



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

2014-2015

Monitoring Process

Sonya G. Morris
Chief of Federal Educational Programs

Bureau of Federal Educational Programs
Florida Department of Education (FDOE)

2014-2015 FDOE Monitoring System

Work Papers	All LEAs will submit work paper and required documentation via the FDOE <u>online</u> monitoring system.
Self-Evaluation Certifications	These will be automatically generated in the online system. Each district will submit only ONE certification; print, sign, and e-mail or mail to FLDOE Office of Federal Programs. It must be signed by the Superintendent or designee.
Questions	<ul style="list-style-type: none">• Desktop and Onsite LEAs respond to work paper questions online.• Self-monitoring LEAs do not submit answers to questions online, but questions will help LEA determine if in compliance.
Documentation	<ul style="list-style-type: none">• Desktop and Onsite LEAs submit documentation online per the work papers.• Self-monitoring LEAs check that each compliance item was reviewed and note any non-compliance.
System Improvement Plans (SIPs)	<ul style="list-style-type: none">• SIPs automatically generated after Preliminary Report is received. LEA completes online.• FDOE program staff approves SIPs in the online system.• LEA reports SIP implementation through online system.• LEA uploads documentation/evidence into the system.• FDOE program staff reviews and approves SIPs documentation/evidence in the online system.

Timelines



- Online system released soon
- Due date to be released soon
 - Work Paper Submissions (Desktop/Onsite LEAs)
 - Documentation Uploaded (Desktop/Onsite LEAs)
 - Self-Evaluation Certification (Self-monitoring LEAs only)
 - System Improvement Plans (Self-monitoring LEAs only)
- November 2014– March 2015 (Tentative)
 - Onsite and Desktop reviews
 - Follow-up and targeted monitoring, as needed

Preliminary 2014-2015 LEA Compliance Monitoring Schedule

Date	Type
November –December 2014	Self-Evaluations
November 2014-February 2015	Desktop and Onsite Reviews
May vary based on program being monitored	

Title I, Part A, Improving the Academic Achievement of the Disadvantaged

Compliance Items Code	Compliance Item
AIA-1-7	Needs Assessment and Program Planning
CIA-1-3	Coordination of Programs
DIA-1-6	Private School Consultation
IIA-1-6	Programmatic Use of Funds
KIA-1-6	Parental Involvement
LIA-1	Highly Qualified Staff

Title I, Part A Monitoring Focus Area

- AIA-4-Evaluation of schoolwide programs
 - Decision-making tool
- CIA-2-Coordination and integration of services
- CIA-3-Services to homeless children
- DIA-1-6-Private School Implementation
- IIA-1-Title I School Eligibility and Rank and Serve
 - Community Eligibility Provision
- IIA-5- Required Set Asides (Homeless and N & D)
- KIA-1 and 5-Parental Involvement (Involving parents) and set aside
- LIA-1-Highly Qualified Teachers

Title I, Part D Monitoring Focus Areas

- DJJ educational program oversight
 - There will be focus on the implementation and LEA level monitoring of the basic educational program offered at DJJ facilities.
 - LEAs will be responsible for ensuring the implementation of Title I, Part D activities at DJJ facilities.
-
- Data Collection Process
 - LEAs will need to demonstrate efforts to improve Title I, Part D data collection efforts.
 - Monitoring interviews will be held with program and relevant MIS staff in order review the LEA's understanding of the Title I, Part D data collection process.

LEAs Designated for Self-Monitoring

- Indicate the status of each compliance item:
 - Requirement(s) Met
 - Further Action Required
 - Not Applicable
- Are not required to provide answers to review questions.
- Complete all steps in the process by the deadline.
- Direct questions concerning the monitoring process may to ofp@fldoe.org and program specific questions/concerns to Wanda.Young@fldoe.org.

LEAs Designated for Desktop or Onsite Monitoring

- Indicate the status of each compliance item:
 - Requirement(s) Met
 - Further Action Required
 - Not Applicable
- Are required to provide answers to review questions.
- Are required to upload documentation for each compliance item.
- Complete all steps in the process by the deadline.
- Direct questions concerning the monitoring process may to ofp@fldoe.org and program specific questions/concerns to Wanda.Young@fldoe.org.

General Monitoring FAQs

1. Do all LEAs have to submit a complete set of work papers?

All LEAs need to log in to the online system and indicate their level of compliance for each item.

Only programs designated for onsite or desktop monitoring need to submit a complete set of work papers, including answers to all applicable questions and the supporting documents.

Note: Submissions via the online system are the only acceptable format. Hard copy submissions of the work papers will not be accepted, unless there are extenuating circumstances.

General Monitoring FAQs

2. **Do LEAs that are participating in the self-monitoring process have to answer the questions in the online work papers?**

No, LEAs participating in the self-evaluation monitoring process do not need to answer the questions in the online work papers. Only those LEAs that are participating in the onsite and desktop monitoring process do.

However, those self-evaluation LEAs need to answer the questions (just not online) to determine if they are in compliance or not.

3. **Do LEAs that are participating in the self-monitoring process have to upload any documentation for online work papers?**

No documentation needs to be uploaded for the Title I online work papers for LEAs participating in the self-evaluation monitoring process.



General Monitoring FAQs

4. **What if a compliance item is checked that “further action is required” (such as Third-Party Contract), how do I access the System Improvement Plan?**

Once you complete the online work papers and check that “Further Action is Required” for a compliance item, the system should automatically generate the SIP for you to complete online.

Below are the steps for the 2014-2015 SIPs.

- SIPs automatically generated after Preliminary Report is received. LEA completes online.
- FDOE program staff approves SIPs in the online system.
- LEA reports SIP implementation through online system.
- LEA uploads documentation/evidence into the system.
- FDOE program staff reviews and approves SIPs documentation/evidence in the online system.



General Monitoring FAQs

5. **What if I completed a SIP for the 2013-2014 school year, but it has not been implemented yet. Do I check “Further Action Required” for the compliance item in the 2014-2015 work papers and submit a new SIP for 2014-2015?**

If a compliance item still requires further action, a new SIP must be completed for 2014-2015.

For example:

- In 2013-2014, your LEA did not have a homeless students policy.
- You completed a SIP, but the policy was not approved by the school board by the date indicated in the SIP, nor will it be approved by the deadline for the new monitoring work papers.
- In this case, you would check that Compliance Item AIA-3 still requires further action and you would complete the 2014-2015 online SIP.



LEA Follow up on 2013-2014 SIPs

- **How to carry over System Improvement Plans (SIPs) from 2013-2014 into 2014-2015.**
 - Please mark **“Further Action Required”** for each compliance item with an outstanding 2013-2014 SIP and/or Evidence before you submit your 2014-2015 Self-Evaluation Certifications (SEC). If you have submitted a SEC and your work papers are not available for edits, please contact me a.s.a.p. I will open them so you can make edits and resubmit your approved SEC by the Superintendent/Designee.
- IF:
- **you submitted evidence** and have not received approval from FDOE staff, please contact them to see if your information is approvable to avoid repeating the System Improvement Process in 2014-2015.
 - **you have not completed a SIP**, please mark **“Further Action Required”** for the applicable compliance item(s).
 - **you can provide evidence**, but have not, please contact your Florida Department of Education program specialist to see if they can review and approve your evidence on/before **December 20, 2013** so you will be in full compliance for the item in 2014-2015.
- You may check your **2013-2014 SIPs** following these steps:
- Log into the monitoring system
 - Select System Improvement Plan and Evidence
 - Select 2013-2014
 - Select the orange pencil icon (if no programs are listed, you do not have outstanding SIPs)*
 - Select the blue pencil icon
 - The SIP should appear*



Important Web Page Links

- NCLB Monitoring Web Page
http://www.fldoe.org/NCLB/nclb_monitoring.asp
- 2014-2015 Monitoring Preparation Toolkits
<http://flrecruiter.org/node/176>

QUESTIONS?

