

2021-22 Desk Review Monitoring Process

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 Desk Review Monitoring 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 the timeline, NYSED reviewers, the monitoring protocol, and the three phases of the review process. All information contained in this email can also be found on our website at <http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance>.

Desk Monitoring Review Timeline:

March 1, 2022	LEA is notified via e-mail letter that it has been selected for Desk Review Monitoring Desk Review Monitoring survey is available to LEA in the Business Portal
March 3, 2022 10:00-11:00am	NYSED provides technical assistance webinar on Desk Review Monitoring (Meeting ID 894 4549 1341 Passcode MuJV2J)
April 4, 2022	LEA submits completed Desk Review Monitoring survey to NYSED in the Portal
May 4 - August 31, 2022	LEA will receive final ratings from NYSED within 30 days LEA will then have 30 days to complete Corrective Actions

NYSED Reviewer:

A staff member from the Office of ESSA-Funded Programs will serve as the NYSED reviewer and primary contact person throughout the review process. The NYSED reviewer will work with the LEA's identified Title I liaison to provide support and resources during the monitoring process.

Desk Review Monitoring Protocol:

To facilitate an efficient and effective review process, NYSED staff will utilize the *2021-2022 Desk Review Monitoring* protocol. The Desk Review Monitoring protocol will be administered via the NYSED Business Portal – the same platform used by LEAs to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online protocol is broken down into 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.

Desk Review Monitoring Process:

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

Phase I - Pre-Review Activities:

A copy of the online protocol will be published to the LEA on **Tuesday March 1, 2022**. The *2021-2022 Desk Review Monitoring* protocol 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, " *2021-2022 Desk Review Monitoring* "
- Click on 'view' to begin/continue to input information

NYSED will be holding a Desk Review Monitoring [webinar](#) (Meeting ID 894 4549 1341 Passcode MuJV2J) on **Thursday, March 3, 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 LEAs should review the Desk 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 LEA will be provided with 30 calendar days to gather and submit evidence demonstrating compliance with each of the applicable programmatic and fiscal indicators. Cross-cutting indicators should have documents submitted for each program to which the indicator applies. To support your work, the Office of ESSA-Funded Programs has developed the *2021-2022 Desk Monitoring Review 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 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, April 4, 2022.**

Phase II – NYSED Review:

Upon receipt, NYSED staff will review submitted materials and make 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 within 30 calendar days. 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 review activities during Phase II.

Phase III - Follow-Up Activities:

The LEA will be required to develop a Corrective Action Plan (CAP) for each indicator that generated a Finding or a Required Action. The CAP, including evidence of completed corrective actions, must be submitted via the online portal to my office within 30 calendar days. Should additional time be required to develop the plan or complete required corrective actions, an extension may be requested. Once all identified findings and required actions have been addressed, NYSED will issue a formal letter to conclude the Desk Review Monitoring.

If you have any questions about the review or documents requested, you may contact our office by calling (518) 473-0295 or emailing conappta@nysed.gov.