**Section 313.11 Review and Monitoring of Community Services Program Plans**

a) The Department shall establish a data repository which will organize the minimum data by county to assist Area Projects in profiling the problems that put youth at risk in their community service areas.

b) The Department shall analyze available data for trends and correlations in order to prepare a statewide youth profile which shall become part of the statewide annual plan for youth services.

c) The Department shall review all community services program plans to assure compliance with all requirements and the potential for achievement of all goals.

d) The final decision on the approval of all plans and the award of all contracts shall be made by the Department's Secretary or designee.

e) All contracts will be reviewed at least annually.

f) The Department shall perform on-site monitoring with each designated Area Project at least semi-annually. Monitoring will be done by a monitoring team of Department staff and community services provider staff from other regions whose responsibilities will be to:

1) View progress toward objectives or compliance with this Part.

2) Discuss problems encountered and steps taken to remedy them.

3) Develop corrective action plans to ensure attainment of objectives and compliance with requirements.

4) View a sample of account records, time sheets and contract files.

g) Appropriate documentation of services will be provided by the Area Project as needed for auditing and monitoring purposes. Programs will be required to comply with 89 Ill. Adm. Code 434 (Audits, Reviews, and Investigations).