purpose of this policy is to establish procedures for evaluating all FACE programs funded by the Bureau of Indian Education (BIE) to ensure high quality program implementation.

The policy will establish FACE program standards and technical assistance reports that will measure levels of program implementation at each site.

- Each FACE program that exhibits a high level of implementation will be recognized by:
 - 1) Continuation of FACE program funding;
 - 2) Consideration for special projects; or
 - 3) An invitation to provide leadership and mentoring to other FACE programs.

- Inadequate FACE program implementation will result in:
 - 1) Continuous monitoring by the BIE;
 - 2) Required submissions and corrective actions; and
 - 3) Possible discontinuation of FACE program funding.

2. Scope

The policy is applicable to all BIE-funded schools.

Release # 09-35

New

3. Procedures

These procedures will be used by the BIE to determine Full Implementation and Resulting Action; Notice of Concern/Alert and Resulting Action; and Probation and Consequences.

A. FULL IMPLEMENTATION

The determination that programs have implemented all assurances and have performed at a high level of implementation will be based on the following information: Data Collection; Monthly Reports; Technical Assistance Reports; FACE program implementation standards and action plans; and FACE assurances.

RESULTING ACTION: Based on the review of the information:

1. The BIE's Early Childhood Director will provide notification of full implementation status in writing to the Education Line Office (ELO) and the FACE program.
2. The school FACE program shall submit an action plan to BIE's Early Childhood Director by June of each year, with program reports due in December and March of the following school year. The action plan will provide for continued program improvement based on an annual review of Implementation Standards.
3. The BIE's Early Childhood Director will provide On-site Technical Assistance to support program improvement.
4. The BIE's Early Childhood Director will review and provide a determination of the level of the implementation.

B. NOTICE OF CONCERN/ALERT

FACE programs that have difficulty meeting one or more of the assurances or implementing program components will be placed on Concern/Alert Status based on the following information: Data Collection; Monthly Reports; Technical Assistance Reports; FACE program implementation standards and action plans; and FACE assurances.

RESULTING ACTION: Based on the review of the information the following actions will occur:

1. The BIE's Early Childhood Director will provide notification of Concern/Alert Status in writing to the ELO and the FACE program.

2. Within 30 days of notification of Concern/Alert status, the BIE's Early Childhood Director will initiate a teleconference with the FACE program, the ELO, and the national technical assistance providers.
3. Within 15 days of the initial teleconference, the FACE program shall submit an action plan to address all program standards identified for improvement.
4. Thereafter, quarterly teleconferences will be conducted with the FACE school program staff, ELO, and the national technical assistance providers.
5. The BIE's Early Childhood Director will provide for continuous on-site technical assistance to address specific program deficiencies if required.
6. The BIE's Early Childhood Director will continually monitor and review program progress while the FACE program is on Concern/Alert status.
7. The BIE's Early Childhood Director will make a determination addressing the level of implementation of the FACE program at the end of each school year.
8. The BIE's Early Childhood Director will provide notification to the FACE program when Concern/Alert status changes to Full Implementation or Probation.

C. PROBATION

Programs that have one year of inadequate FACE program implementation and that do not meet one or more of the critical assurances (i.e., those addressing full program, qualified staff, full enrollment in home-based and center-based, and high participation) will be placed on probation, based on the following information: Data Collection; Monthly Reports; Technical Assistance Reports; FACE program implementation standards and action plans; FACE assurances; Continuous Improvement Monitoring Process (CIMP); and results of the Education Line Office Administrative Review.

CONSEQUENCES:

1. The BIE's Early Childhood Director will provide notification of probation status and areas of inadequate implementation in writing to the ELO and the FACE program.
2. Within 30 days of notification, the BIE's Early Childhood Director will initiate a teleconference with the FACE program, ELO and the national technical assistance providers.
3. Within 15 days of the initial teleconference, the FACE program shall submit an action plan to the BIE's Early Childhood Director to address all program standards identified for improvement.
4. The BIE's Early Childhood Director will approve/disapprove the FACE program's action plan within 15 days of receipt.
5. The ELO staff and BIE's Early Childhood Director will monitor the FACE program as outlined in the approved action plan. In addition, BIE will conduct quarterly teleconferences with the FACE program to address program status.

6. The BIE's Early Childhood Director will continue to provide on-site technical assistance and request that technical assistance be provided by national technical assistance providers.
7. At the end of the school year, the BIE's Early Childhood Director will provide notification to the FACE program of any change of status (to Concern/Alert or Full Implementation) or recommend termination of the funding for the program for the next school year.

D. REPORTING

The BIE's Early Childhood program will submit an annual status report on the implementation of this policy to the BIE Deputy Director of School Operations by December 31.

4. Roles and Responsibilities

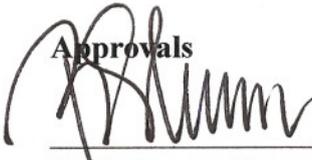
Director. The BIE Director is responsible for final approval of the policy, consistent with the U.S. Department of the Interior's Secretarial Re-delegation Order 230 DM 1 and submission of the final policy to the BIE Deputy Director of School Operations.

Deputy Director. The BIE Deputy Director of School Operations is responsible for annual review of the policy for overall management improvement of BIE-funded schools. The BIE Deputy Director of School Operations is also responsible for monitoring the Education Line Offices for adherence to the policy. The BIE Deputy Director of School Operations in communication with the Associate Deputy Directors for East, West & Navajo is also responsible for monitoring the Education Line Offices for adherence to the policy.

Education Line Officers. The Education Line Officers are responsible for ensuring the policy is implemented by BIE-funded schools.

School Principals. School Principals are responsible for ensuring compliance with the policy.

Approvals



Bartholomew Stevens
Acting Director, Bureau of Indian Education

4-15-10

Date