



Title II-A Federal Programs Monitoring Overview

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Fall 2021



Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

10/20/2021

Federal Programs Monitoring



- Review the Federal Programs Monitoring timeline
- Explain the new tiered monitoring process
- Examine the 2021-22 Federal Programs Monitoring Tool
- Explain how to prepare evidence and upload documentation for the monitoring indicators

Federal Programs Monitoring Notification and Training



Spring/Summer
prior to new
school year

Late
summer/
early fall

September- October



LEAs scheduled to be monitored in next school year are notified.

LEAs are notified of dates and type of monitoring.

Training is provided for LEAs being monitored.

Monitoring training is provided for all reviewers: SDE program coordinators and contract reviewers.

Federal Programs Monitoring Documentation and Technical Assistance



November - March



LEA Monitoring occurs
November - March.

Each LEA to be monitored uploads
documentation in the Monitoring
Upload Tool (MUT) *no later than one
month* prior to the onsite visit.

Reviewers and Program
Coordinators provide technical
assistance as needed before,
during and after the visit.

Federal Programs Monitoring Beyond the Monitoring



Beyond the Monitoring






A Final Report is given at the Exit Conference at the end of the monitoring visit. The report, which includes Recommendations, Findings and Actions Needed, is then emailed to the Administrator & Federal Programs Director.

The LEA responds within 30 days with an Action Plan which includes Findings and Actions Needed, along with timeline and/or evidence for satisfying each finding.

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

Types of Monitoring Visits



- Onsite Visit 
- Hybrid Visit (Virtual and/or Onsite) 
- Desk Review 
- Monitoring Revisit 

Types of Monitoring – Onsite Visit



- Uploading of documents by the LEA and review of documents/evidence by SDE Coordinators and/or Contract Reviewers (prior to the visit)
- District Interviews
 - Federal Programs Directors (I-A, I-C, I-D, II-A, III-A, IV-A, & V-B programs, as applicable)
 - McKinney-Vento Liaison (IX-A program)
 - Business Manager (all Federal Programs)
- School Interviews
 - Principal or head administrator
 - Teachers
 - Paraprofessionals, as applicable
 - Parents
 - Students, as applicable
- Classroom visits
 - Core instruction
 - Supplemental Instruction
- Entrance & Exit Conference

Types of Monitoring- Hybrid Visit (Virtual, with option of onsite components)



- Uploading of documents by the LEA and review of documents/evidence by SDE Coordinators and/or Contract Reviewers (prior to the visit)
- District Interviews
 - Federal Programs Directors (I-A, I-C, I-D, II-A, III-A, IV-A, & V-B programs, as applicable)
 - McKinney-Vento Liaison (IX-A program)
 - Business Manager (all Federal Programs)
- School Interviews
 - Principal or head administrator
 - Teachers
 - Paraprofessionals, as applicable
 - Parents
 - Students, as applicable
- Classroom visits
 - Core instruction
 - Supplemental Instruction
- Entrance & Exit Conference

Types of Monitoring- Desk Review



- Uploading of documents by the LEA and review of documents/evidence by SDE Coordinators and/or Contract Reviewers (prior to the monitoring)

- Communication with LEA, as needed
 - Federal Programs Directors (I-A, I-C, I-D, II-A, III-A, IV-A, & V-B programs, as applicable and as needed)
 - McKinney-Vento Liaison (IX-A program)
 - Business Manager (all Federal Programs)

- Exit Conference

Types of Monitoring- Revisit



- Uploading of documents by the LEA and review of documents/evidence by SDE Coordinators and/or Contract Reviewers (prior to the visit)

May include any or all of the following onsite (or virtual):

- District Interviews
 - Federal Programs Directors (I-A, I-C, I-D, II-A, III-A, IV-A, & V-B programs, as applicable)
 - McKinney-Vento Liaison (IX-A program)
 - Business Manager (all Federal Programs)
- School Interviews
 - Principal or head administrator
 - Teachers
 - Paraprofessionals, as applicable
 - Parents
 - Students, as applicable
- Classroom visits
 - Core instruction
 - Supplemental Instruction
- Entrance & Exit Conference

Federal Programs Monitoring Tool



- Section 1: Student Identification
- Section 2: Program Needs Assessment, Services & Evaluation
- Section 3: Family & Community Engagement
- Section 4: School Improvement
- Section 5: Qualifications- Teachers & Paraprofessionals
- Section 6: Fiscal Accountability
- Section 7: Directory Information
- Section 8: Report Card Reporting
- Section 9: Equitable Services to Private Schools
- Section 10: Neglected, Delinquent, or At-Risk
- Section 11: McKinney-Vento Subgrant

Title II-A Program Indicators



- PROG 5- Professional Development Activities
- PROG 6- Professional Growth and Improvement
- PROG 7- Prioritizing Funds
- PROG 8- Use of Data
- PROG 9- Consultation and Coordination
- PROG 10- Allowable Activities

Title II-A Program 5 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 5 II-A	<p>Title II-A Professional Development Activities</p> <p>Description of the activities to be carried out by the local educational agency under this section and how these activities will be aligned with challenging State academic standards.</p> <p>ESSA Section 2102 (b)(2)(A)</p>	<ul style="list-style-type: none">•LEA and/or school level professional development calendars for the current school year. <p>Additional evidence:</p> <ul style="list-style-type: none">•CFSGA (Activities Tab)•Interview (as needed)

Title II-A CFSGA Activity Description



Description of the activities to be carried out by the Local Education Agency (LEA) under this section and how these activities will be aligned with challenging State academic standards. (2102(b)(2)(A))

	Activity Description	Description of how the activity is expected to improve student academic achievement (<u>measurable objectives</u>).	What evidence level of criteria does this strategy meet?	Delete Activity
Activity 1	<input type="text"/>	<input type="text"/>	--Select evidence level-- ▾	<input type="checkbox"/>

Add Activity

Title II-A Program 6 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 6 II-A	<p>Title II-A Professional Growth and Improvement</p> <p>Description of the local educational agency's systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership. ESSA Section 2102 (b)(2)(B)</p>	<ul style="list-style-type: none">• Description of or additional information about LEA induction program or leadership development opportunities, as applicable. <p>Additional evidence:</p> <ul style="list-style-type: none">•CFSGA (Program Description #1)•Interview (as needed)

Title II-A CFSGA Program Description # 1



1. Description of Local Education Agency's (LEA) system of professional growth and improvement (induction for teachers, principals, other school leaders for building teacher leadership)(2102(b)(2)(B)).

Title II-A Program 7 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 7 II-A	<p>Prioritizing Funds</p> <p>Description of how the local educational agency will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c). ESSA Section 2102 (b)(2)(C)</p>	<ul style="list-style-type: none">•List of schools in LEA, including any CSI, TSI, and/or ATSI designations, as applicable. <p>Additional evidence:</p> <ul style="list-style-type: none">•CFSGA (Program Description #2)•Interview (as needed)

Title II-A CFSGA Program Description # 2



2. Description of how Local Education Agency (LEA) will prioritize funds to schools implementing Comprehensive Support and Improvement and/or Targeted Support and Improvement activities. (2102(b)(2)(C)).

Title II-A Program 8 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 8 II-A	Title II-A Use of Data Description of how the local educational agency will use data and ongoing consultation described in paragraph (3) to continually update and improve activities supported under this part. ESSA Section 2102 (b)(2)(D)	<ul style="list-style-type: none">•Examples of LEA and/or school level collaboration, data meetings, etc. documenting how the LEA/school uses data and ongoing consultation to update and improve Title II-A activities. Additional evidence: <ul style="list-style-type: none">•CFSGA (Program Description #3)•Interview (as needed)

Title II-A CFSGA Program Description # 3



3. Description of how LEA will use data and consultation to update and improve activities in this program (2102(b)(2)(D)).

Title II-A Program 9 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 9 II-A	<p>Title II-A Consultation and Coordination</p> <p>(A) Consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this title;</p> <p>(B) Seek advice from the individuals and organizations described in subparagraph (A) regarding how best to improve the local educational agency’s activities to meet the purpose of this title;</p> <p>(C) Coordinate the local educational agency’s activities under this part with other related strategies, programs, and activities conducted in the community. ESSA Section 2102(b)(3)</p>	<ul style="list-style-type: none">•Documentation showing evidence of consultation, including seeking advice, from teachers, principals, other school leaders, paraprofessionals, instructional support personnel, charter school leaders (in an LEA that has charter schools, parents, community partners, and other organizations, as applicable. This also includes coordinating LEA activities with other related strategies, programs, and activities conducted in the community, as applicable. <p>Additional evidence:</p> <ul style="list-style-type: none">•Interview (as needed)

Title II-A Program 10 Indicator



Indicator/ Programs	Citation	Supporting Documents and Resources
PROG 10 II-A	<p>Title II-A Allowable Activities</p> <p>Activities:</p> <p>(1) Shall be in accordance with the purpose of this title;</p> <p>(2) Shall address the learning needs of all students; and</p> <p>(3) May include, (A)-(P)</p> <p>ESSA Section 2103(b) Types of Activities</p> <p>https://www2.ed.gov/documents/essa-act-of-1965.pdf</p>	<p>Title II-A LEA budget & expenditures</p> <p>Additional evidence:</p> <ul style="list-style-type: none">•CFSGA Title II-A Activities descriptions•Interview (as needed) <p>See also the Federal Programs Allowable Use of Funds Manual at</p> <p>https://www.sde.idaho.gov/federal-programs/funding/files/fiscal/allowable/Federal-Programs-Allowable-Use-of-Funds.pdf .</p>

Title II-A Fiscal Indicators



- FA 1- Written Policies and Procedures
- FA 2- Budget and Accounting Systems
- FA 3- Cost Principles and Allowable Use of Funds
- FA 7- CPA Audit
- FA 8- Inventory
- FA 10- Time and Effort
- FA 11- Record Retention

See the Fiscal Accountability presentation for more information.

Title II-A Equitable Services Indicators (1-8)



➤ ES 1- Identification and Outreach to Private Schools

If Private School says “no” to Equitable Services, you are done!

If Private School says “yes” to Equitable Services, complete ES indicators 1-11.

➤ ES 2- Affirmation of Consultation- Option for Private Schools

➤ ES 3- Affirmation of Consultation- Evidence of Meeting and Program Planning

➤ ES 4- Program Services- How and When

➤ ES 5- Funding Calculations

➤ ES 6- LEA Budget and Expenditures

➤ ES 7- Professional Development for Private School Teachers

➤ ES 8- Equitable Services Complaints

Title II-A Equitable Services Indicators (9-13)



- ES 9- Control of Funds- Inventory
- ES 10- LEA, Service Provider Documentation
- ES 11- Equitable Services Evaluation

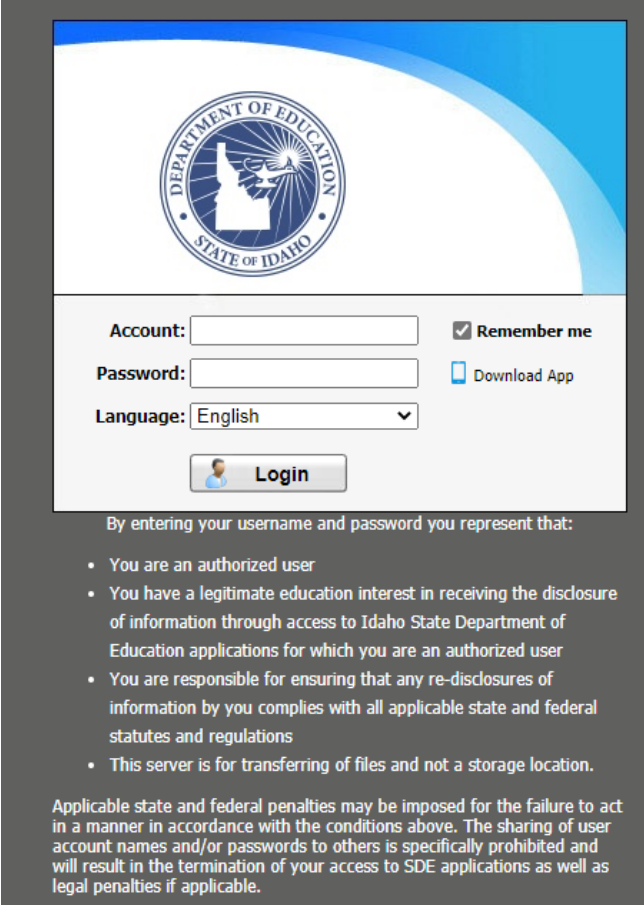
The following indicators do not apply to Title II-A:

- ES 12- CARES Act Consultation
- ES 13- CARES Act- ESSER Control of Funds, Inventory

Title II-A Equitable Services applies to districts which have private schools within the LEA boundaries. (See the Equitable Services presentation for more information.)

Note- Equitable Services to Private Schools does not apply to Charter LEAs.

Monitoring Upload Tool (MUT)




The screenshot shows the login interface for the Monitoring Upload Tool (MUT). At the top left is the Idaho State Department of Education logo. Below it are input fields for "Account:", "Password:", and "Language:" (set to "English"). There is a "Remember me" checkbox (checked) and a "Download App" button. A "Login" button is positioned below the input fields. Below the login form is a disclaimer text and a bulleted list of terms of use.

Account: Remember me

Password: [Download App](#)

Language: English

 Login

By entering your username and password you represent that:

- You are an authorized user
- You have a legitimate education interest in receiving the disclosure of information through access to Idaho State Department of Education applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations
- This server is for transferring of files and not a storage location.

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

<https://sftp.sde.idaho.gov/login.html>

ESEA Monitoring Folders



Department of Education logo [Welcome, kgauby@sde.idaho.gov] ? Help ? Change Password ? Logout

Navigation icons: Back, Home, Refresh, Up, Down, Delete, Folder, Search, Mail, More actions

Multi-files operations: Zip Files, Delete Files, Cut Files

Select: All, None Now directory: / includes 0 files and 1 directories, size: 0 Bytes

Name	Size	Type	Modified
<input type="checkbox"/> 📁 ESEA	0	folder	2021-07-29 11:28:35

Indicators by Section (1-11)



[Welcome, **kgauby@sde.idaho.gov**]

Select: All, None Multi-files open

Now directory: /ESEA/Template of indicator folder:

Name	Size	Type	Modified
<input type="checkbox"/> Sec 1 Student Identification	0	folder	2018-08-14 09:34:57
<input type="checkbox"/> Sec 2 Program Needs Assessment, Services & Evaluation	0	folder	2021-08-11 13:28:10
<input type="checkbox"/> Sec 3 Family & Community Engagement	0	folder	2018-08-14 09:31:44
<input type="checkbox"/> Sec 4 School Improvement	0	folder	2019-06-04 08:52:48
<input type="checkbox"/> Sec 5 Qualifications- Teachers & Paraprofessionals	0	folder	2018-08-14 09:28:19
<input type="checkbox"/> Sec 6 Fiscal Accountability	0	folder	2018-08-14 09:07:00
<input type="checkbox"/> Sec 7 Directory Information	0	folder	2018-08-14 09:26:46
<input type="checkbox"/> Sec 8 Report Card Reporting	0	folder	2018-08-14 09:26:17
<input type="checkbox"/> Sec 9 Equitable Services to Private Schools	0	folder	2021-09-02 15:55:05
<input type="checkbox"/> Sec10 Neglected, Delinquent, or At-Risk	0	folder	2018-08-14 09:11:04
<input type="checkbox"/> Sec11 McKinney-Vento Subgrant	0	folder	2018-08-14 09:09:01

Indicator by Section (Student Identification)



[Welcome, kgauby@sde.idaho.gov]

Multi-files operations:

Now directory: /ESEA/Template of indicator folders/Sec 1 Student Identification

Select: All, None

Name	Size	Type	Modified
<input type="checkbox"/> SID 1	0	folder	2021-09-03 10:53:05
<input type="checkbox"/> SID 2	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 3	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 4	0	folder	2017-08-17 09:10:32
<input type="checkbox"/> SID 5	0	folder	2017-08-15 14:57:23
<input type="checkbox"/> SID 6	0	folder	2017-08-15 14:57:38
<input type="checkbox"/> SID 7	0	folder	2017-08-15 15:01:18
<input type="checkbox"/> SID 8	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 9	0	folder	2017-08-15 15:02:21
<input type="checkbox"/> SID10	0	folder	2017-08-15 15:02:43
<input type="checkbox"/> SID11	0	folder	2018-08-14 09:34:57

Uploading Documents



A screenshot of a web-based file management interface. At the top, there is a navigation bar with a logo on the left, a welcome message "[Welcome, kgauby@sde.idaho.gov]" in the center, and a "Help" icon on the right. Below the navigation bar is a toolbar with icons for back, home, refresh, upload (circled in blue), download, delete, folder, search, and a "More actions" button. To the right of the toolbar, it says "Multi-files operations:" followed by a "Zip" icon. Below the toolbar, the text "Select: All, None" is on the left, and "Now directory: /ESEA/Template of indicator folders/Sec 1 Student Identification/SID 1" is on the right. A table with columns "Name", "Size", "Type", and "Modified" is visible but empty. In the foreground, an "Upload File" dialog box is open. It has a blue title bar with a close button. Inside the dialog, there is a large dashed rectangular area for file placement. Below this area are two buttons: a blue "Browse Files" button and a white "Cancel" button. Below the buttons, the text "or Drag&Drop files here" is displayed.

Indicator Document Example (SID 1)



The screenshot shows a web-based file management interface. At the top left is the Idaho Department of Education logo. The top right shows a user greeting: "[Welcome, kgauby@sde.idaho.gov]" and a "Help" button. Below the header is a toolbar with icons for back, home, refresh, up, down, delete, folder, search, and share, along with a "More actions" button. To the right of the toolbar is a "Multi-files operations:" section with a small icon. Below the toolbar, the current directory path is displayed: "Now directory: /ESEA/Template of indicator folders/Sec 1 Student Identification/SID 1". Below the path is a table with columns for Name, Size, Type, and Modified. A single file is listed in the table.

Select: All, None

Now directory: /ESEA/Template of indicator folders/Sec 1 Student Identification/SID 1

Name	Size	Type	Modified
<input type="checkbox"/> 2021-2022 FPM Tool With Actions Needed-Draft (2) 8.27.2021 version.docx	257.59 KB	docx File	2021-09-03 10:57:56

Indicator Upload Information



[Welcome, **kgauby@sde.idaho.gov**]

Select: All, None **Multi-files operations**

Now directory: /ESEA/Template of indicator folders/**Sec 1 Student Identification**

Name	Size	Type	Modified
<input type="checkbox"/> SID 1	0	folder	2021-09-03 11:04:42
<input type="checkbox"/> SID 2	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 3	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 4	0	folder	2017-08-17 09:10:32
<input type="checkbox"/> SID 5	0	folder	2017-08-15 14:57:23
<input type="checkbox"/> SID 6	0	folder	2017-08-15 14:57:38
<input type="checkbox"/> SID 7	0	folder	2017-08-15 15:01:18
<input type="checkbox"/> SID 8	0	folder	2015-01-15 14:58:04
<input type="checkbox"/> SID 9	0	folder	2017-08-15 15:02:21
<input type="checkbox"/> SID10	0	folder	2017-08-15 15:02:43
<input type="checkbox"/> SID11	0	folder	2018-08-14 09:34:57

After the Federal Programs Monitoring



If there are any Findings and Actions Needed on any of the indicators, the LEA has 30 days to submit an Action Plan.

The LEA will submit the Action Plan with timeline and any additional documentation to the Title I-A Coordinator.

Note: The LEA may also be asked by the reviewers to upload additional documentation during or after the monitoring.

After all indicators have been satisfied, the Federal Programs Monitoring is CLOSED.



Questions?



Please ask.

We are here to support you. 😊



Contact Information



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