



# Title IX, Part A Monitoring TA

## Florida Homeless Education Program October 2019



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



## 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)

0 to 1 Year = 0

2 Years = 5

3 Years = 10

4 Years = 15

5 to 7 Years = 20

Never or >8 Years = 30

Scale of 100



## five or more years since last review

Volusia	Okeechobee	Broward	Glades
Monroe	Walton	Citrus	Gilchrist
Madison	Hamilton	Highlands	Hernando
Washington	Santa Rosa	Franklin	Pasco
Hendry	Putnam	Gulf	Dixie
Osceola	Flagler	Levy	Holmes
Polk	FSDB	Liberty	Charlotte
Escambia	Sumter	Marion	Calhoun
Union	Leon	Lake Wales	Indian River
Baker	Hillsborough	Lake Wales	
Lake	Jackson	Alachua	

# 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

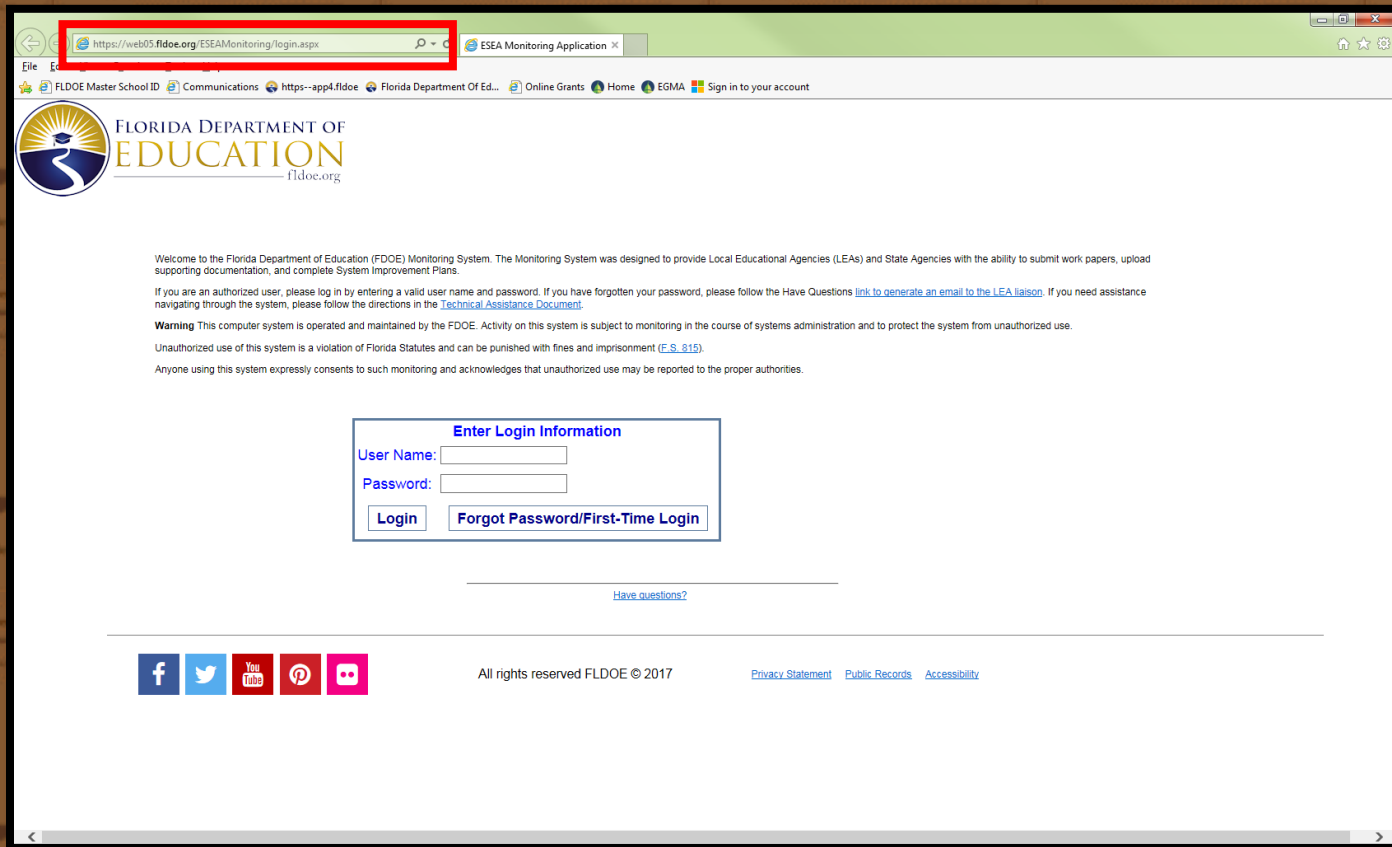






# **2019-2020 Online Monitoring System**

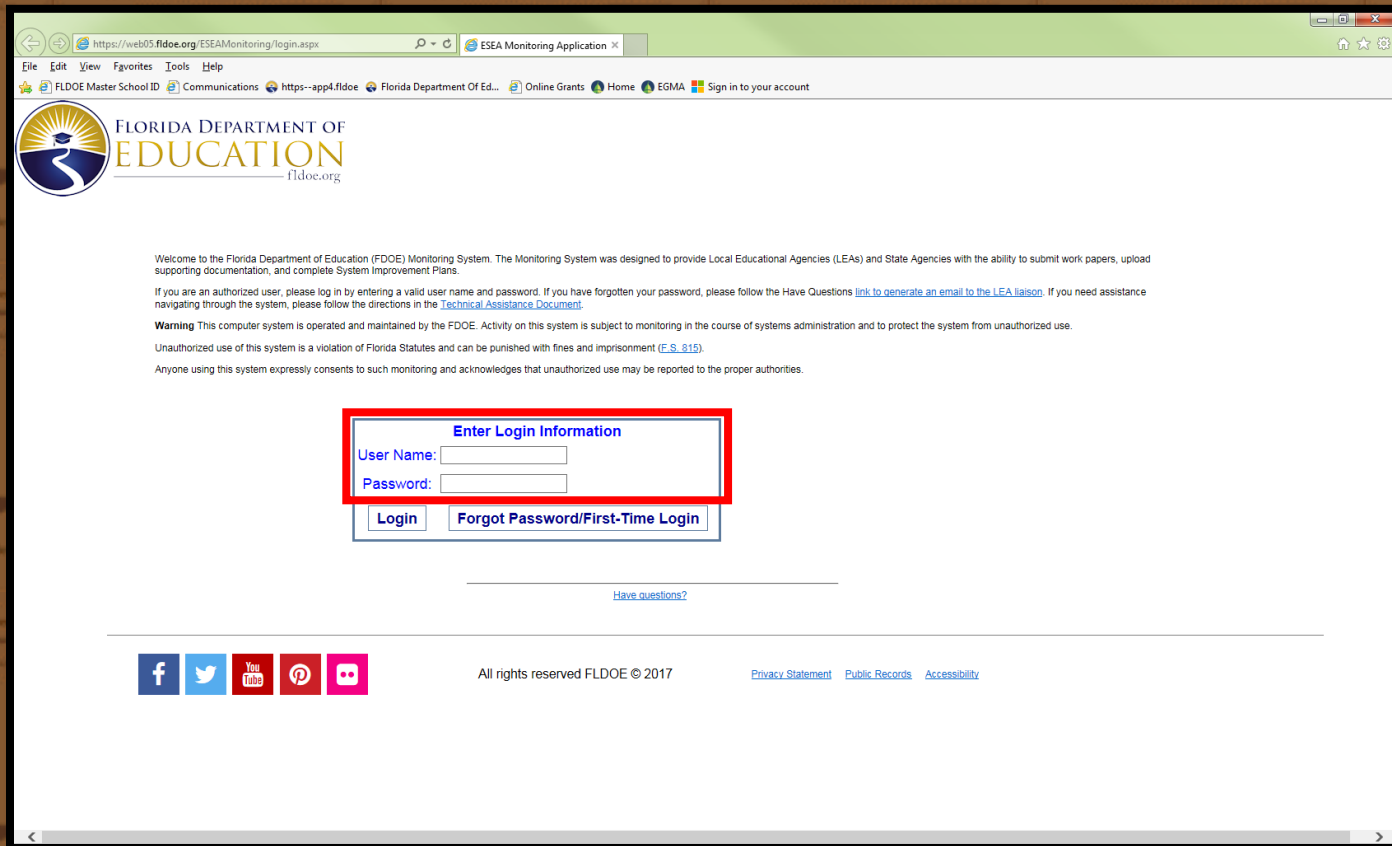




## ACCESSING THE MONITORING SYSTEM

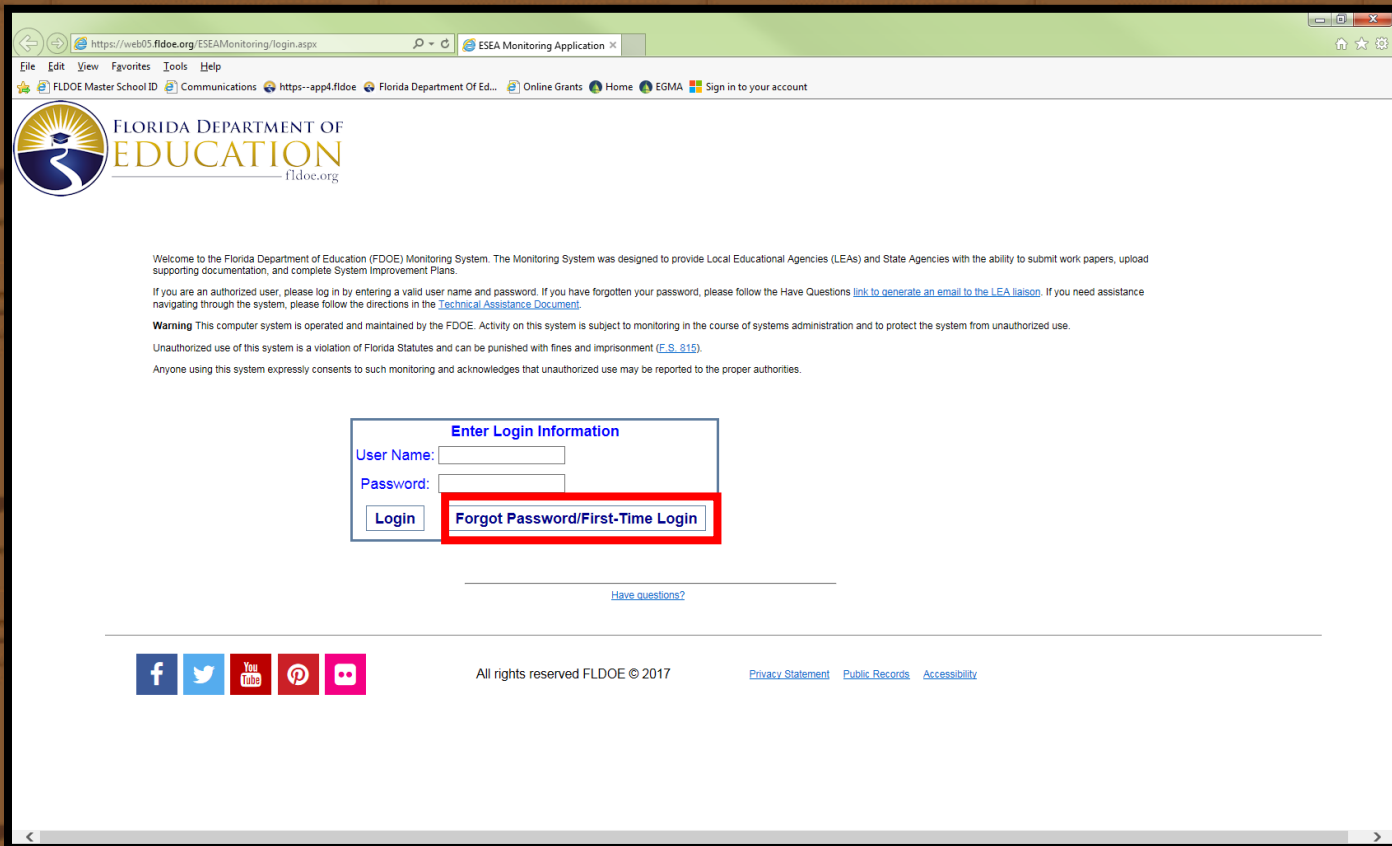
*Use the following link to access the online monitoring system:*

<https://web05.fldoe.org/ESEAMonitoring/login.aspx>



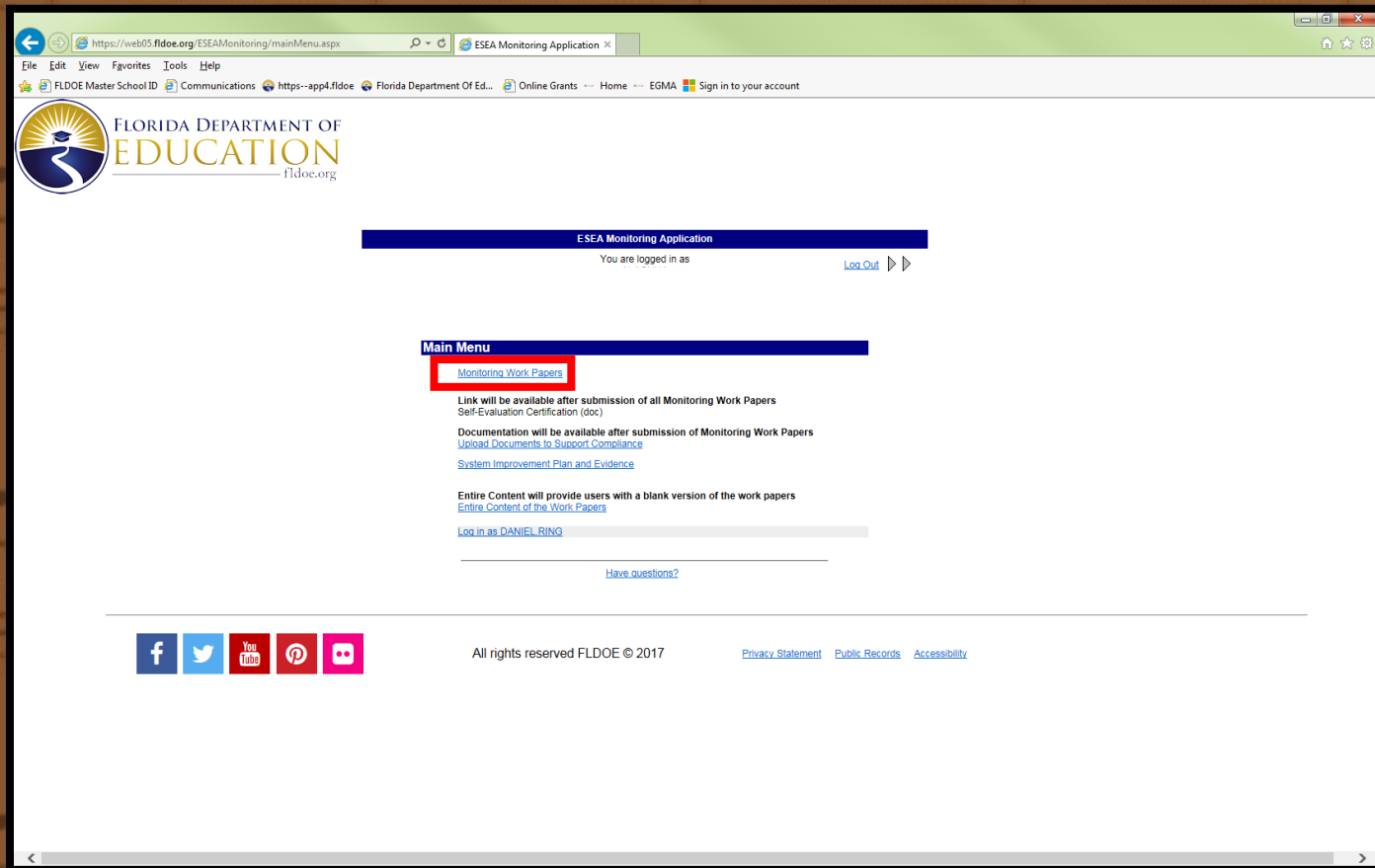
## LOGGING INTO THE SYSTEM

*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.*

**ESEA Monitoring Application**

You are logged in as [Log Out](#)

**Monitoring Work Papers**

**Instructions:** To begin, select the pencil to access the work papers. Editing the monitoring reports will be disabled following the submission due date established for work papers. FDCE staff will initiate reports based on information submitted for LEAs monitored by onsite or desktop review. When the report has been successfully submitted, the status will show Complete. Please refer to the icons listed below to print or edit work papers.

- Select print icon (🖨️) to print submitted work papers
- Select edit icon (✎️) to edit work papers

**Onsite/Desktop Monitoring**

Program	Date Last Updated	Workpaper Status
Title I, Part C		

**Self Evaluation**

Program	Date Last Updated	Workpaper Status
Title I, Part A		
Title I, Part D, Subpart 2		
Title III, Part A/E/SOL		
Title IX, Part A		

[Have questions?](#)

[f](#)
[Twitter](#)
[YouTube](#)
[Pinterest](#)
[Instagram](#)

All rights reserved FLDOE © 2017 [Privacy Statement](#) [Public Records](#) [Accessibility](#)

## 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.*

https://web05.fldoe.org/ESEAMonitoring/lea.aspx?tapno=19A001 ESEA Monitoring Application

File Edit View Favorites Tools Help

FLDOE Master School ID Communications https--app4.fldoe Florida Department Of Ed... Online Grants Home EGMA Sign in to your account

**ESEA Monitoring Application**

◀◀ Main Menu You are logged in as Log Out ▶▶

**Instructions:** Please complete the introductory information to begin the work papers and in order to save, including:

- Program (mutually exclusive)
- Monitoring Information
- Date(s) of Onsite or Desktop Monitoring, if applicable
- Agency Head Information
- Contact Information

If activities have not yet been implemented for the current year and documentation is not yet available, LEAs should use the most recent data available.

Users will need to specify whether the LEA has met all requirements, further action is required, or the requirement is not applicable. If further action is required, the user must choose the applicable finding(s). Text fields are provided for users to give further details about specific findings as needed; it is not a required field. There is an option to Select All Findings or De-Select All Findings, added only for convenience; it is not a required field. You may manually enter your selection(s) without selecting either button.

You may save this page and return later as long as the introductory information is completed and there are no partially complete compliance items. For instance, do not provide answers to the questions until a status has been selected. Once you have completed all requirements on this page, you may submit. A message will be sent to FDOE staff notifying them of the submission.

**Additional Instructions intended for LEAs Monitored Though the Desktop, Onsite, or Targeted Process: Please respond, in the appropriate text boxes, to all questions in the work papers. These are required to document compliance.**

More detailed instructions can be found in the ESEA Monitoring Technical Assistance Paper and [Online Guidance](#).

\* Indicates fields required for complete submission.

**Monitoring Information**

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

Monitoring Information \* ☐ Onsite ☐ Desktop ☒ Self-Monitoring

Date(s) of Onsite or Desktop Monitoring \* Week of N/A Self-Monitoring

**Agency Head Information**

Superintendent/Agency Head \*

**Contact Information**

First Name \*

Last Name \*

Email \*

Phone \*  x

**Monitoring Report**

**Compliance Item AIA-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

## ENTER LEA INFORMATION

*Complete the Agency Head Information and Contact Information fields.*

Browser address bar: <https://web05.fl DOE.org/ESEAMonitoring/lea.aspx?tapno=19A001>

Page Title: ESEA Monitoring Application

Navigation: File Edit View Favorites Tools Help

Links: FLD OE Master School ID Communications https--app4.fl DOE Florida Department Of Ed... Online Grants Home EGMA Sign in to your account

**Compliance Item AIA-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)(5), 1114(b)(6), 1114(b)(7)(A)(i), Title 34, Code of Federal Regulations (CFR) sections 200.26(a) and 200.26(c)

**Status \***

☐ Requirement(s) Met ☐ Further Action Required ☐ Not Applicable

**Review Question(s) \***

1. Describe the use of student achievement and behavior data within the CNA process to identify the needs of all students, including those children who were failing, or at-risk of failing, to meet the state academic standards. Include a description of the evidence the LEA collects to demonstrate compliance.
2. Describe stakeholder involvement in the development, implementation, and evaluation of the CNA and schoolwide program plan. Describe how these stakeholders were recruited. Include a description of the evidence the LEA collects to demonstrate compliance.
3. Describe how the LEA ensures that each school conducts a comprehensive needs assessment, the results it obtained, and the conclusions it drew from those results. Include a description of the evidence the LEA collects to demonstrate compliance.
4. Describe how the LEA ensures that each school disseminates the school's CNA and schoolwide program plan in an understandable and uniform format and in different languages, as appropriate. Include a description of the evidence the LEA collects to demonstrate compliance.
5. Describe how the LEA monitors and revises the implementation of the strategies identified within each school's schoolwide program plan. Include a description of the evidence the LEA collects to demonstrate compliance.
6. Describe how the LEA monitors Title I schools to ensure the methods and instructional strategies selected to strengthen the academic program within each school have met the appropriate ESSA evidence-based levels of research. Include a description of the evidence the LEA collects to demonstrate compliance.
7. Describe how the LEA evaluated all objectives stated in the approved Title I, Part A project application. Include a description of the evidence the LEA collects to demonstrate compliance.

## 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.*



Browser window showing the ESEA Monitoring Application. The URL is <https://web05.fl DOE.org/ESEAMonitoring/lea.aspx?tapno=19A001>. The application title is "ESEA Monitoring Application".

The main content area displays "Review Question(s) \*". There are 9 numbered questions, each with a text input field and a "Go to top" button. The questions are:

1. Describe the use of student achievement and behavior data within the CNA process to identify the needs of all students, including those children who were failing, or at-risk of failing, to meet the state academic standards. Include a description of the evidence the LEA collects to demonstrate compliance.
2. Describe stakeholder involvement in the development, implementation, and evaluation of the CNA and schoolwide program plan. Describe how these stakeholders were recruited. Include a description of the evidence the LEA collects to demonstrate compliance.
3. Describe how the LEA ensures that each school conducts a comprehensive needs assessment, the results it obtained, and the conclusions it drew from those results. Include a description of the evidence the LEA collects to demonstrate compliance.
4. Describe how the LEA ensures that each school disseminates the school's CNA and schoolwide program plan in an understandable and uniform format and in different languages, as appropriate. Include a description of the evidence the LEA collects to demonstrate compliance.
5. Describe how the LEA monitors and revises the implementation of the strategies identified within each school's schoolwide program plan. Include a description of the evidence the LEA collects to demonstrate compliance.
6. Describe how the LEA monitors Title I schools to ensure the methods and instructional strategies selected to strengthen the academic program within each school have met the appropriate ESSA evidence-based levels of research. Include a description of the evidence the LEA collects to demonstrate compliance.
7. Describe how the LEA evaluated all objectives stated in the approved Title I, Part A project application. Include a description of the evidence the LEA collects to demonstrate compliance.
8. Describe how the schoolwide program plan was revised, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the schoolwide program. Include a description of the evidence the LEA collects to demonstrate compliance.
9. Describe how the results of the evaluation were shared with appropriate staff, as well as how the results were used to make improvements to the program. Include a description of the evidence the LEA collects to demonstrate compliance.

Below the questions is a link: [Documents to Support Compliance](#).

## COMPLIANCE ITEM REVIEW QUESTIONS

*Only LEAs selected for desktop and onsite monitoring enter responses to the review questions in the online system.*

Browser address bar: <https://web05.fl DOE.org/ESEAMonitoring/lea.aspx?tapno=19A001>

Page Title: ESEA Monitoring Application

Navigation Bar: File Edit View Favorites Tools Help | FLD OE Master School ID | Communications | <https://app4.fl DOE> | Florida Department Of Ed... | Online Grants | Home | EGMA | Sign in to your account

### Review Question(s) \*

1. Describe the use of student achievement and behavior data within the CNA process to identify the needs of all students, including those children who were failing, or at-risk of failing, to meet the state academic standards. Include a description of the evidence the LEA collects to demonstrate compliance.
2. Describe stakeholder involvement in the development, implementation, and evaluation of the CNA and schoolwide program plan. Describe how these stakeholders were recruited. Include a description of the evidence the LEA collects to demonstrate compliance.
3. Describe how the LEA ensures that each school conducts a comprehensive needs assessment, the results it obtained, and the conclusions it drew from those results. Include a description of the evidence the LEA collects to demonstrate compliance.
4. Describe how the LEA ensures that each school disseminates the school's CNA and schoolwide program plan in an understandable and uniform format and in different languages, as appropriate. Include a description of the evidence the LEA collects to demonstrate compliance.
5. Describe how the LEA monitors and revises the implementation of the strategies identified within each school's schoolwide program plan. Include a description of the evidence the LEA collects to demonstrate compliance.
6. Describe how the LEA monitors Title I schools to ensure the methods and instructional strategies selected to strengthen the academic program within each school have met the appropriate ESSA evidence-based levels of research. Include a description of the evidence the LEA collects to demonstrate compliance.
7. Describe how the LEA evaluated all objectives stated in the approved Title I, Part A project application. Include a description of the evidence the LEA collects to demonstrate compliance.
8. Describe how the schoolwide program plan was revised, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the schoolwide program. Include a description of the evidence the LEA collects to demonstrate compliance.
9. Describe how the results of the evaluation were shared with appropriate staff, as well as how the results were used to make improvements to the program. Include a description of the evidence the LEA collects to demonstrate compliance.

[Documents to Support Compliance](#)

Go to: top | bottom

## DOCUMENTS TO SUPPORT COMPLIANCE

*Click the “Documents to Support Compliance” link for examples.*

Compliance Item AIA-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

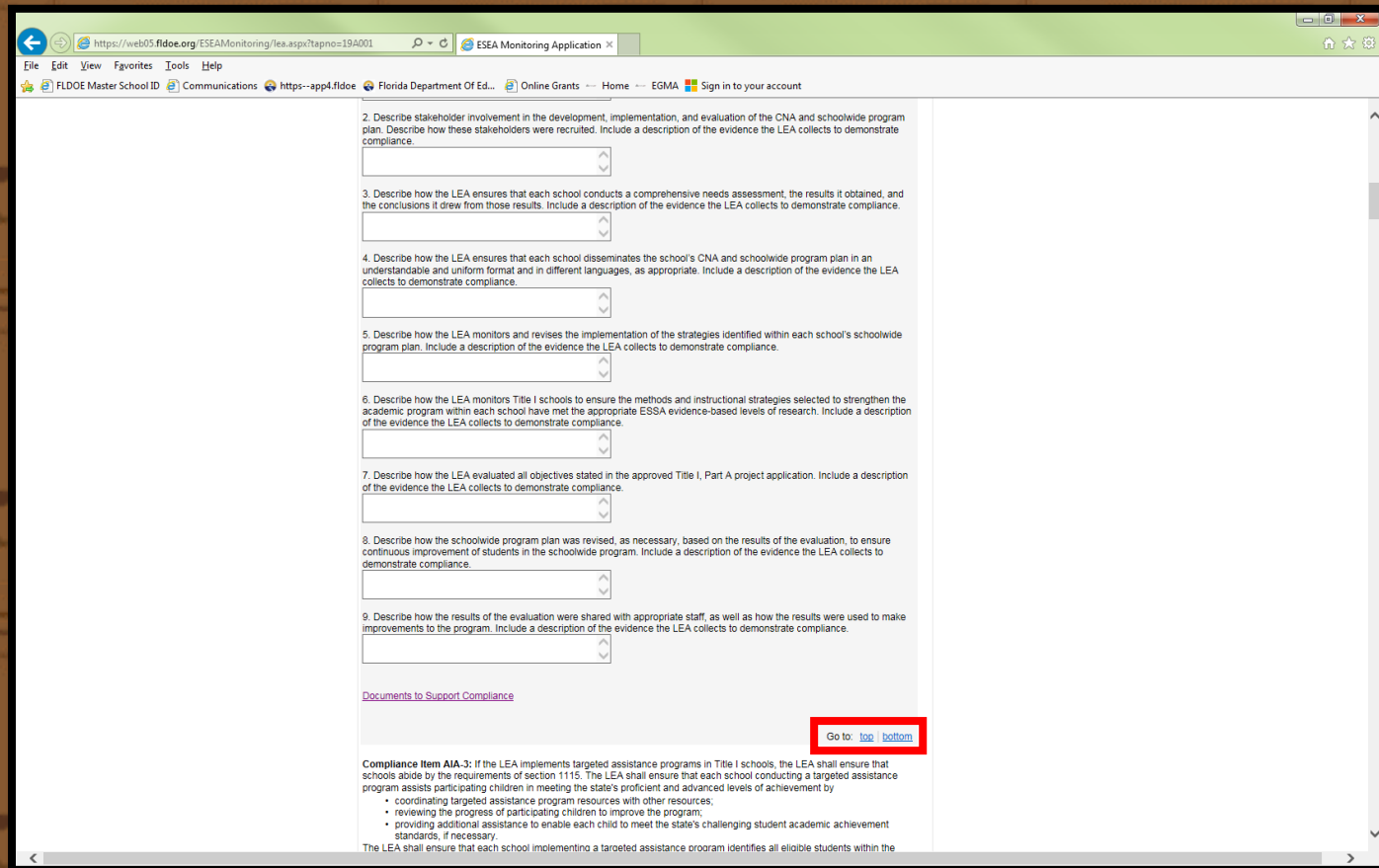
- annually evaluates the implementation of, and results achieved by, the schoolwide program, using data from the state's annual assessments and other indicators of academic achievement;
- determines whether the schoolwide program has been effective in increasing the achievement of students in meeting 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.

**Documents to Support Compliance: Upload Documentation (available after submission of monitoring work papers)**

- Documents the LEA monitors collects and retains to demonstrate compliance for all monitoring review questions;
- the data used in the development of the CNA for all selected schools;
- a written summary of the CNA results; for all selected schools;
- evidence that the CNA was used to develop a schoolwide program plan for all selected schools;
- evidence of the recruitment of stakeholders to participate in the development of the CNA and schoolwide program plan;
- meeting minutes and sign-in sheets showing stakeholder attendance and involvement at CNA and schoolwide program plan development meetings for all selected schools;
- LEA-level monitoring documentation used to track each schools' progress in addressing the priorities identified by the CNA;
- the schoolwide program plans for selected schools;
- CNA and schoolwide program plan implementation and monitoring documentation;
- CNA and schoolwide program plan evaluation documentation.

# DOCUMENTS TO SUPPORT COMPLIANCE

*Here's an example.*



## GO TO LINKS

*The system has navigation links to bring you to the top or bottom of the page.*

Browser window showing the ESEA Monitoring Application interface. The URL is <https://web05.fl DOE.org/ESEAMonitoring/lea.aspx?tapno=19A001>. The page title is "ESEA Monitoring Application".

Navigation bar: File Edit View Favorites Tools Help. User menu: FLDOE Master School ID Communications https--app4.fl DOE Florida Department Of Ed... Online Grants Home EGMA Sign in to your account

Form content:

School or District: [Dropdown menu]

9. Describe the process for the selection of the foster care liaison, including the qualifications required for the appointment. Include a description of the evidence the LEA collects to demonstrate compliance.

[Text input field]

[Documents to Support Compliance](#)

Go to: [top](#) [bottom](#)

**Compliance Item NIA-1:** The LEA shall ensure that all schools are in compliance with comparability requirements on an annual basis. Comparable Services: Except as provided in paragraphs (4) and (5) of section 1118, an LEA may receive Title I, Part A funds only if State and local funds will be used in schools served by Title I, Part A to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I, Part A funds. Substantially Comparable Services: If the LEA is serving all of the agency's schools with Title I, Part A funds, the agency may receive funds only if such agency will use State and local funds to provide services that, taken as a whole, are substantially comparable in each school. Each LEA assisted by Title I, Part A shall develop procedures for compliance with this subsection; and maintain records that are updated annually (per SEA determination) documenting such agency's compliance with this subsection.

ESEA Section 1118(c)

**Status \***

☒ Requirement(s) Met ☐ Further Action Required ☐ Not Applicable

**Review Question(s)**

1. Describe and discuss how schools found to be non-comparable or non-compliant were brought into compliance. This should include dates of hires or staff reassignment to meet comparability requirements. Include a description of the evidence the LEA will provide in support of this response.

[Text input field]

[Documents to Support Compliance](#)

Go to: [top](#) [bottom](#)

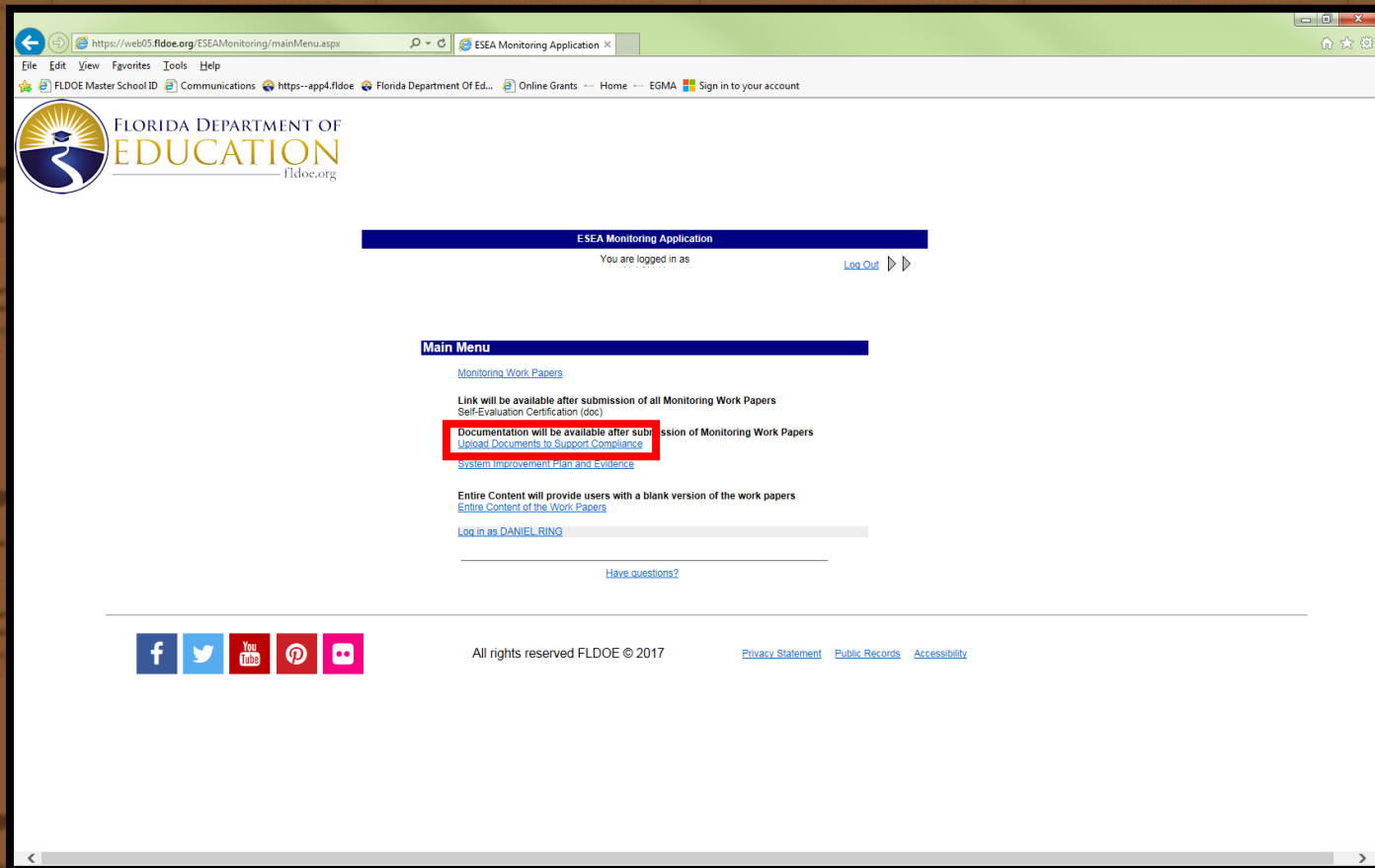
**Buttons:** [save & return later](#) [submit](#)

[Have questions?](#)

Footer: All rights reserved FLDOE © 2017 [Privacy Statement](#) [Public Records](#) [Accessibility](#)

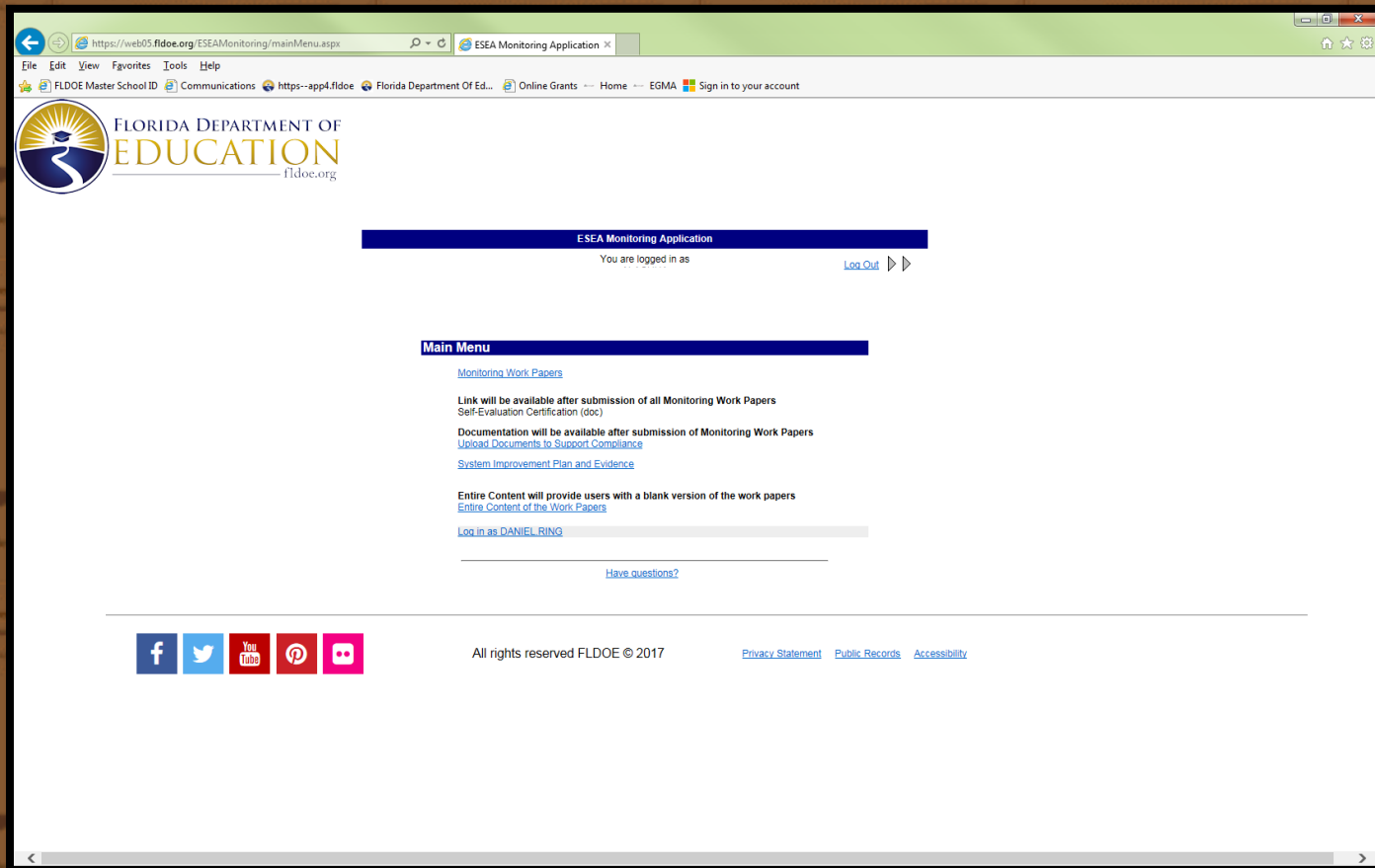
## SAVING IN THE SYSTEM

*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.*



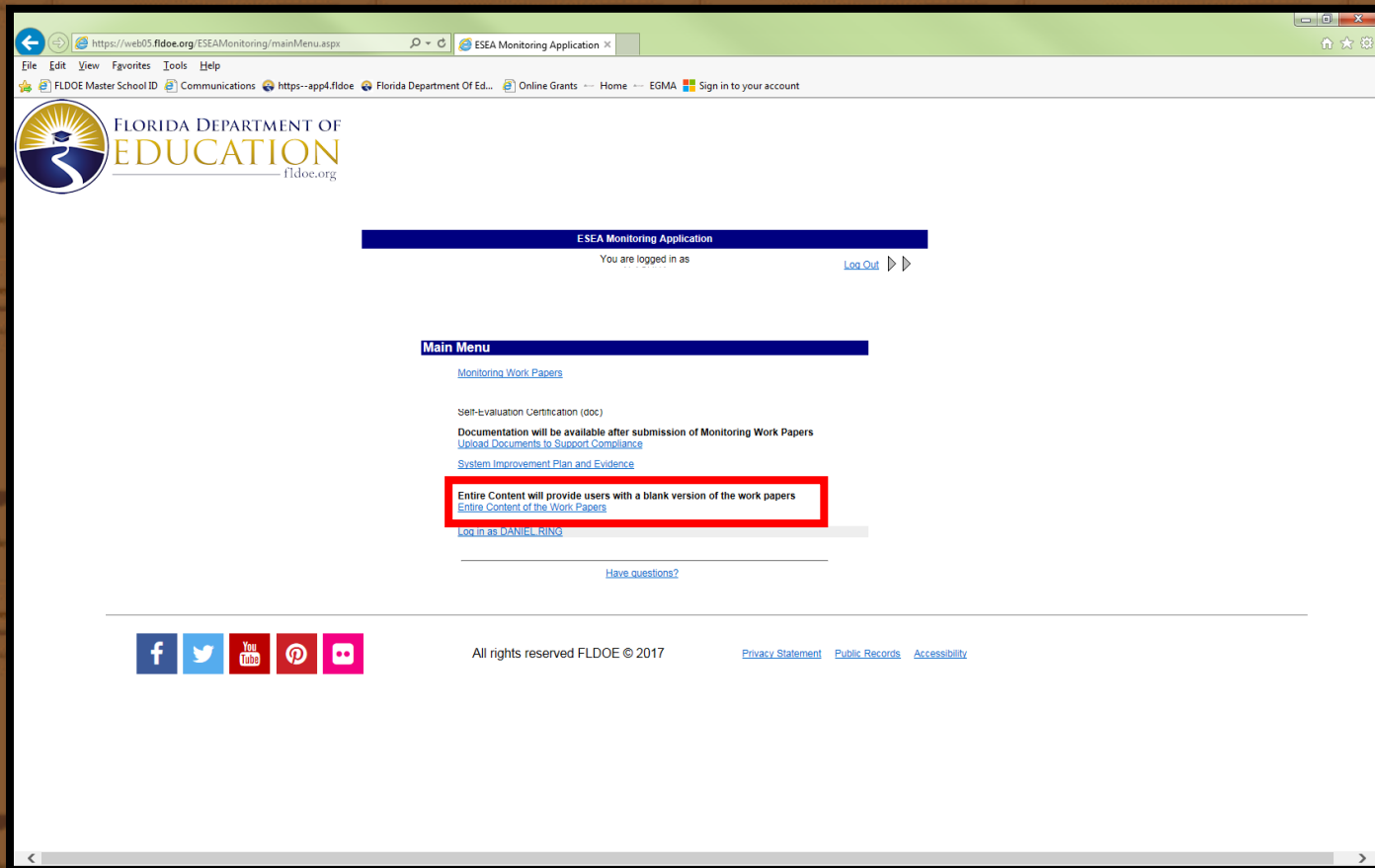
## UPLOADING SUPPORT DOCUMENTATION

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

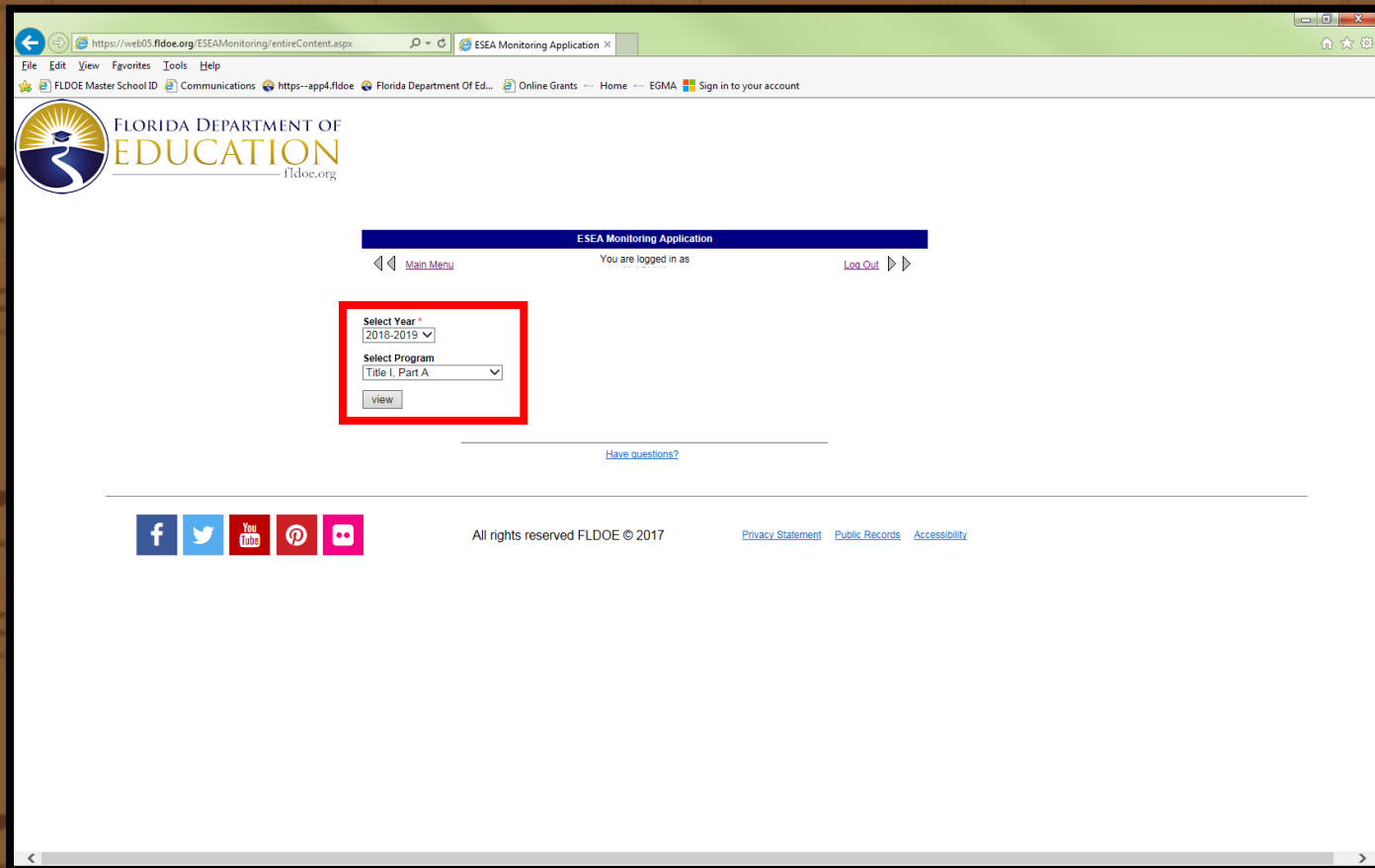
*Make to collect documentation relevant to meeting compliance so that they have plenty of space within the **15 MB** limit.*



## ENTIRE CONTENT OF THE WORK PAPERS

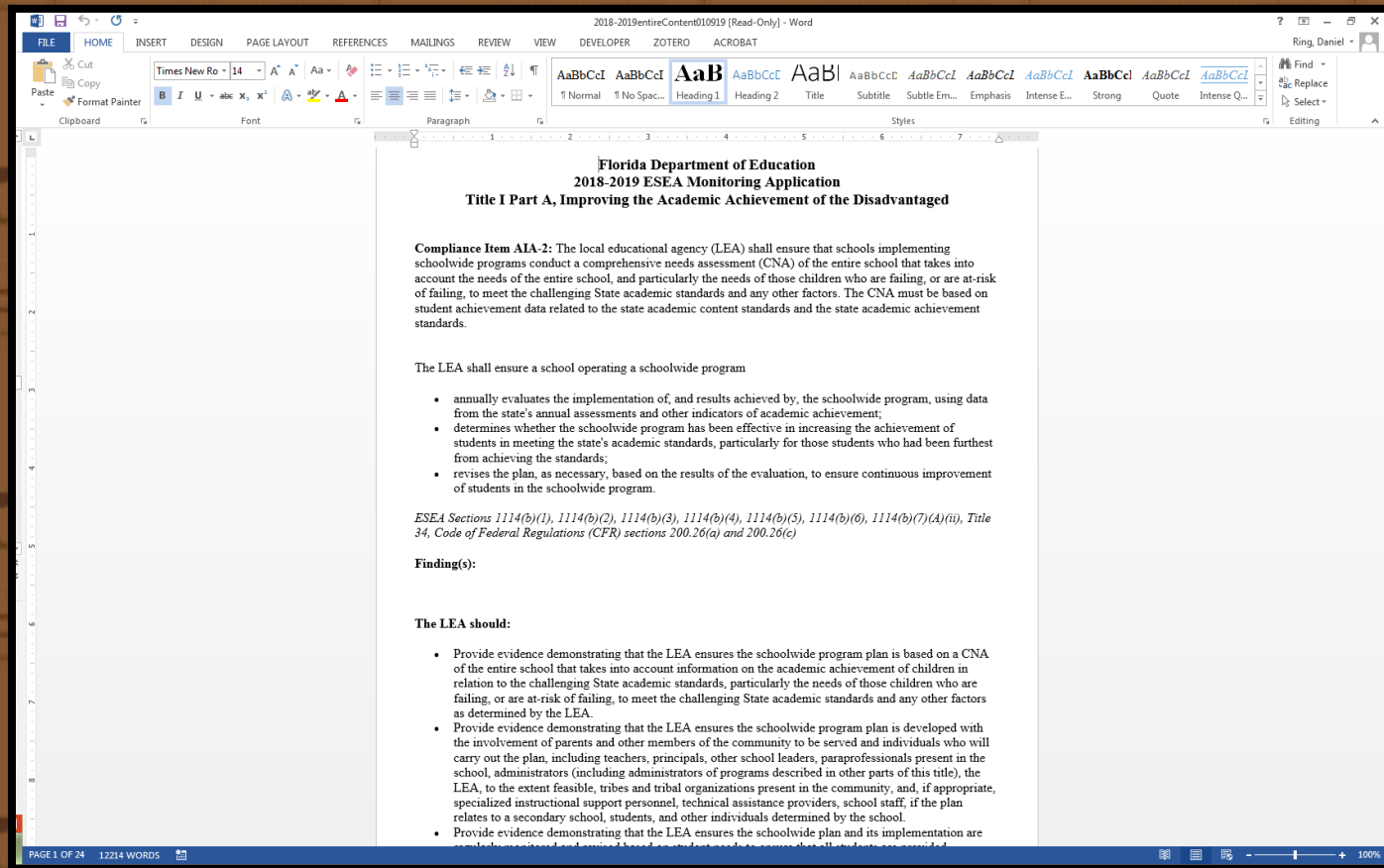
*The system contains the entire content of the work papers, which can be downloaded as a MS Word document.*





## ENTIRE CONTENT OF THE WORK PAPERS

*Select the appropriate year and applicable program to view the work papers.*





# ENTIRE CONTENT OF THE WORK PAPERS

*Here's an example.*



# **Compliance and Performance Items: Review Questions and Documentation**



**Compliance Item AIXA-1:** Local education agencies shall identify, assess, and revise policies to remove barriers to the enrollment, attendance, and retention of homeless children and youth from outstanding fees or fines, or absences.

**NOTE:** This compliance item pertains to the McKinney-Vento Act.

Sections 721, 722 (g)(1)(I) and 725

#### Finding(s)

The LEA should:

- Assure that homeless children and youth have access to the LEA's Homeless Education Policy.
- Track, evaluate, and maintain procedures, and practices to ensure the enrollment, attendance, and retention of youth and their regular school attendance.
- Make general assurances that appropriate public education is provided to homeless youth and other services in accordance with the standards to which all students are held.
- Define McKinney-Vento homelessness.
- Assure immediate enrollment of homeless students.
- Assure that homeless students have access to comparable services and programs.
- Assure that McKinney-Vento Act requirements are met.

#### Review Question(s)

- Describe policy review procedures to identify barriers to the identification of homeless students removed from the LEA's Homeless Education Policy. Include a description of the actions taken.
- Describe how the LEA's Homeless Education Policy (ESEA Section 1114) requirements are covered.
- Describe how the LEA's Homeless Education Policy (ESEA Section 1114) requirements are covered for homeless high school students. Include a description of the actions taken.

Documents to Support Compliance

## 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 questions (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

## Monitoring Timeframes

TBD



Any Questions?

???

