Title IX, Part A
Monitoring TA

Florida Homeless Education Program
October 2019
Today’s Topics:

- Introduction
- TIXPA Risk Analysis
- On-line Monitoring System
- Compliance and Performance Items
- What to Expect During Onsite and Desktop Monitoring
- Monitoring Timeframes
- Contact Information
Introduction

• Monitoring conducted this year covers the period of July 1, 2018 through the date of work paper and documentation submission
TIXPA Risk Analysis: The Factors

- Years since last onsite or desktop review
- Program Performance
- Utilization of Resources
Last OS or DT Review
(30 Points)

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Points</th>
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<tbody>
<tr>
<td>0 to 1 Year</td>
<td>0</td>
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<tr>
<td>2 Years</td>
<td>5</td>
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<tr>
<td>3 Years</td>
<td>10</td>
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<tr>
<td>4 Years</td>
<td>15</td>
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<tr>
<td>5 to 7 Years</td>
<td>20</td>
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<tr>
<td>Never or &gt;8 Years</td>
<td>30</td>
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Scale of 100
<table>
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<tr>
<th>County</th>
<th>County</th>
<th>County</th>
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<tr>
<td>Volusia</td>
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<td>Broward</td>
<td>Glades</td>
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<td>Monroe</td>
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<td>Lake</td>
<td>Jackson</td>
<td>Alachua</td>
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Program Performance
(40 Points)

- Homeless Student Response Rate
- HSIR Impact Potential
- Homeless Student Attendance Rate
- Homeless Student Promotion Rate
Resource Utilization
(30 Points)

- TIPA Homeless Set-Aside as a percent of TIPA allocation
- % of EHCY sub-grant expended in previous year (if applicable)
- Homeless liaison years of experience
2019-2020 Online Monitoring System
ACCESSING THE MONITORING SYSTEM

Use the following link to access the online monitoring system:
https://web05.fldoe.org/ESEAMonitoring/login.aspx
LOGGING INTO THE SYSTEM

The system is limited to one username and password per district. Therefore, the primary district contact is responsible for accessing the system.
FORGOT PASSWORD/FIRST-TIME USER

Primary contacts who do not remember their password can use the “Forgot Password/First Time Login” button to retrieve their login credentials.
MONITORING WORK PAPERS

Use the “Monitoring Work Papers” link to access the current support documentation.
MONITORING WORK PAPERS

Upon accessing the work papers page, you will see a pencil next to all funding sources applicable to your district. After clicking on the appropriate pencil, the ESEA Monitoring Application screen will appear.
Enter LEA Information

Complete the Agency Head Information and Contact Information fields.
COMPLIANCE ITEM STATUS

The user needs to indicate the compliance status for each item. The available options are Requirement(s) Met, Further Action Required, Not Applicable.
Only LEAs selected for desktop and onsite monitoring enter responses to the review questions in the online system.
Click the “Documents to Support Compliance” link for examples.
Here’s an example.
GO TO LINKS

The system has navigation links to bring you to the top or bottom of the page.
SAVING IN THE SYSTEM

If you click “Save and Return Later,” the system saves your information and returns you to the Login screen. Save your work every 30 minutes.
UPLOADING SUPPORT DOCUMENTATION

For desktop or onsite monitoring, once all questions are answered, upload all supporting documentation. Click the “Upload Documents to Support Compliance” link.
UPLOADING SUPPORT DOCUMENTATION

Make to collect documentation relevant to meeting compliance so that they have plenty of space within the 15 MB limit.
ENTIRE CONTENT OF THE WORK PAPERS

The system contains the entire content of the work papers, which can be downloaded as a MS Word document.
Select the appropriate year and applicable program to view the work papers.
Florida Department of Education
2018-2019 ESEA Monitoring Application
Title I Part A, Improving the Academic Achievement of the Disadvantaged

Compliance Item A/A-2: The local educational agency (LEA) shall ensure that schools implementing schoolwide programs conduct a comprehensive needs assessment (CNA) of the entire school that takes into account the needs of the entire school, and particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors. The CNA must be based on student achievement data related to the state academic content standards and the state academic achievement standards.

The LEA shall ensure a school operating a schoolwide program

- annually evaluates the implementation of, and results achieved by, the schoolwide program, using data from the state’s annual assessments and other indicators of academic achievement;
- determines whether the schoolwide program has been effective in increasing the achievement of students in meeting the state’s academic standards, particularly for those students who had been furthest from achieving the standards;
- revises the plan, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the schoolwide program.

ESEA Sections 1114(b)(1), 1114(b)(2), 1114(b)(3), 1114(b)(4), 1114(b)(6), 1114(b)(8), 1114(b)(9), 1114(b)(10), Title 34, Code of Federal Regulations (CFR) sections 300.300 and 300.360

Findings:

The LEA should:

- provide evidence demonstrating that the LEA ensures the schoolwide program plan is based on a CNA of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the LEA.
- provide evidence demonstrating that the LEA ensures the schoolwide program plan is developed with the involvement of parents and other members of the community to be served and individuals who will carry out the plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this VIG), the LEA, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, school staff, and other individuals determined by the school.
- provide evidence demonstrating that the LEA ensures the schoolwide plan and its implementation are implementation are...
Compliance and Performance Items: Review Questions and Documentation
2018-19 Monitoring Cycle

- Work papers include questions about LEA performance in the areas of:
  - Homeless Students Policy
  - Homeless education activities
  - Use of federal and non-federal resources for homeless education activities
Compliance and Performance Items

- Correlate with focus areas (e.g., needs assessment, evaluation, inventory, etc.) for each Federal Program (related to federal and state statutes and state-level performance goals)

- Identify general responsibilities of LEAs for each focus area
Compliance and Performance Items

- Consists of review questions (narrative responses) and documents to support compliance (evidence)
Review Questions

- Require complete and concise information beyond “yes” and “no”; that spell out acronyms

- Require answers to each component of a question (i.e., A, B, and C; 1, 2, and 3; etc.)

- Identify personnel position titles (not just names)
Review Questions

- Include a list of the Documents to Support Compliance that correlates with uploads
Documents to Support Compliance

- **Redact** all personally identifiable information (student last names, student identification numbers, and social security numbers) and comply with all guidelines outlined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

- Are samples that demonstrate the written responses to Review Questions
Documents to Support Compliance

- Are provided by compliance item
- Are samples that demonstrate the written responses to Review Questions
Documents to Support Compliance

Adequately reflect and support the descriptions outlined in Review Question responses so that the:

- Bureau of Federal Educational Programs staff can easily determine that compliance has been achieved.
- Volume of documentation does not overwhelm the online system, i.e., only upload the pages of a large report, manual or guide that are relevant to the particular compliance item.
What to Expect During Onsite and Desktop Monitoring
Expectations During Onsite Monitoring

Meeting Logistics
- Location for Document Review
- Access to Internet and Copy Machine (Scanner)

LEA Uploads Work Papers and Required Documents and FDOE Reviews Work Papers and Documents

Entrance Meeting
- LEA leadership and relevant program directors
- Review of each program being monitored
- Review of expectations for access and documentation
Expectations During Onsite Monitoring (continued)

- Visits to Program Sites
- Final Wrap-Up Meeting
- Final Monitoring Report - Report Includes
  - Compliance Items Met or Not Met
  - Items for System Improvement Plans (SIPs)
Expectations During Desktop Monitoring

- LEA Uploads Work Papers and Required Documents
- FDOE Reviews Work Papers and Documents
  - May Conduct Conference Call with LEA for Clarification, if Needed
- FDOE Prepares a Draft Monitoring Report
- FDOE Disseminates Draft Report to LEA for Review
  - Conducts Conference Call with LEA to Discuss Issues and Concerns Identified in Draft Report
Expectations During Desktop Monitoring (continued)

- LEA Submits Second Upload to FDOE, If Required
- FDOE Reviews Second Upload Documents
- Final Monitoring Report - Report Includes
  - Compliance Items Met or Not Met
  - Items for System Improvement Plans (SIPs)
Monitoring Timeframes
TBD
Any Questions?