



Office of ESSA-Funded Programs
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2021-2022 Coordinated Monitoring Review of ESSA-Funded Programs

The Coordinated Monitoring Review is conducted by the New York State Education Department's (NYSED) Office of ESSA-Funded Programs and involves a virtual review of the following federal programs:

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

The review is designed to ensure that the District is fulfilling the assurances and program plans detailed in the Consolidated Application for ESSA-Funded Programs, with the goal of providing all children with significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

Coordinated Monitoring Review Timeline:

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| February 8, 2022 | District is notified via e-mail letter that it has been selected for Coordinated Monitoring Review Coordinated Monitoring Review Survey is available to District in Business Portal |
| February 10, 2022 10:00-11:00am | NYSED provides technical assistance webinar on Coordinated Monitoring Review process (Meeting ID 819 0940 8212 Password NMk65B) |
| February 8-22, 2022 | NYSED will contact District regarding virtual review meeting dates |
| March 4, 2022 9:30-10:30am | NYSED will hold an office hours session for questions about completing the Coordinated Monitoring Review (Meeting ID 863 1491 2149 Password r3rKG8) |
| March 15, 2022 | District submits completed Coordinated Monitoring Review Survey to NYSED in the Portal |
| March 29-August 30, 2022 | At least 3 days prior to virtual review meetings, District receives preliminary ratings NYSED conducts virtual review meetings over 2-3 days After final virtual review meeting, District has 5 days to upload additional materials to address preliminary ratings |

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| | <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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Below is additional information about the NYSED team that will collaborate with your staff during the Coordinated Monitoring process; the monitoring surveys that will be used; and the three phases of the review process.

Coordinated Monitoring Review Survey:

To facilitate an efficient and effective review process, NYSED staff will utilize the *2021-22 Coordinated Monitoring Review Survey*. The Coordinated Monitoring Review Survey 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.

Coordinated Monitoring Review 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 survey will be published to your District on **Tuesday, February 8, 2022**. The *2021-22 Coordinated Monitoring Review* survey 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 Office of ESSA-Funded Programs"
- Find the survey titled, "*2021-22 Coordinated Monitoring Review*"
- Click on 'view' to begin/continue to input information

NYSED will be holding a Coordinated Monitoring Review webinar on **Thursday, February 10, 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 Coordinated 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 lead reviewer will contact the District liaison within 7-10 business days 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 on-site portion of the review. NYSED staff 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 activities 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 on-site visit. To support this effort, the Office of ESSA-Funded Programs has developed the [2021-2022 Coordinated Monitoring Indicators and Evidence](#) resource. This resource provides a description of evidence that may be used to demonstrate compliance with programmatic or fiscal requirements for each section and indicator within the survey. A copy of the resource is attached and is also included within the “Document

Library” of the online survey. As evidence is collected, the LEA should upload all materials to the secure online portal.

All completed surveys must be submitted to NYSED by Tuesday, March 15, 2022.

Upon receipt, NYSED staff will review submitted materials and make preliminary 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 the scheduled virtual review. This is to provide the District with additional time to gather evidence and correct any initial findings or required actions prior to the virtual review. 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 on-site activities during Phase II.

Phase II – Virtual Review Activities:

Based on the mutually established visit schedule, NYSED staff will conduct a 2-3 day virtual review visit with the District. Specific virtual review activities, including the review of materials not provided during Phase I, will be determined based on the pre-review materials provided by the District. NYSED staff will identify areas of deeper inquiry that will be explored during interviews with key District and/or school staff. In addition, NYSED staff will provide targeted technical assistance and share resources to support and strengthen District programming. Interviews may be scheduled with:

- Program staff, building principals, and/or classroom teachers
- Parents of students receiving Title I services
- Special area program staff, per program area requests

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.

Program staff will also interview private school representatives. Those interviews will focus on gathering information about the quality of District consultation and service provision. Interviews with private school leaders may be conducted in the District or at the private school, depending on the availability of private school representatives. The lead reviewer will collaborate with you to determine which private school leaders will be interviewed and whether visits to the private schools are needed.

In addition to monitoring activities conducted at the District, NYSED staff will review programs for neglected and/or delinquent students at each Neglected and Delinquent Facility. We strongly encourage at least one District representative to attend the review of the selected facilities with NYSED staff. If possible, it is recommended that the individual identified as the Neglected and Delinquent Transition Liaison in the District’s *2021-2022 Consolidated Application for ESSA-Funded Programs* participates in the facility visit.

Phase III - Follow-Up Activities:

Following the scheduled virtual review, 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 Coordinated Monitoring Survey has been approved.

If you have any questions about the review or documents requested, you may contact 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