



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION



2016-2017 Federal Programs Monitoring

New & Experienced Federal Programs Director's Meeting
September 21-22, 2016
Kathy Gauby, Title I-A Coordinator

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In this presentation, we will...

- Make a connection between the CFSGA and program monitoring
- Review the monitoring process timeline
- Review the onsite monitoring process
- Review the 2016-2017 Monitoring Tool
 - Examine how the tool is organized
- Review how to prepare documents for the monitoring visit



CFSGA Connection

Less Set-Asides		
	Title I-A	
Homeless	\$2,006	Based on Need; however the minimum set-aside must be at least ¼ of 1% of the allocation; All LEAs
Homeless Liaison and Transportation	\$0	Allowable costs; Up to 100% of Liaison salary and excessive travel expenses to school of origin.
Neglected ()	\$0	
Parent Involvement	\$8,022	1% of allocation if allocation >= \$500,000
Teacher Incentives - Optional	\$0	Up to 5% to provide incentives & rewards to teachers to work in Title I schools identified for improvement.
Family and Student Support (FASS) – Extended learning time and enrollment options if the LEA has a Rapid Improvement or Turnaround school.	\$0	This set-aside is optional. The LEA may set-aside up to 10% of its Title I funds for extended learning time and enrollment options for any school required to have a Rapid Improvement plan or Turnaround plan. General Funds may also be used to meet FASS requirements.
Administrative Costs	\$61,640	Up to 10% of allocation. Additional information will be required if total administration exceeds 10%. Must be budgeted in the Title I-A Budget tab, 100 Salaries and 200 Benefits section.
Indirect Costs	\$40,000	Must be budgeted in the Title I-A Budget tab.
Other Activities Description:	\$0	I.e. summer school, professional development, extended day program.

**Your
CFSGA
tells the
district's
and
schools'
program
story**



CFSGA Connection

School	# Low Income Students / # Children in Attendance Area	School Eligibility / Type of Program / School Improvement Status	Total PPA	Allocation	Total School Allocation
MOUNTAIN HIGH TERNATIVE (1317)	Low Income Students: 60 Children in Attendance Area: 90 % Low Income: 66.67 %	School Eligibility: Eligible Program Type: Not Serving School Improvement: Missed	\$0	Suggested: \$23,605 Actual: \$0	\$0
MENTARY SCHOOL 1.3.4	Low Income Students: 318 Children in Attendance Area: 499 % Low Income: 63.73 %	School Eligibility: Eligible Program Type: Schoolwide School Improvement: Missed	\$631	Suggested: \$125,111 Actual: \$200,763	\$200,763
MENTARY SCHOOL 1.3.4	Low Income Students: 284 Children in Attendance Area: 470 % Low Income: 60.43 %	School Eligibility: Eligible Program Type: Schoolwide School Improvement: Missed	\$468	Suggested: \$111,734 Actual: \$133,000	\$133,000
BLE SCHOOL (0556)	Low Income Students: 367 Children in Attendance Area: 647 % Low Income: 56.72 %	School Eligibility: Eligible Program Type: Schoolwide School Improvement: Missed	\$395	Suggested: \$144,389 Actual: \$145,000	\$145,000
MENTARY SCHOOL 1.3.4	Low Income Students: 241 Children in Attendance Area: 438 % Low Income: 55.02 %	School Eligibility: Eligible Program Type: Schoolwide School Improvement: Missed	\$518	Suggested: \$94,817 Actual: \$125,000	\$125,000
OME JUNIOR HIGH	Low Income Students: 298 Children in Attendance Area: 572	School Eligibility: Eligible Program Type: Schoolwide School Improvement:	\$302	Suggested: \$117,242 Actual: \$90,000	\$90,000

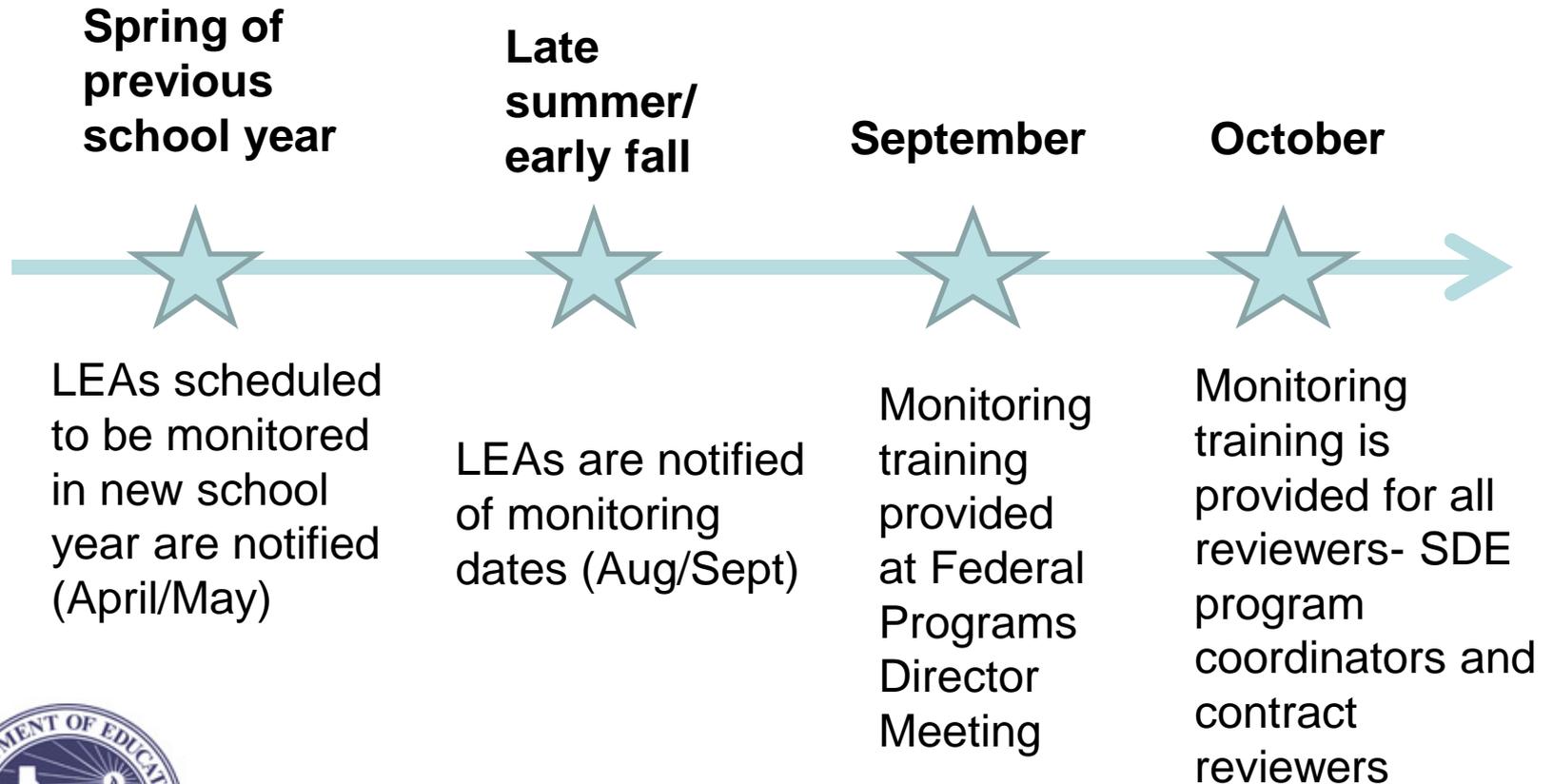


CFSGA Connection

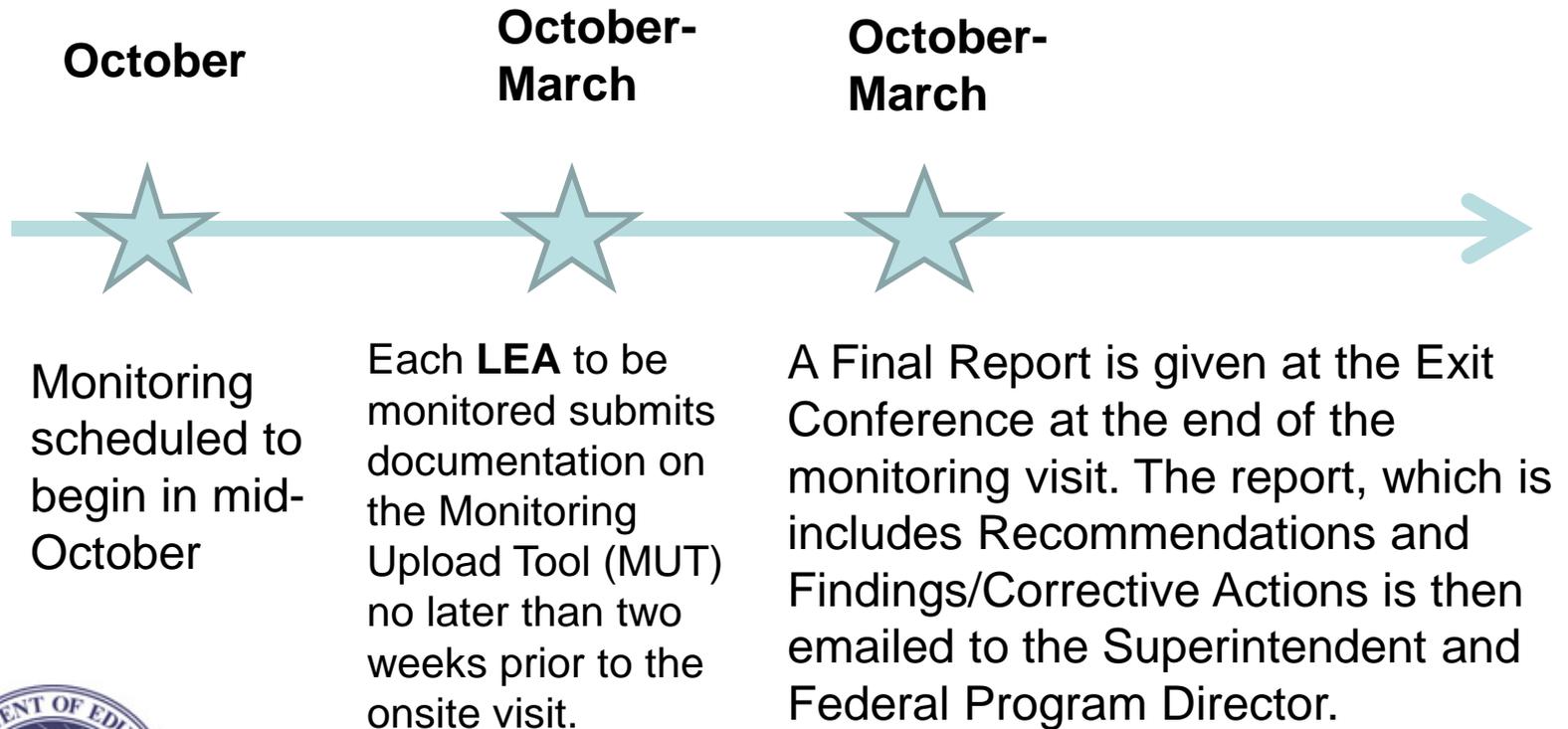
Obj. Code	Description	Regular Term	Summer Term
100	Salaries <i>Include</i> Administrative Costs from Allocation & Set-Asides tab	Amount: \$448,646 Description: Title 1 funds are used to pay the following staffing	Edit Text Title 1 funds are used to pay the following staffing salaries: .5 FTE for the Federal Programs Director in the amount of \$3 Certified teachers at the following buildings- West, Hack 19 classified staff members at our Title 1 schools:
200	Employee Benefits <i>Include</i> Administrative Costs from Allocation & Set-Asides tab	Amount: \$243,118 Description: Benefits for all 23 staff members paid with Title 1	Amount: \$0 Description:
300	Purchased Services (non travel)	Amount: \$20,000 Description: Pay for para educators to come to PLC day on	Amount: \$0 Description:
380	Travel Expense	Amount: \$5,000 Description: Travel to Federal Program trainings and conferences	Amount: \$0 Description:
400	Supplies and Materials <i>Include</i> Homeless and Parental Involvement set-aside amounts from Allocation & Set-Asides tab	Amount: \$48,667 Description: will be used to purchase consumable/supplemental	Amount: \$0 Description:
		Amount:	Amount:



Timeline of the Overall Federal Program Monitoring Process



Timeline of the Overall Federal Program Monitoring Process



Timeline of the Overall Federal Program Monitoring Process (continued)

Beyond the Monitoring Visit



LEA responds within 30 days with a Response Report & Documentation that includes each Finding and Corrective Action, with evidence for satisfying each finding

Program coordinators provide technical assistance as needed

After each finding has been satisfied, the SDE emails the LEA a Status Report and notification closing the monitoring visit



Onsite Monitoring Process

Before the visit

- Six to eight weeks prior to the onsite visit, you will receive a “monitoring reminder” notice
- Two to four weeks before the onsite visit, the SDE Title I coordinator will contact the LEA regarding a draft schedule
 - Verify the Title I schools
 - Verify the programs (Title I-C? Title III? Private schools?)
 - School visits (Title I reviewers go to each Title I school)
 - Travel time between schools
 - The LEA Federal Program Director/Title I Coordinator works with each school to set up interview and observation schedules
 - Anything else that needs to be worked out

NOTE: Most Title II Federal Program Monitoring for districts will be done as a desk review. Documentation will need to be uploaded in the MUT at least two weeks prior to the monitoring visit. Findings will be included in the Final Report.



Two weeks prior to the onsite visit, the LEA submits monitoring documentation to the Monitoring Upload Tool (MUT) located on the Federal Program Monitoring website at

<http://www.sde.idaho.gov/federal-programs/program-monitoring/>

ESEA Federal Program Monitoring Upload FTP Site | → Instructions | 📄

Files | **FAQs** | Training | Links

Resource Files

General Files

- 📄 2016-2017 Districts to be Monitored
- 📄 **2016-2017 Federal Programs Monitoring Tool**
- 📄 Federal Program Monitoring Process Flow Chart

Initiative
> Title IX-A: Homeless Children and Youths

Archives ▶

Contact Details

👤 **Kathy Gauby**
📍 Coordinator
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✉ kgauby@sde.idaho.gov



Onsite Monitoring Process Monitoring Upload Tool (MUT)

This site is password protected and secure



Account: Remember me

Password:

Language:

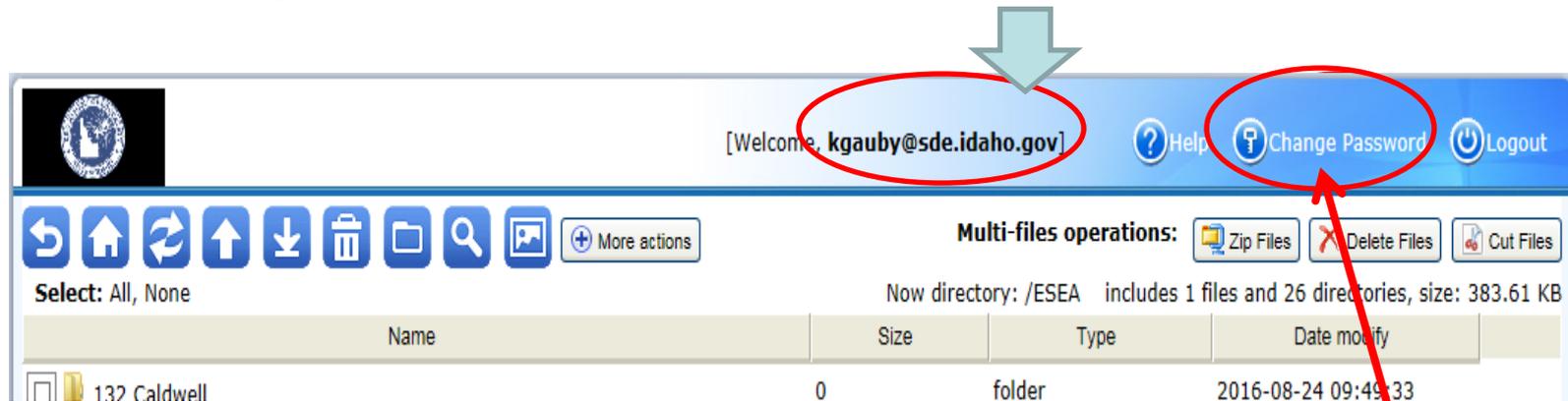
Wing FTP Server ©2003-2016 wftpserver.com All Rights Reserved

Each LEA has an account and password. After the initial login, please change the password to one which is unique to you.



Onsite Monitoring Process Monitoring Upload Tool (MUT) (continued)

After you log in, you will see your account information:



The screenshot shows the user interface of the Monitoring Upload Tool (MUT). At the top, a blue header bar displays the user's account information: "[Welcome, kgauby@sde.idaho.gov]". To the right of the header are three icons: a question mark for "Help", a key for "Change Password", and a power icon for "Logout". The "Change Password" link is circled in red, with a red arrow pointing to it from the text below. Below the header is a toolbar with various file management icons (back, home, refresh, up, down, delete, folder, search, image) and a "More actions" button. To the right of the toolbar are "Multi-files operations" buttons: "Zip Files", "Delete Files", and "Cut Files". Below the toolbar, the current directory is shown as "/ESEA" and it contains "1 files and 26 directories, size: 383.61 KB". A table lists the contents of the directory:

Name	Size	Type	Date modify
<input type="checkbox"/> 132 Caldwell	0	folder	2016-08-24 09:49:33

The "132 Caldwell" folder is circled in red, with a red arrow pointing to it from the text below.

Double click on your district folder to open it.
(Checking the checkbox will NOT open your folder.)

Click here to change your password



Onsite Monitoring Process Monitoring Upload Tool (MUT) (continued)

[Welcome, kgauby@sde.idaho.gov] ? Help Change Password Logout

Multi-files operations: Zip Files Delete Files Cut Files

Select: All, None Now directory: /ESEA/132 Caldwell includes 0 files and 106 directories, size: 0 Bytes

Name	Size	Type	Date modify
I.A.1	0	folder	2015-09-13 11:19:44
I.A.2	0	folder	2015-01-15 14:58:04
I.A.3	0	folder	2015-01-15 14:58:04
I.A.4(A)_(B)	0	folder	2015-01-15 14:58:04
I.B.05	0	folder	2015-01-15 14:58:04
I.B.06	0	folder	2015-01-15 14:58:04
I.B.07	0	folder	2015-01-15 14:58:04
I.B.08	0	folder	2015-01-15 14:58:04
I.B.09	0	folder	2015-01-15 14:58:04
I.B.10	0	folder	2015-01-15 14:58:04
I.B.11	0	folder	2015-01-15 14:58:04
I.B.12	0	folder	2015-01-15 14:58:04
I.B.13	0	folder	2015-01-15 14:58:04
I.B.14	0	folder	2015-01-15 14:58:04
I.B.15	0	folder	2015-01-15 14:58:04
I.B.16	0	folder	2015-01-15 14:58:04
I.B.17	0	folder	2015-01-15 14:58:04
I.B.18	0	folder	2015-01-15 14:58:04
I.B.19	0	folder	2015-01-15 14:58:04
I.B.20	0	folder	2015-01-15 14:58:04
I.B.21	0	folder	2015-01-15 14:58:04
I.B.22	0	folder	2016-08-31 13:25:13
I.B.23	0	folder	2015-01-15 14:58:04
I.B.24	0	folder	2015-01-15 14:58:04
I.B.25	0	folder	2015-01-15 14:58:04
I.B.26	0	folder	2015-01-15 14:58:04

Indicator Folders



Onsite Monitoring Process

Monitoring Upload Tool (MUT)

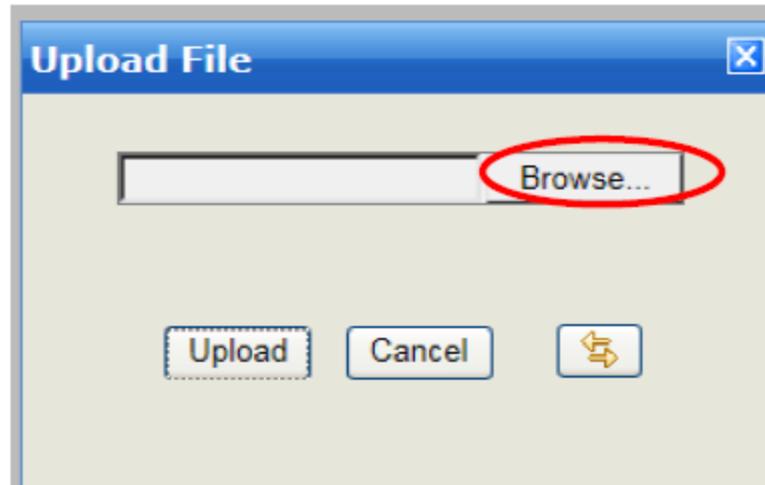
(continued)

1. Scan your document
2. Save it on your computer and call it I.A.1 (or the correct indicator name)
3. Open the appropriate Indicator folder in the ESEA Federal Program Monitoring Upload Tool (for example, open the I.A.1 folder by double clicking on the folder)
4. Click the UP button



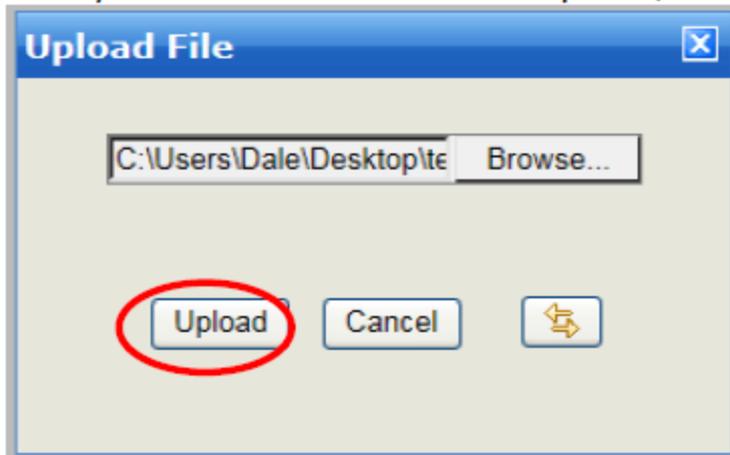
Onsite Monitoring Process Monitoring Upload Tool (MUT) (continued)

5. Click on the Browse link



Onsite Monitoring Process Monitoring Upload Tool (MUT) (continued)

6. Find your document on the computer; double click it and hit the Upload button;



Onsite Monitoring Process Monitoring Upload Tool (MUT) (continued)

7. You will get an “Upload Successful” icon:



8. You have just successfully saved a document into the indicator folder!
9. Repeat for each indicator for which your LEA has programs. For example, if your LEA does not receive Migrant Education (Title I-C) funds, then you will not be monitored for those indicators and will not have any documents in those indicator folders.



Onsite Monitoring Process Before the visit

All LEA monitoring documents need to be downloaded into the Monitoring Upload Tool (MUT) at least two weeks prior to the date of the onsite visit.

- During the two weeks prior to the onsite visit, reviewers will review all of the district documentation submitted into the MUT and satisfy indicators that have adequate documentation.



Onsite Monitoring Process Reviewers at the District

The Onsite visit begins with an **Entrance Conference**

–Attending: Review team, Superintendent, Federal Programs
Director, Business Manager...

–Introductions

–Monitoring process

–Last minute building interview & schedule changes, if necessary

–District reports on demographics, successes and challenges, etc.



Onsite Monitoring Process Reviewers at the District (Cont.)

Reviewers **conduct monitoring** –

1. Title I-A, including Homeless Education:

–Interviews and observations at each Title I School:

»Principal interview

»Teacher interview (at least one core academic teacher and one intervention teacher together)

»Paraprofessional group interview

»Parent group interview

»Classroom observations – one core and one intervention

–District staff interviews: FPD, Business Manager, Homeless Education Liaison

–Private school site visit, if applicable

–Neglected/Delinquent site visit, if applicable



Onsite Monitoring Process Reviewers at the District (Cont.)

Reviewers **conduct monitoring** –

2. Title I-C Migrant Education:

- School observations – Conduct group interview for all principals
- File review at each school that is visited (COE copy)
- Conduct District staff interviews – Migrant Director; Migrant Liaison; Business Manager
- Interview all other staff paid from Migrant funds
- Migrant student interview
- Migrant parent interview

3. Title I-D Neglected or Delinquent Program

- Site visit
- Interview the LEA contact for the site



Onsite Monitoring Process Reviewers at the District (Cont.)

Reviewers **conduct monitoring** –

4. Title II-A Teacher and Principal Quality

–Desk review by Title II-A Coordinator (unless indicated as an onsite monitoring reviewer)

5. Title III-A Language Instruction for English Learners and Immigrant Students:

–Visit at least one elementary, one middle school, one high school for classroom observations

–Conduct group interviews (one for principals, one for teachers and/or paras)

–Conduct District staff interviews –EL Director, Business Manager

–File review at each school that is visited

–Interview EL high school students

–Interview parents of EL students



Onsite Monitoring Process Reviewers at the District (Cont.)

Reviewers **conduct monitoring** –

6. Title VI-B – Rural and Low Income Schools

- Expenditure report will be reviewed
- Evidence that spending matches the RLIS plan

7. Title X-C – McKinney-Vento Homeless Education Program

- All staff that are interviewed are asked about homeless education training
- District designated homeless education liaison is interviewed



Onsite Monitoring Process

Reviewers at the District (Cont.)

Reviewers write Final Report

Reviewers present **Final Report** at the **Exit Conference**

– Recommendations

– Findings with Corrective Actions

- LEA has approximately 30 days to respond to any findings with supporting evidence to correct the finding(s) until all findings are satisfied.
- Once all findings have been satisfied, the LEA is notified that the monitoring visit is closed.
- Technical assistance is provided at the district level throughout the monitoring visit and continues after the team leaves as the LEA prepares its Response Report and until the visit is closed.



2016-2017 Monitoring Tool Organization

There are three major sections to the monitoring tool:

- I. Program Effectiveness and Student Achievement
- II. Great Teachers and Leaders
- III. Transparent Accountability

And within these sections are the major federal programs:

Title I-A – Improving Basic Programs & Foster Care Program

Title I-C – Migrant Education Program

Title II-A – Supporting Effective Instruction

Title III-A – Language Instruction for English Learners & Immigrant Students Program

Title VI-B Rural and Low-Income Schools (RLIS) Program

Title IX-A – McKinney-Vento Homeless Education Program

<http://www.sde.idaho.gov/federal-programs/shared/2016-2017-Federal-Programs-Monitoring-Tool.pdf>



Federal Program Monitoring Tool – Important Changes

I.A.4(A) revised I.A.4(B) NEW

I.B.21-25 revised (McKinney Vento Homeless Education)

I.E.46 inactive (English Learner)

I.G.51-53 inactive (School Improvement)

II.C.62-64 inactive (Teacher and Paraprofessional Qualifications)

III.A.70 inactive (English Learner)

III.A.75 revised (McKinney Vento Homeless Education)

III.F.82 revised (Fiscal indicator)

III.F.79-83 will be monitored this year. Also, several new McKinney Vento Homeless Education Program indicators and a new Foster Care Program indicator have been added (without indicator numbers) to the monitoring tool, but will not be monitored until 2017-2018 SY.



2016-2017 Monitoring Tool Organization

Section I

I. Program Effectiveness and Student Achievement

- I.A. Student Identification
- I.B. Program Needs Assessment, Services & Evaluation
- I.C. Assessment
- I.D. Paraprofessionals
- I.E. Parent Notifications and Involvement
- I.F. Immigrant Programs
- I.G. Academic Achievement
- I.H. School Improvement Grant

Within these sections are the major federal programs



2016-2017 Monitoring Tool Organization

Section I

I. Program Effectiveness and Student Achievement						
Indicator ID	Indicator	Supporting Documentation	Compliance Status			Recommendations; Findings with Corrective Action
			Yes	No	NA	
I.A. STUDENT IDENTIFICATION						
Title I-A Improving Basic Programs						
IA.1	<p>Targeted Assistance Schools (NCLB 1115) All children served by Title I in a Targeted assistance building are identified as failing, or most at risk of failing to meet the State's student academic achievement standards on the basis of multiple, educationally related, objective criteria. Homeless children are eligible for Title I regardless of their attendance in a Title I served building, NCLB 1115(b)</p>	<p><input type="checkbox"/> Copy of targeted rank order list that includes multiple educational objective criteria used to identify students for services</p> <p>In accordance with Senate Bill 1371, the LEA must remove all personally identifiable data and/or information before submitting documentation</p> <p>Targeted Assistance Program Guidance</p>				
Title I-C Migrant Education Program						
IA.2	<p>The LEA accurately recruits and qualifies eligible children and youth based on the requirements the law and maintains accurate records. 1309(2-5), 1304 (c)(8)</p>	<p>IDENTIFICATION & RECRUITMENT:</p> <p><input type="checkbox"/> Evidence of attending state & regional, ID & R training (SDE will review prior to the visit)</p> <p><input type="checkbox"/> Evidence of the LEAs Re-interviewing (satisfied with approved CFSGA)</p> <p><input type="checkbox"/> Annual Summary as evidence of the LEAs Re-interviewing (SDE will review prior to the visit)</p> <p><input type="checkbox"/> Quality Control Plan (CFSGA)</p> <p><input type="checkbox"/> Review number and severity</p>				<p>Quality Control Plan - SATISFIED WITH APPROVED CFSGA PLAN and EVIDENCE FROM ON SITE INTERVIEW</p>



2016-2017 Monitoring Tool Organization

Section II

II. Great Teachers and Leaders

II.A. Program Services

II.B. Professional Development

II.C. Teacher and Paraprofessional Qualifications

Within these sections are the major federal programs



2016-2017 Monitoring Tool Organization

Section II

II. Great Teachers and Leaders						
Indicator ID	Indicator	Examples of Supporting Documentation	Compliance Status			Recommendations; Findings with Corrective Action
			Yes	No	NA	
II.A PROGRAM SERVICES						
Title II-A Supporting Effective Instruction						
II.A.55	Needs assessment was conducted with the involvement of teachers, including Title I-A teachers, and takes into account activities that give teachers the means, including subject matter knowledge and teaching skills, and to give principals the instructional leadership skills to help teachers provide students with the opportunity to meet academic achievement, Section 2122 (c)	<input type="checkbox"/> Evidence of local needs assessment that considers professional development and hiring needs to improve student achievement (locally created documentation, such as meeting minutes, copy of survey, student achievement data analysis, etc.) <input type="checkbox"/> List of teachers included in developing needs assessment (CFSGA) <input type="checkbox"/> Description of the results of the needs assessment (CFSGA)				SATISFIED WITH AN APPROVED CF SGA PLAN!
II.A.56	LEA has a professional development plan, Section 2122(a) and (b) whether or not Title II-A funds are used for professional development	Copy of district professional development plan; visit http://www.sde.idaho.gov/feder-3l-programs/teacher/ <input type="checkbox"/> for a sample template Evidence that the plan is aligned with the Needs Assessment				SATISFIED WITH PD PLAN UPLOADED IN CF SGA!
II.A.57	Professional development plan includes a description of how teachers, paraprofessionals, principals, other relevant school personnel, and parents have	<input type="checkbox"/> Brief description of planning process and persons involved or agenda(s) and meeting minutes				SATISFIED WITH AN APPROVED CF SGA PLAN!



2016-2017 Monitoring Tool Organization

Section III

III. Transparent Accountability

- III.A. Fiscal Accountability
- III.B. Comparability
- III.C. Military Recruiter Access
- III.D. Time and Effort Distribution Records
- III.E. Written Policies and Procedures
- III.F. Record Retention and Collection and Transmission of Records and Privacy Protection
- III.G. Report Card Reporting

Within these sections are the major federal programs



2016-2017 Monitoring Tool Organization

Section III

III. Transparent Accountability						
Indicator ID	Indicator	Example of Supporting Documentation	Compliance Status			Recommendations; Findings with Corrective Action
			Yes	No	NA	
III.A FISCAL ACCOUNTABILITY						
Title I-A Improving Basic Programs						
Title I-C Migrant Education Program						
Title II-A Effective Instruction and Leadership Program						
Title III-A Language Instruction for English Learner & Immigrant Students Program						
Title VI-B Rural and Low-Income Schools (RLIS Program)						
III.A.68	<p>Cost Principles:</p> <ul style="list-style-type: none"> Expenditures are maintained at the LEA for each Federal program (Title I-A, Title I-C, Title II-A, Title III-A, School Improvement Grants (SIG), and Rural and Low-Income School program (ESEA Title VI-B RLIS). Expenditures are for allowable and approved activities. Expenditures supplement/not supplant state and local funds. Expenditures are 1) necessary, reasonable and allocable; 2) conform with Federal law and grant terms; 3) consistent with State and local policies; 4) consistently treated as either direct cost or an indirect cost; 5) in accordance with GAAP; and 6) are adequately (properly) documented (OMB A-87). 	<p>Financial Reports by fund code:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Revenue and Expense Report or General Ledger - to include revenue, expenditures and remaining balance <input type="checkbox"/> Budget Report - to include budgets and may also include actual expenses <input type="checkbox"/> Gross Pay by Code Report - to include positions, names, and amounts <input type="checkbox"/> Detailed Ledger Report - to include detailed expenditure transactions: type of expense, vendor name, date, and amount <input type="checkbox"/> Budget Report for previous year if the LEA is reporting carryover in the current year <input type="checkbox"/> Accounting report identifying positions paid in Salaries & Benefits for each Federal 				

August 2016

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2016-2017 Monitoring Tool

Following these three major sections, are indicators for:

- Equitable Services to Private School Students
- Title I-D Prevention and Intervention Programs for Neglected, Delinquent, or At-Risk Youth
- McKinney-Vento Subgrant Recipients



Fiscal Accountability III.A.68

III. Transparent Accountability						
Indicator ID	Indicator	Examples of Supporting Documentation	Compliance Status			Recommendations; Findings with Corrective Action
			Yes	No	NA	
III.A	FISCAL ACCOUNTABILITY					
	Title I-A Improving Basic Programs					
	Title I-C Migrant Education Program					
	Title II-A Effective Instruction and Leadership Program					
	Title III-A Language Instruction for English Learner & Immigrant Students Program					
	Title VI-B Rural and Low-Income Schools (RLIS Program)					
III.A.68	<p>Cost Principles:</p> <ul style="list-style-type: none"> Expenditures are maintained at the LEA for each Federal program (Title I-A, Title I-C, Title II-A, Title III-A, School Improvement Grants (SIG), and Rural and Low-Income School program (ESEA Title VI-B RLIS). Expenditures are for allowable and approved activities. Expenditures supplement/not supplant state and local funds. Expenditures are 1) necessary, reasonable and allocable; 2) conform with Federal law and grant terms; 3) consistent with State and local policies; 4) consistently treated as either direct cost or an indirect cost; 5) in accordance with GAAP; and 6) are adequately (properly) documented (OMB A-87; Sections 1003(g); 1112; 1114; 1304(c)(1)(A), 1304(c)(6); 1306(a)(1)(B)(III); 1306(b); 2123 (b); 6222(a); 2 CFR Part 200.403). <p>State EL:</p>	<p>Financial Reports by fund code:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Revenue and Expense Report or General Ledger - to include revenue, expenditures and remaining balance <input type="checkbox"/> Budget Report - to include budgets and may also include actual expenses <input type="checkbox"/> Gross Pay by Code Report - to include positions, names, and amounts <input type="checkbox"/> Detailed Ledger Report - to include detailed expenditure transactions: type of expense, vendor name, date, and amount <input type="checkbox"/> Budget Report for previous year if the LEA is reporting carryover in the current year <input type="checkbox"/> Accounting report identifying positions paid in Salaries & Benefits for each Federal program and by school for Title I-A <input type="checkbox"/> List of all staff, including FTEs and funding sources. Required: Copy of staff breakdown-available at http://www.sde.idaho.gov/federal-programs/program-monitoring/ <input type="checkbox"/> Onsite interview of the business manager 				



Fiscal Accountability III.A.73

Title I-A Improving Basic Programs					
Title I-C Migrant Education Program					
Title II-A Effective Instruction and Leadership Program					
Title III-A Language Instruction for English Learner & Immigrant Students Program					
Title VI-B Rural and Low-Income Schools (RLIS) Program					
III.A.73		<p>The LEA has had an audit of federal programs and audit findings have been addressed, OMB A-133</p>	<p><input type="checkbox"/> Copy of "Schedule of Findings and Questioned Costs" section from district audit for last two years (Reviewer: Pay particular attention to Section III Federal Award Program Audit)</p> <p><input type="checkbox"/> Evidence that Section III, Federal Award Program Audit findings have been addressed</p> <p><input type="checkbox"/> Evidence that reasonable controls are in place (i.e. more than one signature for the purchase order process; general ledger & journal entry functions are prepared by someone different than the person who reconciles and deposits revenues, etc.) for any Federal Award Program</p>		



Fiscal Accountability III.A.74

<p>III.A.74</p>	<p>The LEA has a current inventory of any materials purchased with Federal funds, 2 CFR §200.33; 2 CFR §200.94; 2 CFR §200.20.</p> <p><u>Definitions:</u> <u>Equipment</u> means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes or \$5000 (2 CFR §200.33).</p> <p><u>Supplies</u> means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5000, regardless of the length of its useful life (2 CFR §200.94).</p> <p><u>Computing devices</u> means machines used to acquire, store, analyze, process, and publish data and other information electronically. Includes:</p>	<p><u>REVIEWERS:</u> Monitor all three check boxes.</p> <p><input type="checkbox"/> The LEA has a written Inventory Procedure that includes the following: 1) process performed when inventory is received; 2) process describing what type of property is tagged and what position/office performs the tagging; 3) process to adjust the inventory records in the event the property is sold, lost, or stolen, or cannot be repaired; and 4) process describing how the physical inventory is performed.</p> <p><input type="checkbox"/> For each equipment and computing device purchased with Federal funds, the following information is maintained:</p> <ul style="list-style-type: none"> • Serial number or other identification number; • Source of funding for the property; • Who holds title; • Acquisition date and cost of the property; • Percentage of Federal participation in the project; costs for the 				
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Fiscal Accountability III.A.75

Title IX-A McKinney-Vento Homeless Education					
<p style="color: red; margin: 0;">III.A.75 Revised</p>	<p>The LEA shall reserve such funds as are necessary to provide services comparable to those provided to children in Title I-A schools to serve— (i) homeless children and youths who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live." 20 U.S.C. 6313(c)(3)(A).</p>	<p><input type="checkbox"/> Title I-A Budget page – Homeless Education set-aside is based on need (data analysis of needs from previous year; evidence of meeting with Title I director to determine homeless ed. needs; needs assessment has been completed and a copy on file)</p> <p><input type="checkbox"/> Evidence of budget expenditures to provide educationally related support services to children in non-Title I-A schools and shelters</p>			



Fiscal Accountability III.B.76

III.B		COMPARABILITY				
Title I-A Improving Basic Programs						
III.B.76	The LEA meets comparability requirements, NCLB 1120A(c)(2) and (3)	<input type="checkbox"/> Copy of Comparability Report sent to SDE <input type="checkbox"/> Documentation of comparability calculations to include 1) Enrollment numbers as of October 1 and 2) list of FTE staff as of October 1 <input type="checkbox"/> Copy of LEA's procedure for complying with comparability requirements including timeline for demonstrating comparability, identification of responsible position making comparability calculations, measure and process used to determine whether schools are comparable, and how and when the LEA makes adjustments in schools that are not comparable.				



Time and Effort III.D.78

III.D TIME AND EFFORT DISTRIBUTION RECORDS	
Title I-A Improving Basic Programs	
Title II-A Supporting Effective Instruction	
Title I-C Migrant Education Program	
Title III-A Language Instruction for English Learner & Immigrant Students Program	
Title VI-B Rural and Low-Income Schools (RLIS) Program	
III.D.78	<p>Charges to Federal awards for salaries and wages, including stipends, must be based on records that accurately reflect the work performed. 2 CFR §200.430, §200.403(a)</p> <p>REVIEWER 3: Look for documentation that includes/supports all of the following components: Time and Effort documentation for salaries and wages, including stipends must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated (i.e. signatures, periods of certification); <input type="checkbox"/> Be incorporated into official records; <input type="checkbox"/> Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities; <input type="checkbox"/> Encompass both Federally assisted and all other activities compensated by the District on an integrated basis; <input type="checkbox"/> Comply with the established accounting policies and practices of the District; and <input type="checkbox"/> Support the distribution of the employee's salary or wages among specific activities of costs objectives. <input type="checkbox"/> Copy of staff breakdown available at http://www.sde.idaho.gov/federal-programs/program-monitoring/Breakdown of Funded Staff Positions Sample



Written Policies and Procedures III.E.79

III.E WRITTEN POLICIES AND PROCEDURES	
Title I-A Improving Basic Programs	
Title II-A Supporting Effective Instruction	
Title I-C Migrant Education Program	
Title III-A Language Instruction for English Learner & Immigrant Students Program	
Title VI-B Rural and Low-Income Schools (RLIS) Program	
III.E.79	<p>The LEA has written policies and procedures for time and effort requirements, 2 CFR §200.430</p> <p><input type="checkbox"/> 1. The LEA has a written procedure for describing time and effort requirements. (1) The LEA has a written process to include type of documentation maintained and what the requirements are for the documentation, such as who has to sign the documentation, how often the certifications are completed, whether the certifications are completed on paper or electronically, if the certification is reviewed by a supervisor, timeframe for reviewing the certification, and sample certifications; and (2) a description of the close-out procedure that is conducted at the end of the fiscal year addressing that the certifications are annually collected and reviewed for accuracy and appropriate signatures and dates.</p> <p><input type="checkbox"/> 2. The LEA has a written process to reconcile actual costs to budgeted distributions. Payroll charges must match the actual distribution of time recorded on the monthly certification documents. Budget estimates may be used for interim accounting purposes; however, there is a requirement to identify and enter into the records in a timely manner any significant changes in the corresponding work activity. There must be a system of internal controls to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated. The process description should include:</p>
	<p>NOTE: The new Uniform Grant Guidance became effective July 1, 2015. This is a new monitoring requirement that is effective beginning with the 2016-2017 school year.</p> <p>A user manual policy template was emailed to all LEA's January 2016. A copy of the template can be found at http://www.sde.idaho.gov/federal-programs/funding/index.html under New Uniform Grant Guidance tab.</p> <p>LEAs that are monitored during the 2016-2017 will need to be able to provide significant progress toward completing the new Uniform Grant Guidance policies and procedures.</p>



Written Policies and Procedures III.E.80

<p>III.E.80</p>	<p>The LEA has written policies and procedures on file that comply with the new Uniform Grant Guidance as required by 2 CFR part 200 subparts B, C, D, E, and F, and these policies and procedures are available for inspection.</p>	<p><input type="checkbox"/> Evidence that the LEA has a manual that sets forth the policies and procedures used by the LEA to administer federal funds. The manual contains the internal controls and grant management standards used by the LEA to ensure that all federal funds are lawfully expended. It should describe in detail, the LEA's financial management system, including cash management procedures, procurement policies; inventory management protocols; procedures for determining the <u>allowability</u> of expenditures; time and effort reporting (see indicator III.E.79 for details); record retention; and monitoring responsibilities. New employees of the LEA are expected to review this manual to gain familiarity and understanding of the LEA's rules and practices.</p>		<p>NOTE: The new Uniform Grant Guidance became effective July 1, 2015. This is a new monitoring requirement that is effective beginning with the 2016-2017 school year.</p> <p>A user manual policy template was emailed to all LEA's January 2016. A copy of the template can be found at http://www.sde.idaho.gov/federal-programs/funding/index.html under New Uniform Grant Guidance tab.</p> <p>LEAs that are monitored during the 2016-2017 will need to be able to provide significant progress toward completing the new Uniform Grant Guidance policies and procedures.</p>
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Record Retention and Collection and Transmission of Records and Privacy Protection III.F.81

III.F RECORD RETENTION AND COLLECTION AND TRANSMISSION OF RECORDS AND PRIVACY PROTECTION	
Title I-A Improving Basic Programs	
Title II-A Supporting Effective Instruction	
Title I-C Migrant Education Program	
Title III-A Language Instruction for English Learner & Immigrant Students Program	
Title VI-B Rural and Low-Income Schools (RLIS) Program	
III.F.81	<p>For all grants, source (original source) documents are kept:</p> <ul style="list-style-type: none"> • Federal Awards CDA, Federal Award ID number; • Authorization (the process of giving someone permission to do or have something); 3) obligations, unobligated balances (carryovers); 4) expenditures (see Indicator III.A.68); 5) assets (Inventory control) (see Indicator III.A.74); 6) time and effort documentation (see Indicator III.D.78); 7) Income (if applicable); 8) Interest (if applicable) (CFR Part 200.302(b))
	<p><input type="checkbox"/> The LEA has the GAN notification on file or knows where to access it in the GRA.</p> <p><input type="checkbox"/> The LEA has internal controls in place that identify in writing: 1) Who tracks expenditures; 2) who draws down funds from the GRA; and 3) who deposits the checks.</p> <p><input type="checkbox"/> The LEA has an internal accounting system process that identifies obligations and unobligated balances (carryovers) and how these are tracked (e.g., excel or carryover calculator).</p> <p><input type="checkbox"/> The LEA has a written process for identifying any interest earned. For example, if the LEA accidentally requested from the GRA more than what was expended, then excess funds will be sitting in the LEA's account, possibly earning interest. If this is the case, this must be reported to the SDE. Important Note: Generally, an LEA should not earn interest because LEAs receive payments from the SDE on a reimbursement basis.</p>
	<p>NOTE: The new Uniform Grant Guidance became effective July 1, 2015. This is a new monitoring requirement that is effective beginning with the 2016-2017 school year.</p> <p>A user manual policy template was emailed to all LEA's January 2016. A copy of the template can be found at http://www.sde.idaho.gov/federal-programs/funding/index.html under New Uniform Grant Guidance tab. LEAs that are monitored during the 2016-2017 will need to be able to provide significant progress toward completing the new Uniform Grant Guidance policies and procedures.</p>



Record Retention and Collection and Transmission of Records and Privacy Protection III.F.82

<p>III.F.82 Revised</p>	<p>The LEA maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; (6) other records to show compliance with Federal program requirements; (7) project experiences and results; and (8) records are maintained for a period of five (5) years plus one audit year, which is a total of six (6) years. (34 CFR §§ 76.730-731; §§75.730-731; and §§75.732; 2 CFR §200.333.</p>	<p><input type="checkbox"/> The LEA keeps records that show: (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; (6) other records to show compliance with Federal program requirements; (7) project experiences and results; and (8) evidence that records are maintained for a period of five (5) years plus one audit year, which is a total of six (6) years.</p>		<p>NOTE: The new Uniform Grant Guidance became effective July 1, 2015. This is a new monitoring requirement that is effective beginning with the 2016-2017 school year.</p> <p>A user manual policy template was emailed to all LEA's January 2016. A copy of the template can be found at http://www.sde.idaho.gov/federal-programs/funding/index.html under New Uniform Grant Guidance tab.</p> <p>LEAs that are monitored during the 2016-2017 will need to be able to provide significant progress toward completing the new Uniform Grant Guidance policies and procedures.</p>
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Record Retention and Collection and Transmission of Records and Privacy Protection III.F.83

<p>III.F.83</p>	<p>The LEA maintains original records. If records are electronic, there is no need to create and retain paper copies. Both types of records may be subject to periodic quality control reviews. 2 CFR 200.335</p> <p>Definition: The original record is the record that remains in the same content, context, and structure that it was created the day it was used, based on the LEA's policy. If an LEA's policy is to obtain actual signatures on all Purchase Orders (POs), then all documents with original signatures must be filed and stored. If the policy allows electronic POs with digital signatures, then all electronic POs must be saved on a shared drive.</p>	<p><input type="checkbox"/> Evidence that the LEA has a written policy/procedure for maintaining and storing original records, both paper and electronic. Procedure includes reasonable safeguards for ensuring that the records are not altered.</p>		<p>NOTE: The new Uniform Grant Guidance became effective July 1, 2015. This is a new monitoring requirement that is effective beginning with the 2016-2017 school year.</p> <p>A user manual policy template was emailed to all LEA's January 2016. A copy of the template can be found at http://www.sde.idaho.gov/federal-programs/funding/index.html under New Uniform Grant Guidance tab.</p> <p>LEAs that are monitored during the 2016-2017 will need to be able to provide significant progress toward completing the new Uniform Grant Guidance policies and procedures.</p>
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Document Preparation

**ORGANIZATION IS
A BEAUTIFUL
THING
(It Is Also
Essential!)**



Document Preparation: Organization is important!

“What is good for kids?”

- Determine collection process – How will you organize the process?
- Organize stakeholder teams
 - It takes a village (well not quite, but you need help)
 - Include teacher/administrator from each building
 - Include business manager
- Determine needs
 - Prioritize indicators
 - Identify findings from previous monitoring visit
- Collect sign-in sheets, agendas, minutes
- Hold work sessions regularly



(Kim Bedke from Cassia County SD)

10 Helpful Tips for a Successful Monitoring Visit

1. Read ALL emails from the SDE related to monitoring
2. Ask if you don't understand...and then ask again to clarify
3. Organize stakeholders
4. Determine district and schools' needs to prepare for the monitoring visit, but also, what does your district/schools want to get out of experience?
5. Meet formally and often to keep the process going
6. Use the Monitoring Tool as a roadmap and checklist
7. Develop common vocabulary and terminology
8. Review interview questions with parents, paras, teachers, administrators
9. Empower, encourage, and improve
10. Celebrate!



Frequently Asked Questions

Q: What year data does the State look at for each program?

Q: Is Title IIA monitored for the current year or previous year?

A: Title IA, Title IC, Title IIA, Title III, Title X and RLIS look at current year data and these programs are all monitored for the current year only. A program may ask for the previous year's budget report if the current budget report does not have any expenditures.



Frequently Asked Questions

Q: If we don't get funds for a particular program, can we skip those indicators?

A: Yes and No.

For example, if the LEA does not have a Migrant Education program, it would not submit any documentation for those indicators.

However, ALL districts are responsible for McKinney-Vento Homeless Education indicators even if an LEA does not currently have any homeless students. Also, once a student is identified as homeless, you are responsible for the data for that student for the entire school year.



Frequently Asked Questions

Q: May we submit our documentation earlier than the two weeks before the federal review?

A: Yes! And Thank you!

Please make sure all your documentation is in word or pdf document form.



We are here to help!

And we look forward to a great monitoring year filled with lots of technical assistance – just ask!

Please contact us anytime!

Please make sure all of your district's contact information is updated and current in ISEE. Program contact files are processed nightly, so that SDE staff members have access to the most current district information.



Program Coordinators:

Title I-A Improving Basic Programs- Kathy Gauby: 208.332.6889 or kgauby@sde.idaho.gov

School Improvement/Educator Effectiveness- Tyson Carter: 208.332.6917 or tcarter@sde.idaho.gov

Family & Community Engagement- Jill Mathews: 208.332.6855 or jmathews@sde.idaho.gov

Title I-C Migrant Education Program - Sarah Seamount: 208.332.6958 or sseamount@sde.idaho.gov

Title I-D Neglected, Delinquent, or At-Risk- Tina Naillon: 208.332.6904 or tmnaillon@sde.idaho.gov

Title II-A Supporting Effective Instruction- Teresa Burgess: 208.332.6891 or tburgess@sde.idaho.gov



Program Coordinators:

Title III-A English Learner Program- Alissa Metzler- 208.332.6905 or ametzler@sde.idaho.gov

Title VI-B Rural Education Initiative- Tina Naillon: 208.332.6904 or tmnaillon@sde.idaho.gov

Title IX-A Homeless Education & Youths- Tina Naillon: 208.332.6904 or tmnaillon@sde.idaho.gov

Funding & Fiscal Accountability- Elmira Feather: 208.332.6900 or efeather@sde.idaho.gov

School Choice Coordinator- Michelle Clement Taylor: 208.332.6963 or mtaylor@sde.idaho.gov



Program Directors:

English Learner & Migrant Education Director-

Christina Nava: 208.332.6876 or cnava@sde.idaho.gov

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Karen Seay: 208.332.6978 or kseay@sde.idaho.gov

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SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION