



Office of ESSA-Funded Programs  
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## **2022-2023 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 Improving Basic Programs
- Title I Part C Education of Migratory Children
- Title I Part D Neglected and Delinquent Programs
- Title II Part A Supporting Effective Education
- Title IV Part A Student Supports and Academic Enrichment
- Title V Part B Rural Education Achievement Program (REAP)
- McKinney-Vento Homeless Education
- American Rescue Plan Homeless Children and Youth (ARP HCY) I and ARP HCY II

Below is additional information about the Targeted Monitoring Review process.

### **Targeted Monitoring Review Survey:**

To facilitate an efficient and effective review process, NYSED staff will utilize the 2022-23 *Targeted Monitoring Review* survey. The *Targeted Monitoring Review* survey will be administered via the NYSED Business Portal – the same platform used by your LEA to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online protocol is broken down into the three sections to examine LEA 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 your LEA on **Thursday, January 5, 2023**. The *2022-23 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, "*2022-23 Targeted Monitoring Review*"
- Click on 'view' to begin/continue to input information

NYSED will be holding a [Targeted Monitoring Review webinar](#) on **Wednesday, January 11, 2023 at 1pm** to discuss key aspects of the review process. There will be a question and answer session during the webinar to address general questions about the Targeted Monitoring Review. The webinar will be recorded and a link to the recording will be shared. NYSED will also hold an [office hours session](#) for additional, more specific questions about completing the Targeted Monitoring Review on **Monday, January 23, 2023 at 1pm**.

Your NYSED reviewer will contact the LEA liaison within three (3) business days to engage in a planning phone call. The goal of the call will be to answer initial questions the LEA may have and establish dates for the virtual review meetings. Your reviewer will work to accommodate the LEA's preferences and avoid conflicts with the administration of state assessments, visits being conducted by other NYSED Program Offices, and scheduled LEA breaks. Please note that virtual review meetings will begin no earlier than **February 20, 2023** in order to provide enough time for document collection and review.

The LEA 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 [2022-23 Targeted Monitoring Indicators and Evidence Guide](#). 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 available on our website at <http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance> 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 Monday, February 6, 2023.**

Upon receipt, NYSED staff will review submitted materials and make initial determinations about the LEA'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 LEA at least three (3) calendar days in advance of virtual review meetings. This is to provide the LEA with additional time to gather evidence and correct any initial findings or required actions prior to the on-site 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 LEA. Virtual review activities will be determined based on the pre-review materials provided by the LEA. Your NYSED reviewer will identify areas of deeper inquiry that will be explored during interviews with key LEA 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 LEA consultation and service provision. Your NYSED reviewer will collaborate with your LEA's designated Title I Coordinator 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.

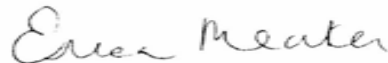
## Phase III - Follow-Up Activities:

Following the virtual review meetings, the LEA 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 LEA, NYSED staff will review submitted materials and make final determinations about the LEA's compliance with each indicator. Final reviewer ratings and notes will be provided to the LEA within 30 calendar days. The LEA is required to address Corrective or Required Actions for each indicator that did not meet requirements.

Completed Corrective or Required Actions must be submitted via the online portal within 30 calendar days. Should additional time be required to complete required Corrective or Required Actions, an extension may be requested. Once all identified Corrective and Required Actions have been addressed, NYSED will inform the LEA that the *2022-23 Targeted Monitoring Review* has been approved.

If you have any questions about the review or documents requested, you may contact our office at (518) 473-0295 or [conappta@nysed.gov](mailto:conappta@nysed.gov). 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