



Office of ESSA-Funded Programs  
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## **2021-2022 Targeted Monitoring Review of ESSA-Funded Programs**

Each year, Local Education Agencies (LEAs) across New York State are selected by the New York State Education Department’s (NYSED or “the Department”) Office of ESSA-Funded Programs for monitoring in order to meet federal requirements outlined in the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).

The virtual Targeted Monitoring review involves the following federal programs:

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title IV, Part A
- McKinney-Vento Homeless Education

Below is additional information about your NYSED reviewer; the monitoring protocol that will be used; and the three phases of the review process.

### **NYSED Reviewer:**

An assigned NYSED reviewer will be the primary contact person throughout the review process and will work with the LEA to establish the schedule for the virtual review meeting.

### **Targeted Monitoring Review Timeline:**

<b>February 8, 2022</b>	District is notified via e-mail letter that it has been selected for Targeted Monitoring Review  Targeted Monitoring Review survey is available to District in Business Portal
<b>February 11, 2022 10:00-11:00am</b>	NYSED provides technical assistance <a href="#">webinar on Targeted Monitoring Review process</a> (Meeting ID 884 1371 0138 Password T63pfs)
<b>February 8-22, 2022</b>	NYSED will contact District regarding virtual review meeting dates
<b>March 4, 2022 11:00am-12:00pm</b>	NYSED will hold an <a href="#">office hours session</a> for questions about completing the Targeted Monitoring Review (Meeting ID 873 0189 6777 Password 1dwBWd)
<b>March 15, 2022</b>	District submits completed Targeted Monitoring Review survey to NYSED in the Portal

<b>March 29-August 30, 2022</b>	<p>At least 3 days prior to virtual review meeting, District receives preliminary ratings</p> <p>NYSED conducts 3-4 hours of virtual review meetings</p> <p>After final virtual review meeting, District has 5 days to upload additional materials to address preliminary ratings</p> <p>After 5 day period, District will receive final ratings from NYSED within 30 days</p> <p>District will then have 30 days to complete Corrective Actions</p>
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**Targeted Monitoring Protocol:**

To facilitate an efficient and effective review process, NYSED staff will utilize the *2021-22 Targeted Monitoring Review* protocol. The Targeted Monitoring Review protocol will be administered via the NYSED Business Portal – the same platform used by your District to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online protocol is broken down into the three sections to examine District and school-level policies, procedures, and practices:

- Section I – Programmatic Compliance
- Section II – Equitable Services Compliance
- Section III – Fiscal Compliance

Within the scope of the review there are cross-cutting indicators which address requirements that apply to multiple ESSA-Funded Programs (e.g. consultation with stakeholders), as well as specific indicators that focus on the requirements of a given program.

**Targeted Monitoring Processes:**

The monitoring process will take place in three phases: (1) Pre-Review Activities; (2) Virtual Review Activities; and (3) Follow-Up Activities.

**Phase I - Pre-Review Activities:**

A copy of the online protocol will be published to the District on Tuesday, February 8, 2022. The *2021-22 Targeted Monitoring Review* may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

- Go to Business Portal <http://portal.nysed.gov>.
- Click on the Log In button
- Enter your username and password
- Click on "SED Monitoring and Vendor Performance System" under My Applications
- Select "View Surveys for Title 1 School and Community Services"
- Find the survey titled, "*2021-22 Targeted Monitoring Review*"
- Click on 'view' to begin/continue to input information

NYSED will be holding a Targeted Monitoring Review webinar on **Friday, February 11, 2022** at 10:00am to discuss key aspects of the review process. The webinar will be interactive and there will be time for questions, therefore Districts should review the Targeted Monitoring Review Survey to identify questions relating to the process, specific indicators, or program areas. The webinar will be recorded and a link to the recording will be shared.

The NYSED reviewer will contact the District liaison to engage in a planning phone call. The goal of the call will be to answer initial questions the District may have and establish dates for the virtual review meetings. Your reviewer will work to accommodate the District's preferences and avoid conflicts with the administration of state assessments, visits being conducted by other NYSED Program Offices, and scheduled District breaks. Please note that virtual review meetings will begin no earlier than **March 29, 2022** in order to provide enough time for document collection and review.

The District will be provided with 30 calendar days to gather and submit evidence demonstrating compliance with each of the applicable programmatic and fiscal indicators in advance of the virtual visit. To support your work, the Office of ESSA-Funded Programs has developed the *2021-2022 Targeted Monitoring Indicators and Evidence* Resource. This resource provides examples of evidence that may be used to demonstrate compliance with programmatic or fiscal requirements for each section and indicator within the protocol. A copy of the resource is attached and is also included within the "Document Library" of the online protocol. As evidence is collected, the LEA should upload all materials to the secure online portal. **The completed protocol must be submitted to NYSED by Tuesday, March 15, 2022.**

Upon receipt, NYSED staff will review submitted materials and make initial determinations about the District's compliance with each indicator using a standardized rating scale. In addition, reviewers will provide notes detailing strengths, required actions, and recommended actions. Reviewer ratings and notes will be provided to the District at least three (3) calendar days in advance of virtual review meetings. This is to provide the District with additional time to gather evidence and correct any initial findings or required actions prior to the virtual visit. Please note that timely submission of appropriate evidence will facilitate a more efficient review process and may reduce the amount of time needed to complete virtual review activities during Phase II.

#### Phase II – Virtual Review Activities:

Based on the mutually established virtual review schedule, NYSED staff will conduct a half day virtual review with the District. Virtual review activities will be determined based on the pre-review materials provided by the District. The NYSED reviewer will identify areas of deeper inquiry that will be explored during interviews with key District and/or school staff. Interviews may be scheduled with: the Business Official, the McKinney-Vento Homeless Liaison, program staff and/or classroom teachers; and parents of students receiving Title I services. Program staff will also interview or survey private school representatives to gather information about the quality of District consultation and service provision. The NYSED reviewer will collaborate with the Title I Coordinator at the District to determine which private school leaders will be interviewed or surveyed. During the virtual review, we request that administrators and other staff who are responsible for the areas to be reviewed be available during their scheduled time to provide clarification or additional records as needed.

Virtual review activities will conclude with an exit meeting that includes a general overview of monitoring findings, required next steps, and targeted technical assistance, as needed.

#### Phase III - Follow-Up Activities:

Following the virtual review meetings, the District will have up to 5 business days to upload additional materials before re-submitting the online survey for final review. Once the re-submitted survey is received from the District, NYSED staff will review submitted materials and make final determinations about the District's compliance with each indicator. Final reviewer ratings and notes will be provided to the District within 30 calendar days. The District is required to address Corrective Actions for each indicator that generated a Finding or a Required Action.

Completed Corrective Actions must be submitted via the online portal within 30 calendar days. Should additional time be required to complete required Corrective Actions, an extension may be requested.

Once all identified Findings and Required Actions have been addressed, NYSED will inform the LEA that the 2021-22 Targeted Monitoring Review has been approved.

If you have any questions about the review or documents requested, you may contact [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) or by calling (518) 473-0295. Thank you in advance for your collaboration throughout this process. We look forward to working with you and your staff.

Sincerely,

Erica Meaker  
Director, Office of ESSA-Funded Programs