**Sample Timeline for Monitoring Activities (Elevated Risk)**

* The college is **notified** of the impending visit **approximately one and a half months prior**. With this notification, the college receives the Programmatic Monitoring Tool and the Documentation Checklist information.
* The self-assessment portion of the Programmatic **Monitoring Tool is completed and submitted** back to the ICCB approximately **two weeks prior to the visit**.
* After reviewing the self-assessment, the applicable fiscal year’s Perkins plan, and other reports, supplemental documentation may be requested.
  + The aforementioned supplemental documentation and information from the Documentation Checklist is made available during the on-site review or can be submitted prior to the visit.
* On-site visit/desk review occurs. On-site visits will typically be conducted jointly with ICCB fiscal staff.
* A **consolidated** fiscal and programmatic Final Monitoring **Report** is issued by the ICCB **within 30-45 calendar days** after the conclusion of the visit. This report will outline all advisory recommendations and compliance findings.
* Compliance findings will require the college to submit a corrective action plan within a specified amount of time.