New York State
EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

2023-2024 Coordinated Monitoring of ESSA-Funded Programs

Office of ESSA-Funded Programs

Coordinated Monitoring Review Webinar Agenda

- Purpose
- Review Process
- Timeline
- Things to Consider
- Resources
- Next Steps and Contacts

Purpose

To review LEAs compliance with the fiscal and programmatic requirements of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

To ensure LEA is fulfilling assurances and following program plans provided in the Consolidated Application for ESSA-Funded Programs.

To provide technical assistance and support which builds district capacity to develop and implement high-quality programs.

To ensure all children are provided significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

Programs to be Monitored

- 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 Instruction
- Title III, Part A: English Language Learners
- Title IV, Part A: Student Supports and Academic Enrichment
- McKinney-Vento Homeless Education
- American Rescue Plan Homeless Children and Youth (ARP HCY) I and ARP HCY II

Review Process

Phase I: Pre-review activities

1. Establish contact with NYSED team and set dates for on-site visit
2. Complete and submit online Coordinated Monitoring Review survey in the Business Portal
3. Administer Title I teacher survey and private school survey
4. Review preliminary ratings and work with NYSED team to create on-site visit schedule

Phase II: On-site visit

NYSED staff conduct meetings with key LEA staff to discuss preliminary findings based on materials uploaded to the business portal, including:

- Title I Coordinator and other program staff
- Business Manager
- McKinney-Vento Homeless Liaison
- Representatives at Neglected and Delinquent facilities (as applicable)
- Migrant Education contact

NYSED will provide guidance on how to address preliminary findings

Phase III: Follow-up activities

Following the on-site visit, the LEA will have 5 business days to upload additional materials before resubmitting to address preliminary ratings

Once resubmitted, NYSED will provide final ratings, Corrective Actions, and Required Actions to the LEA within 30 days

LEA will then have 30 days to provide evidence of completed Corrective Actions and resubmit (should additional time be required, the LEA may request an extension)

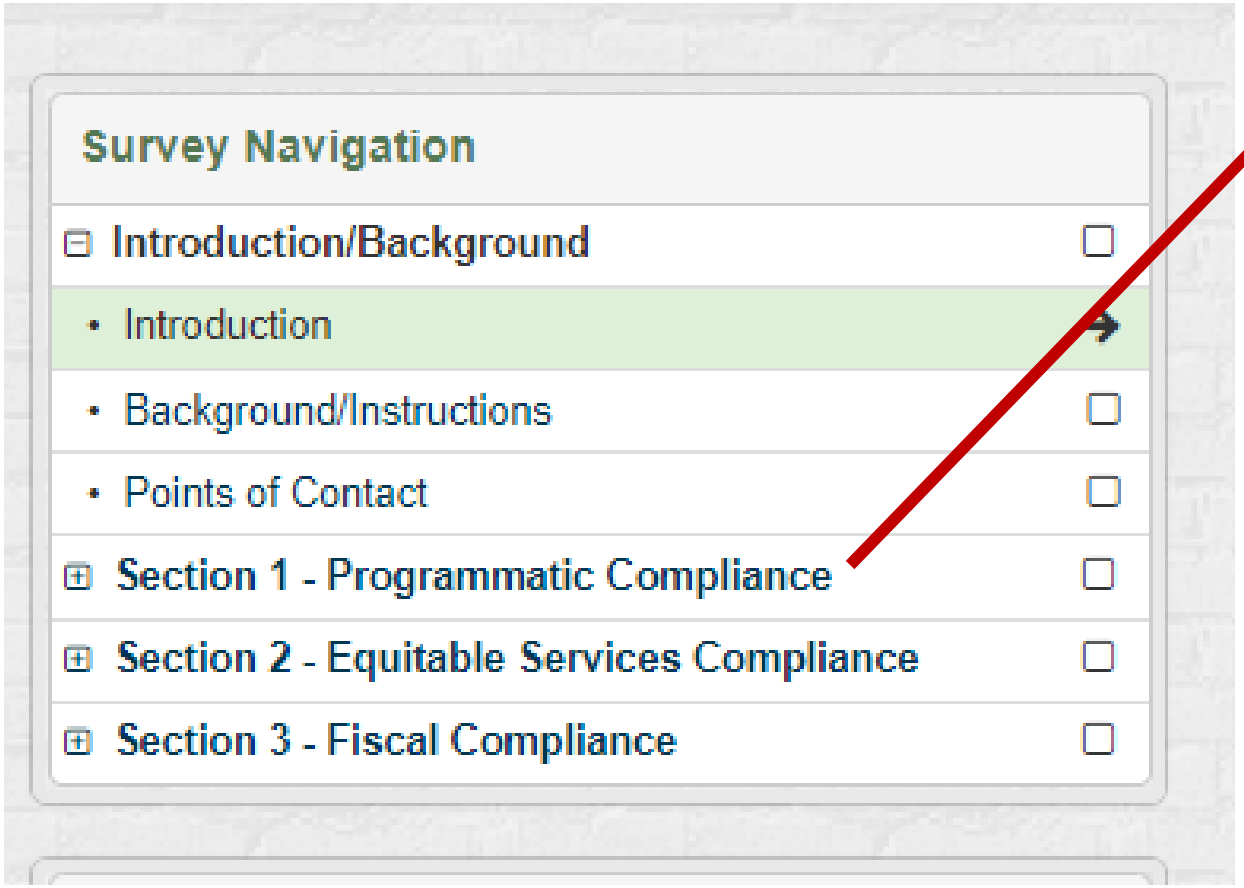
Once all compliance issues have been addressed, the review will be approved and the LEA will receive notification that Coordinated Monitoring Review is completed

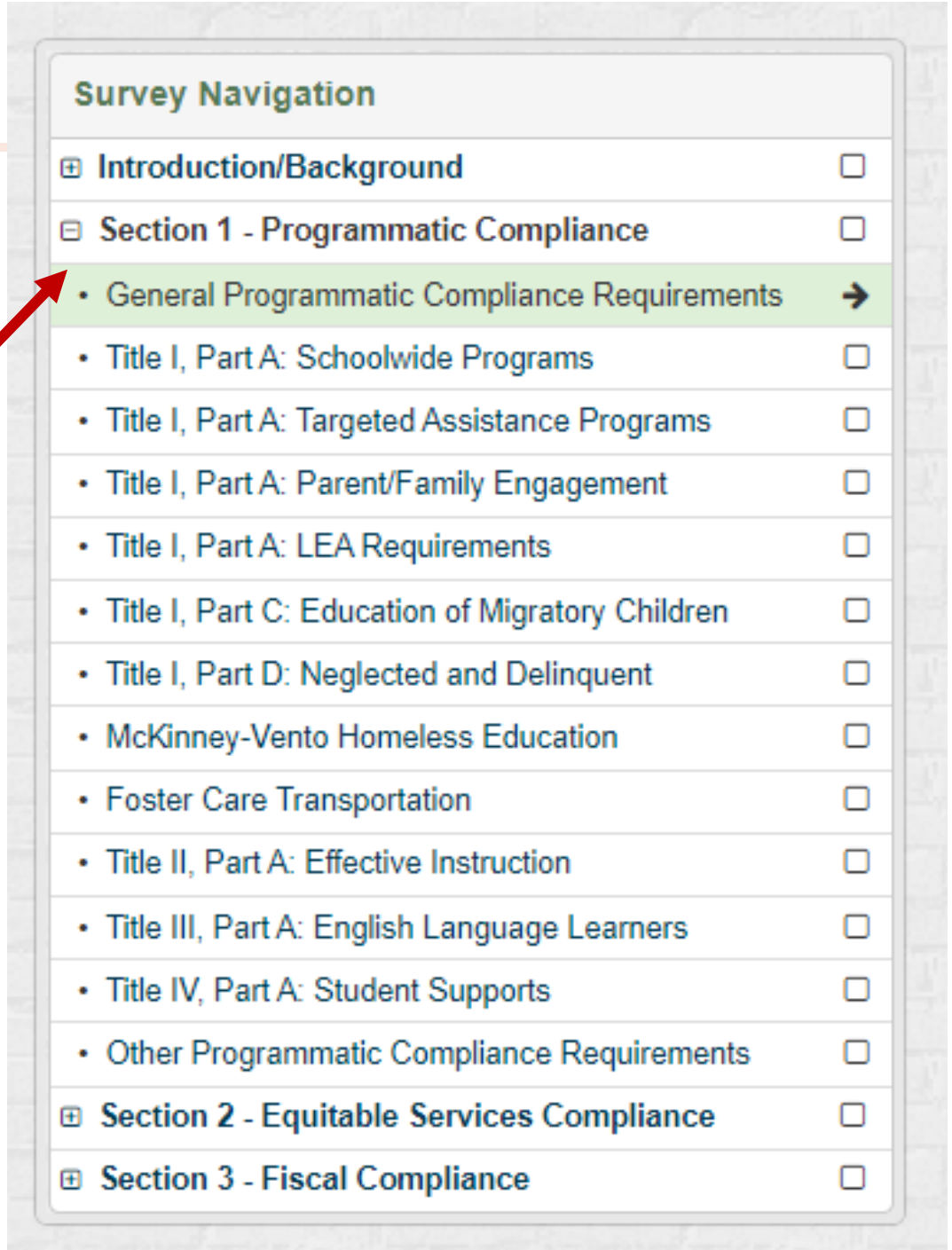
Timeline

January 11	LEA notified of review Application available in portal
January 16 10:00 am	Coordinated Monitoring technical assistance webinar
January 16-26	NYSED reviewer contacts LEA to set visit dates and set up office hours to address questions about the review
February 26	**Due date (45 calendar days after publication of monitoring survey)**

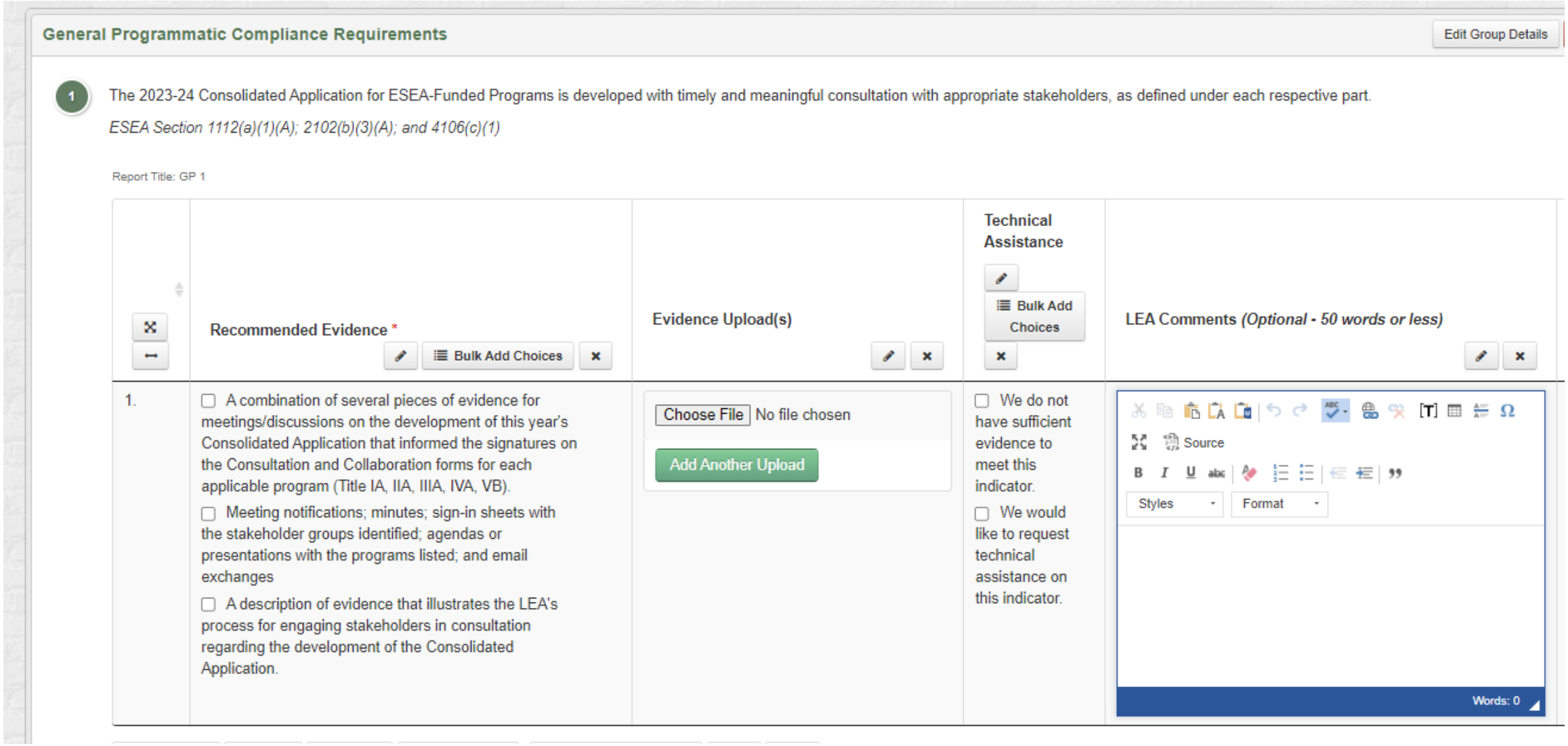
March 18 – May 31	**On-site visit takes place**
No later than July	LEA receives final ratings/corrective actions from NYSED
No later than August	LEA submits evidence to address final ratings/corrective actions
No later than October	If not all corrective actions are addressed, NYSED will seek resolutions with Superintendent
November	If not all corrective actions are addressed, NYSED will seek assistance of BOCES superintendent

Sections of the Review





Indicators



General Programmatic Compliance Requirements

Edit Group Details

1 The 2023-24 Consolidated Application for ESEA-Funded Programs is developed with timely and meaningful consultation with appropriate stakeholders, as defined under each respective part.

ESEA Section 1112(a)(1)(A); 2102(b)(3)(A); and 4106(c)(1)

Report Title: GP 1

	Recommended Evidence *	Evidence Upload(s)	Technical Assistance	LEA Comments *(Optional - 50 words or less)*
	Bulk Add Choices		Bulk Add Choices	
1.	☐ A combination of several pieces of evidence for meetings/discussions on the development of this year's Consolidated Application that informed the signatures on the Consultation and Collaboration forms for each applicable program (Title IA, IIA, IIIA, IVA, VB). ☐ Meeting notifications; minutes; sign-in sheets with the stakeholder groups identified; agendas or presentations with the programs listed; and email exchanges ☐ A description of evidence that illustrates the LEA's process for engaging stakeholders in consultation regarding the development of the Consolidated Application.	Choose File No file chosen Add Another Upload	☐ We do not have sufficient evidence to meet this indicator. ☐ We would like to request technical assistance on this indicator.	Source Styles Format Words: 0

Compliance Status Definitions

Met Requirements indicates that the LEA documents reviewed were fully in compliance with federal and State requirements.

Met Requirements with Recommendation indicates that the LEA documents reviewed were in compliance with federal and State requirements, but that the LEA may improve the quality of their program implementation and/or documentation by implementing the NYSED-provided recommendations. Recommendations serve as technical assistance and the LEA is not required to take immediate action.

Partially Met Requirements with Required Action indicates that the LEA documents reviewed were substantially in compliance with federal and State requirements, but that the LEA must improve the quality of their program implementation and/or documentation by implementing the NYSED-directed action. The LEA is required to respond to a required action within its Corrective Action Plan.

Finding with Corrective Action indicates that the LEA is not in compliance with federal and State requirements. The LEA must implement the NYSED-directed Corrective Action(s) within its Corrective Action Plan.

Things to Consider to Get Started

The review is based on your 2023-24 Consolidated Application for ESSA-Funded Programs, so you may want to have copies of the needs/goals, budgets, and any subsequent amendments available for discuss during the review.

Identify appropriate personnel to contribute to the monitoring review based on program areas.

Ensure all personnel who are contributing to monitoring review have appropriate access to both the Consolidated Application and Monitoring Review survey and that there is a clear line of communication between all individuals contributing evidence.

Develop a timeline and internal procedures for collecting and uploading evidence.

Things to Consider when Uploading Materials

- Refer to the Recommended Evidence column or the Indicators and Evidence Guide document to identify appropriate materials.

Ensure that evidence is aligned to program title; for example, Title I indicators should only include evidence that applies to Title I, etc.

Ensure that evidence is uploaded for all applicable programs in indicators which address multiple programs. For example, for General Fiscal indicators, evidence is required for Title IA, IIA, IIIA, IVA, and VB.

Label evidence specific to program title and indicators.

Provide a key for fiscal account codes to facilitate accurate review of fiscal documents

Additional Resources

Office of ESSA-Funded Programs Website

http://www.nysed.gov/essa/schools/consolidated-application

Compliance Monitoring Information and Materials

http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance

Program Area Guidance

http://www.nysed.gov/essa/guidance

ESSA-Funded Programs Calendar of Reminders

http://www.nysed.gov/essa/essa-funded-programs-calendar-reminders

Accessing Resources Online

- **To access the Business Portal and for additional guidance and support, please visit our web-site at: http://www.nysed.gov/essa/schools/consolidated-application**
- **Once in the portal, click on the *2023-24 Targeted Monitoring Review* Survey**

Next Steps

Log in to the online portal to view the monitoring survey

Review all materials included in the notification email

NYSED reviewer will contact you to schedule on-site review dates and office hours session

Gather and upload evidence to the monitoring survey

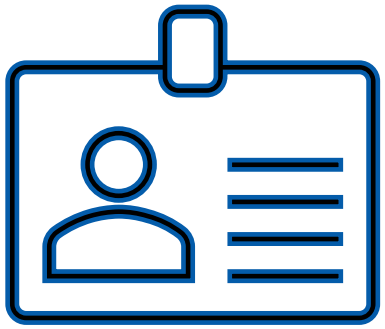
Submit completed monitoring review survey by **February 26**

Contacts

Program Area Support:

Contact the NYSED reviewer identified in your notification letter

Office of ESSA-Funded Programs at 518-473-0295 or conappta@nysed.gov



Technical Support:

Questions related to user accounts, password resets, the SEDDAS application, please contact SEDDAS@nysed.gov

Assistance with navigating the survey, please contact the NYSED reviewer identified in your notification letter

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Thank You for Your Continued Collaboration!

Questions

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