



Office of ESSA-Funded Programs
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2023-2024 Coordinated 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 Coordinated 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 III, Part A - English Language Learners
- Title IV, Part A - Student Supports and Academic Enrichment
- Title IX, Part A - McKinney-Vento Homeless Education
- American Rescue Plan Homeless Children and Youth (ARP HCY) I and (ARP HCY) II

The review is designed to ensure that the LEA 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 Survey:

To facilitate an efficient and effective review process, NYSED staff will utilize the *2023-24 Coordinated Monitoring Review* survey. The Coordinated 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.

Coordinated Monitoring Review Processes:

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

Phase I - Pre-Review Activities:

A copy of the online survey will be published to your LEA on Thursday, **January 11, 2024**. The *2023-24 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, "*2023-24 Coordinated Monitoring Review*"
- Click on 'view' to begin/continue to input information

NYSED will be holding a [technical assistance webinar](#) on **Tuesday, January 16, 2024 at 10:00am** 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 Coordinated Monitoring Review. The webinar will be recorded and a link to the recording will be shared. Additionally, NYSED reviewers will hold office hours sessions to address questions about completing the review.

The review team will contact the LEA liaison within 7-10 (between Tuesday, January 16 – Friday, January 26, 2024) 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 on-site portion of the review. NYSED staff 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 review activities will begin no earlier than **Monday, March 18, 2024**, in order to provide enough time for document collection and review.

The LEA will be provided with 45 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 [2023-24 Coordinated Monitoring Indicators and Evidence Guide](#). 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 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 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 Monday, February 26, 2024.

Upon receipt, NYSED staff will review submitted materials and make preliminary 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 the scheduled review. 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 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 – Review Activities:

Based on the mutually established visit schedule, NYSED staff will conduct a 1-2 day review visit with the LEA. Specific review activities, including the review of materials not provided during Phase I, will be determined based on the pre-review materials provided by the LEA. NYSED staff will identify areas of deeper inquiry that will be explored during interviews with key LEA and/or school staff. In addition, NYSED staff will provide targeted technical assistance and share resources to support and strengthen LEA 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 LEA consultation and service provision. Interviews with private school leaders may be conducted in the LEA or virtually, depending on the availability of private school representatives.

In addition to monitoring activities conducted at the LEA, NYSED staff will review programs for neglected and/or delinquent students at each Neglected and Delinquent Facility. We strongly encourage at least one LEA 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 LEA's *2023-24 Consolidated Application for ESSA-Funded Programs* participates in the facility visit.

Phase III - Follow-Up Activities:

Following the scheduled review visit, 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 compliance 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 Corrective or Required Actions have been addressed, NYSED will inform the LEA that the 2023-24 Coordinated Monitoring Review has been approved.

If you have any questions about the review or documents requested, you may contact CONAPPTA@nysed.gov or call (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