



# EXAMINING PROGRESS: USING THE SELF-MONITORING PORTAL APPLICATION



Georgia Department of Education

## **LEA Self-Monitoring Procedures**

The Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act of 2015 (ESSA), requires the state educational agency (SEA) to monitor the implementation of program requirements and the expenditure of federal funds (CFR 200.328(a)). Monitoring and providing guidance and technical support for federal programs at the local level to ensure their compliance with regulations, as well as to assure the quality of the program and the instructional delivery being utilized with at-risk populations, is a primary focus for the Federal Programs Division.

Georgia’s procedures for virtual or hybrid virtual/onsite monitoring visit specify that LEAs participate in a monitoring process on a four-year cycle. Approximately one-fourth of LEAs are monitored each year. The self-monitoring process is a companion to the virtual or hybrid virtual/onsite monitoring program. It is designed to provide LEAs the support and guidance needed to maintain ongoing high standards for compliance and program delivery by conducting a self-monitoring of compliance with federal law throughout the period that the local program does not participate in the Federal Programs Division virtual or hybrid virtual/onsite monitoring process. Each LEA not monitored as part of the annual cross-functional monitoring cycle is strongly encouraged to complete and submit the self-monitoring report. A best practice is to complete this along with year-end completion report activities (i.e., October – December). LEAs choosing to use this application should notify the Division of Federal Programs, so the application can be activated ([federalprograms@doe.k12.ga.us](mailto:federalprograms@doe.k12.ga.us)).

### Steps for Completing the Self-Monitoring Process

1. The LEA team reviews the applicable year’s self-monitoring indicators. (The self-monitoring indicators are the same indicators used in cross-functional monitoring for that fiscal year and are found [here](#).)
2. The LEA team reviews its documentation for each indicator. Overarching indicators are reviewed by all LEA program staff together.
3. The LEA will access the self-monitoring application on the My GaDOE Portal.
4. The LEA team determines which rating reflects its performance in the fiscal year: district successfully implementing, district resolving, district requesting assistance, or NA, and marks each criterion accordingly.
5. The LEA may enter narrative and upload documentation to support its ratings.
6. The Federal Programs staff assigned to the LEA will review the self-monitoring report to determine which, if any, LEAs may need an on-site visit, phone conference, or virtual meeting for additional technical assistance.
7. LEAs may request technical assistance by contacting the appropriate Federal Programs staff any time during the self-monitoring process.

## Using the Self-Monitoring Application on the MyGaDOE Portal

- Log into your MyGaDOE portal account.

**MyGaDOE**

**Please Log In**

**Username:**

**Password:**

[I forgot my passphrase!](#)

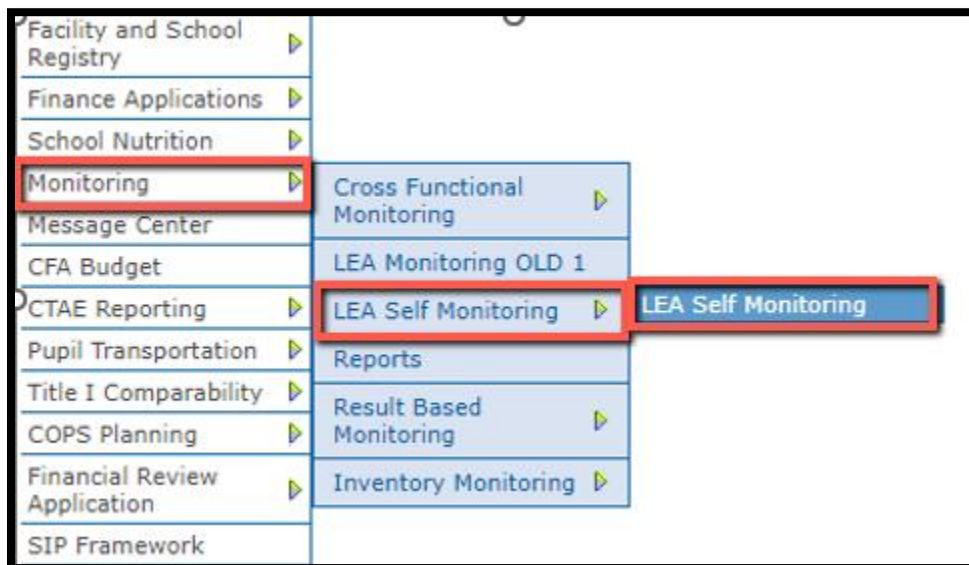
[Or sign up for an account](#)

**Helpful links**

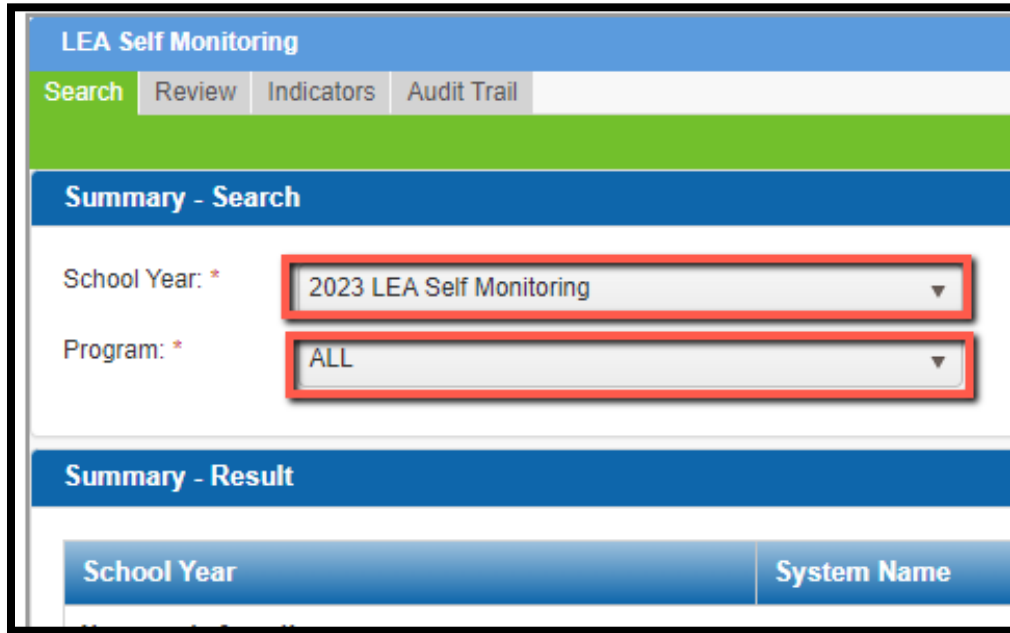
- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

**Georgia Department of Education**  
Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

- On the left side tool bar, select Monitoring, LEA Self-Monitoring, and then LEA Self-Monitoring again.



- On the self-monitoring landing page (Search tab), you will be able to sort your view.
  - School Year: This will be prepopulated with the current year.
  - Program: This will be prepopulated with ALL.
  - District: Your LEA will be listed.
  - Status: Select ALL



Summary - Search

School Year: \* 2023 LEA Self Monitoring      District: \* [REDACTED]

Program: \* ALL      Status: \* ALL

Summary - Result

School Year	System Name	Program Name	Status
2023 LEA Self Monitoring	[REDACTED]	Title V-B, Rural and Low-Income Schools	New
2023 LEA Self Monitoring	[REDACTED]	Title IV-A, Student Support and Academic Enrichment (CFDA# 84.010)	New
2023 LEA Self Monitoring	[REDACTED]	Title III-A, Language Instruction for English Learners and Immigrant Students	New
2023 LEA Self Monitoring	[REDACTED]	Title I-D Subpart 2	New
2023 LEA Self Monitoring	[REDACTED]	Title I-C, Education of Migratory Children	New
2023 LEA Self Monitoring	[REDACTED]	Title I-A, School Improvement (CFDA# 84.010)	New
2023 LEA Self Monitoring	[REDACTED]	Title I-A, Parent and Family Engagement	New
2023 LEA Self Monitoring	[REDACTED]	Title I-A, Notice to Parents	New
2023 LEA Self Monitoring	[REDACTED]	Title I-A, Neglected & Delinquent (CFDA # 84.010) Neglected Set-Aside	New
2023 LEA Self Monitoring	[REDACTED]	Title I-A, Improving the Academic Achieve. of the Disadvantaged (CFDA# 84.010)	New
2023 LEA Self Monitoring	[REDACTED]	Services for Foster Care Children	New

- Select the program you want to open by clicking on either the box on the right or left side of the list.



- You are now on the Review tab.
- A Scoring Summary dashboard and the programs are listed.
- Click on the arrow next to a program to open.

All	Answered	Unanswered	District Successfully Implementing	District Resolving	District Requesting Assistance	N/A	Revise
3	0 of 3	3	0	0	0	0	0

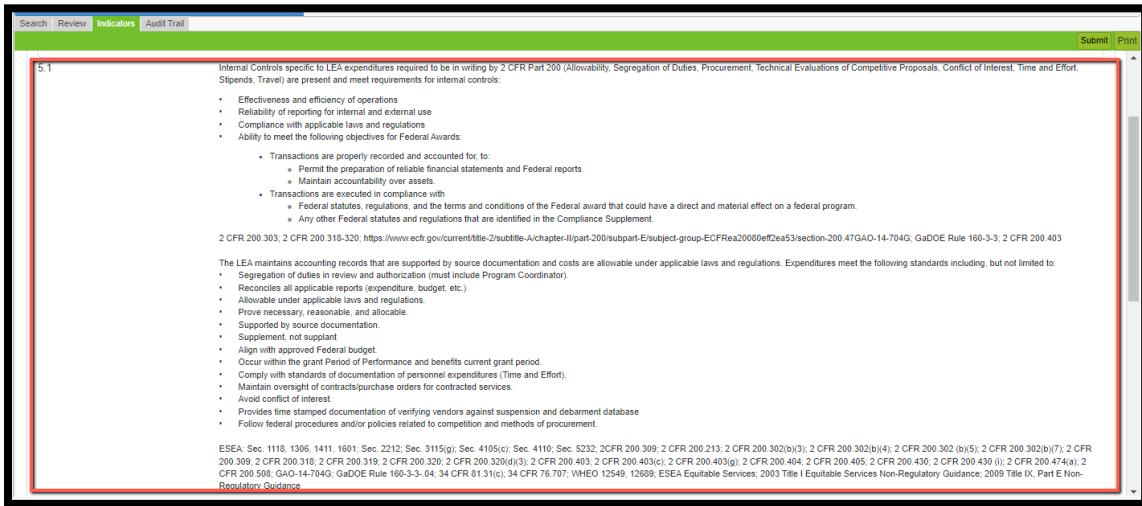
  

Section	Question Answered
1. Overarching Requirements for All Federal Programs - Internal Controls and Expenditures and Inventory and Drawdowns and Cost Principles	0 of 3

- Details for the program and a Select button are shown.
- The indicator matches the indicators on the [CFM document](#).
- Click the Select button.

Indicator No	Indicator	Score	Revision Requested
1	<p>Internal Controls specific to LEA expenditures required to be in writing by 2 CFR Part 200 (Allowability, Segregation of Duties, Procurement, Technical Evaluations of Competitive Proposals, Conflict of Interest, Time and Effort, Stipends, Travel) are present and meet requirements for internal controls:</p> <ul style="list-style-type: none"> <li>Effectiveness and efficiency of operations</li> <li>Reliability of reporting for internal and external use</li> <li>Compliance with applicable laws and regulations</li> <li>Ability to meet the following objectives for Federal Awards: <ul style="list-style-type: none"> <li>Transactions are properly recorded and accounted for, to: <ul style="list-style-type: none"> <li>Permit the preparation of reliable financial statements and Federal reports.</li> <li>Maintain accountability over assets.</li> </ul> </li> <li>Transactions are executed in compliance with <ul style="list-style-type: none"> <li>Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a federal program.</li> <li>Any other Federal statutes and regulations that are identified in the Compliance Supplement.</li> </ul> </li> </ul> </li> </ul> <p>2 CFR 200.303; 2 CFR 200.318-320; <a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFR200080eff2ea53/section-200.47GAO-14-704G">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFR200080eff2ea53/section-200.47GAO-14-704G</a>, GaDOE Rule 160-3-3; 2 CFR 200.403</p> <p>The LEA maintains accounting records that are supported by source documentation and costs are allowable under applicable laws and regulations. Expenditures meet the following standards including, but not limited to:</p> <ul style="list-style-type: none"> <li>Segregation of duties in review and authorization (must include Program Coordinator).</li> </ul>		

- You are now on the Indicator Tab
- The indicator is listed.



- A Score field is listed and is required to be completed. Your LEA team will determine progress on this specific indicator. You will choose one of the responses below.
  - District Successfully Implementing
  - District Resolving
  - District Requesting Assistance
  - N/A

Score: \*  District Successfully Implementing  District Resolving  District Requesting Assistance  N/A

- A Current Condition (what is currently happening in the LEA related to this indicator) field is listed.
- A Document Reviewed (list any documents your team reviewed) field is listed.
  - Your LEA may choose to add narrative in the Current Condition and the Document Reviewed fields. These fields are not required; however, LEAs are strongly encouraged to use these fields to capture the team’s discussion and decision-making to support the rating.

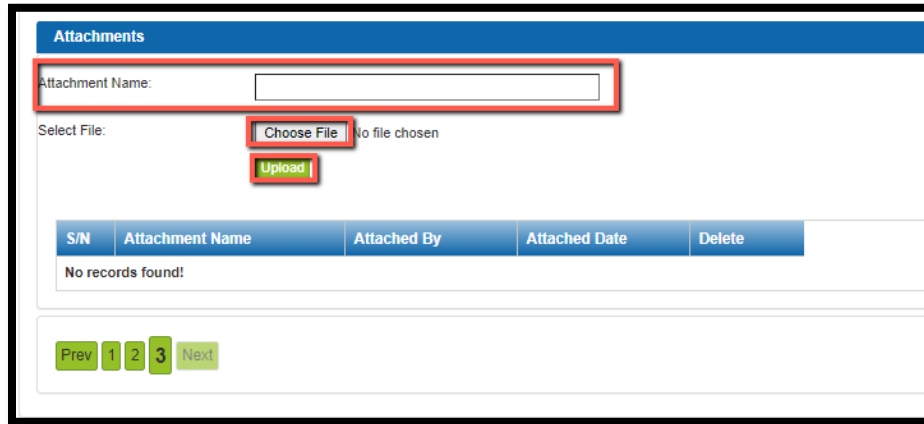
Current Condition:

Format

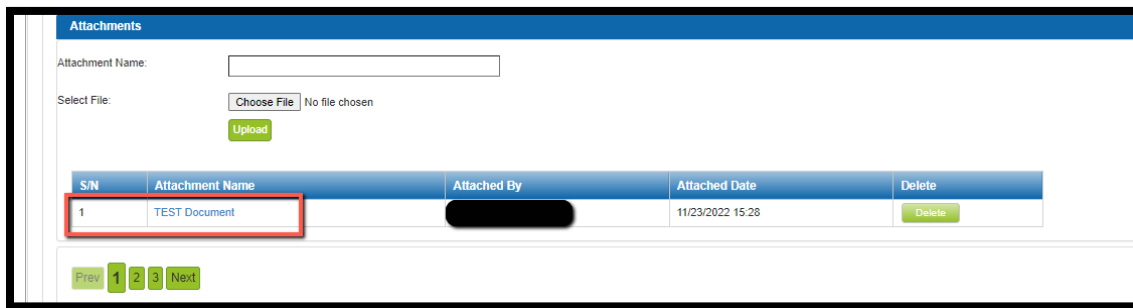
Documents Reviewed:

Format

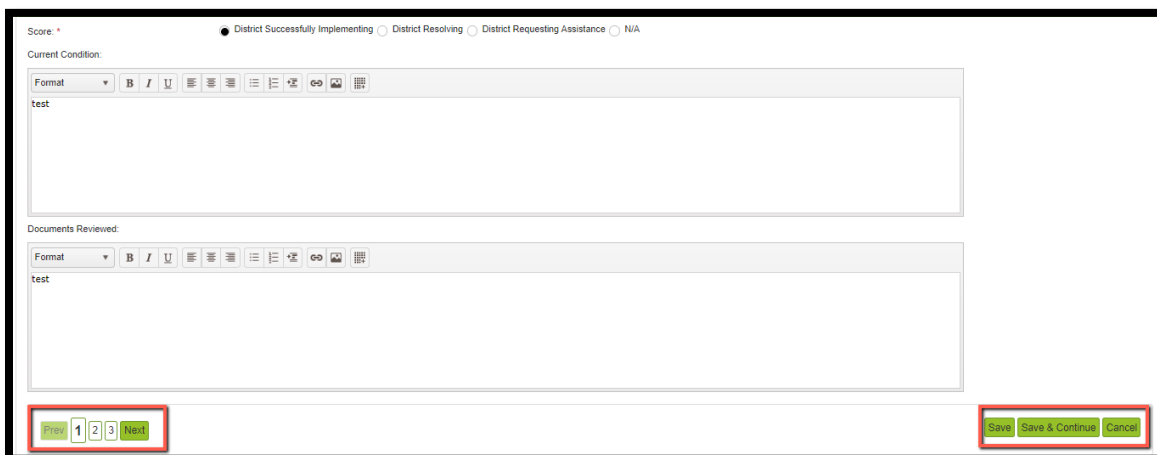
- An Attachments field is listed. The LEA team may upload attachments to the report. Attachments are not required. However, LEAs are strongly encouraged to use this feature to include documentation to support the rating. If uploading a document an Attachment Name must be entered.



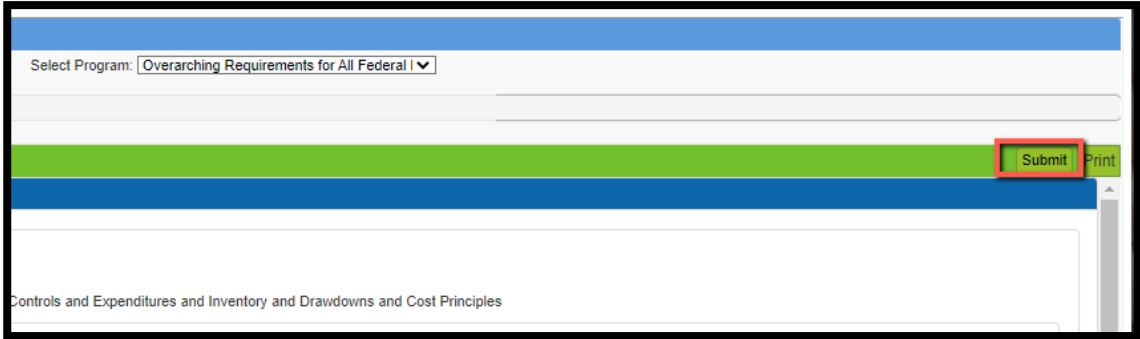
- The attachment is now listed.



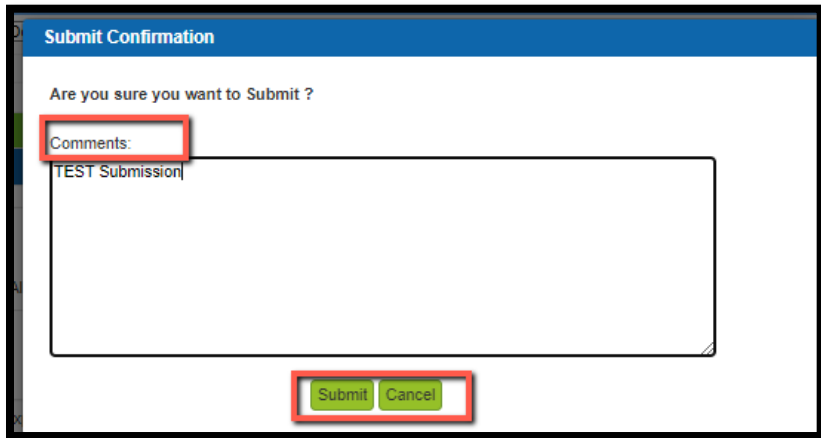
- After a score has been selected, information has been put into the Current Condition and Documents Reviewed fields, and files have been attached, select either Save, Save & Continue, or Cancel. On the last page the Save & Continue choice is grayed out since there are no other pages to complete.
- Repeat the same process for each page of the indicator



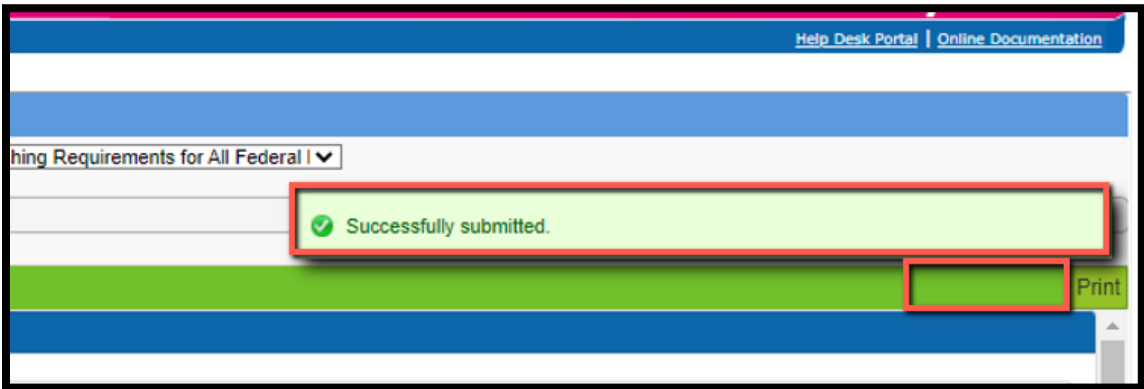
- When all indicators are complete in a specific program section, the LEA Coordinator will submit the report to the Superintendent. (Each program section will be submitted independently of the other program sections.) The submit button is on the upper right corner of the report.



- After submitting the report, a Submit Confirmation pop-up box appears. Enter in comments and hit the Submit button.

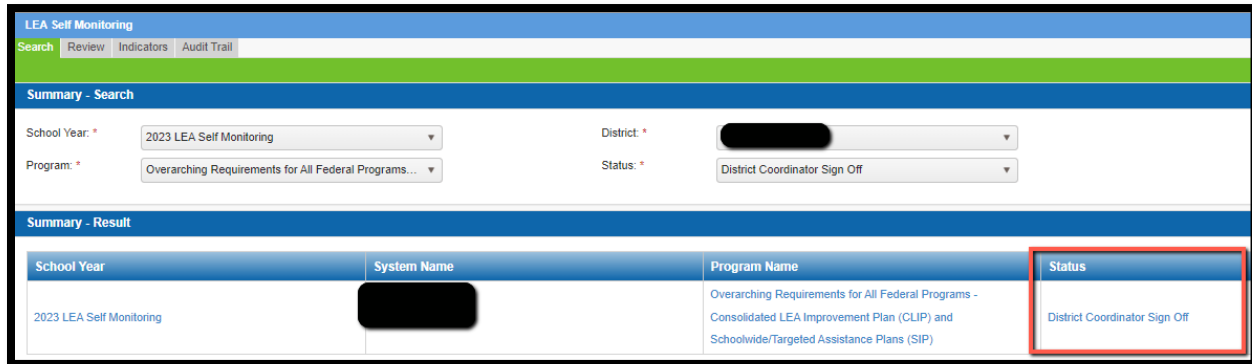


- After adding comments and confirming the submission, a Successfully submitted pop-up box appears.
- After submitting indicators to the Superintendent for review the indicator can no longer be edited.
- After submitting indicators to the Superintendent for review the Submit button disappears.

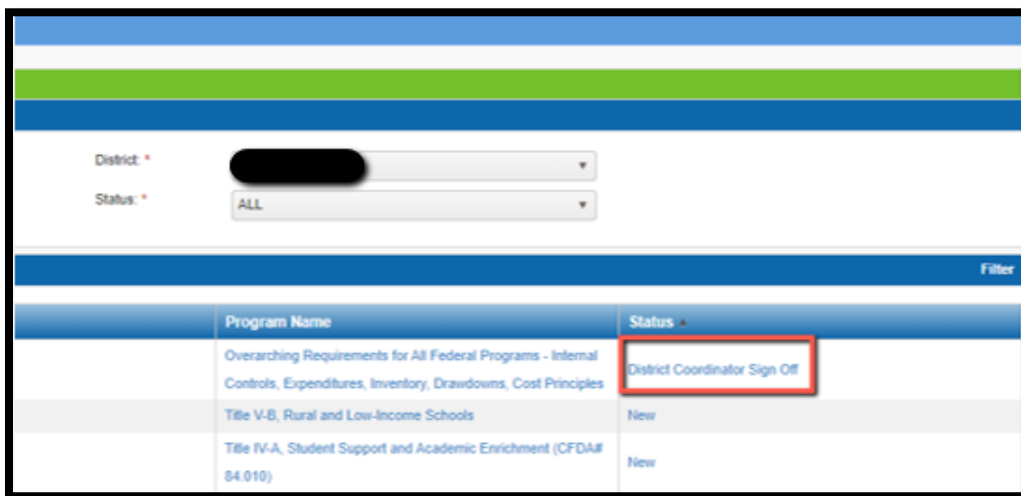




- The District Coordinator will see the status of the indicator has been changed to District Coordinator Sign Off.



- When the Superintendent signs into the portal they will now see District Coordinator Sign Off in the status column on the dashboard.
- The Superintendent will click to open up the indicator that has been signed off.



- You are now on the Review tab.
- A Scoring Summary dashboard and the programs are listed.
- Click on the arrow next to a program to open.



- The Score column now displays the score chosen.
- Click on the Select button.

<p>Permit the preparation of reliable financial statements and Federal reports.</p> <ul style="list-style-type: none"> <li>• Maintain accountability over assets.</li> <li>• Transactions are executed in compliance with             <ul style="list-style-type: none"> <li>• Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a federal program.</li> <li>• Any other Federal statutes and regulations that are identified in the Compliance Supplement.</li> </ul> </li> </ul> <p>2 CFR 200.303; 2 CFR 200.318-320; <a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-III/part-200/subpart-E/subject-group-ECFRea20000eff2ea53/section-200.47GAO-14-704G">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-III/part-200/subpart-E/subject-group-ECFRea20000eff2ea53/section-200.47GAO-14-704G</a>; GaDOE Rule 160-3-3; 2 CFR 200.403</p> <p>The LEA maintains accounting records that are supported by source documentation and costs are allowable under applicable laws and regulations. Expenditures meet the following standards including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Segregation of duties in review and authorization (must include Program Coordinator).</li> <li>• Reconciles all applicable reports (expenditure, budget, etc.)</li> <li>• Allowable under applicable laws and regulations.</li> <li>• Prove necessary, reasonable, and allocable.</li> <li>• Supported by source documentation.</li> <li>• Supplement, not supplant</li> <li>• Align with approved Federal budget.</li> </ul>	<p>District Successfully Implementing</p>		<p>Select</p>
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- The Superintendent sees the details for the information and uploads submitted by the LEA Coordinator.
- The Superintendent can Submit or Request Revisions.

**LEA Self-Monitoring**

Select School Year: **2021 LEA Self-Monitoring** | Select District: **Dallas County** | Select Program: **Overarching Requirements for All Federal**

Student Coordinator Sign Off: \_\_\_\_\_

Search | Review | **Indicator Scoring** | Audit Trail

**Submit** | **Request Review** | **Print**

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**Indicator Scoring**

Section Name: **5. Overarching Req.**

Section Description: **5. Overarching Requirements for All Federal Programs - Internal Controls and Expenditures and Inventory and Drawdowns and Cost Principles**

**Save** | **Save & Continue** | **Cancel**

**5.1**

Internal Controls specific to LEA expenditures required to be in writing by 2 CFR Part 200 (Accountability, Segregation of Duties, Procurement, Technical Evaluations of Competitive Proposals, Conflict of Interest, Time and Effort, Salaries, Travel) are present and meet requirements for internal controls

- Effectiveness and efficiency of operations
- Reliability of reporting for internal and external use
- Compliance with applicable laws and regulations
- Ability to meet the following objectives for Federal awards:
  - Transactions are properly recorded and accounted for, to:
    - Permit the preparation of reliable financial statements and Federal reports.
    - Maintain accountability over assets.
  - Transactions are recorded in compliance with:
    - Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a federal program.
    - Any other Federal statutes and regulations that are identified in the Compliance Supplement.

2 CFR 200.300; 2 CFR 200.310-320 <https://www.ecfr.gov/current/title-20-subtitle-A/chapter-200/subpart-E/subgroup-ECFR2000006/ECFR2000006-200-47040-14-7040>; OaDOE Rule 160.3-3; 2 CFR 200.402

The LEA maintains accounting records that are supported by source documentation and costs are allocable under applicable laws and regulations. Expenditures meet the following standards including, but not limited to:

- Segregation of duties in review and administration (must include Program Coordinator)
- Processes all applicable reports (expenditure, budget, etc.)
- Allocable under applicable laws and regulations
- Proven necessary, reasonable, and accurate
- Supported by source documentation
- Supplement, not support

ESEA, Sec. 1115, 1305, 1411, 1601; Sec. 2212; Sec. 2115(g); Sec. 4195(c); Sec. 4110; Sec. 5222; 20 CFR 200.300; 2 CFR 200.210; 2 CFR 200.302(b)(3); 2 CFR 200.302(b)(4); 2 CFR 200.302(b)(5); 2 CFR 200.302(b)(7); 2 CFR 200.309; 2 CFR 200.310; 2 CFR 200.318; 2 CFR 200.319; 2 CFR 200.320; 2 CFR 200.320(a)(3); 2 CFR 200.403; 2 CFR 200.403(i); 2 CFR 200.403(j); 2 CFR 200.404; 2 CFR 200.405; 2 CFR 200.400; 2 CFR 200.400 (i); 2 CFR 200.474(a); 2 CFR 200.530; OAG-14-7540; OaDOE Rule 160.3-3-04; 34 CFR 81.31(c); 34 CFR 76.787; RHED 12548, 12689; ESEA Equitable Services; 2003 Title I-Equitable Services Non-Regulatory Guidance; 2009 Title IX Part E Non-Regulatory Guidance

Score: \* **● District Successfully Implementing** | District Resolving | District Resolving Assistance | N/A

Current Condition

Format: **Rich Text**

**0/0**

Documents Reviewed

Format: **Rich Text**

**0/0**

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**Attachments**

Attachment Name: \_\_\_\_\_

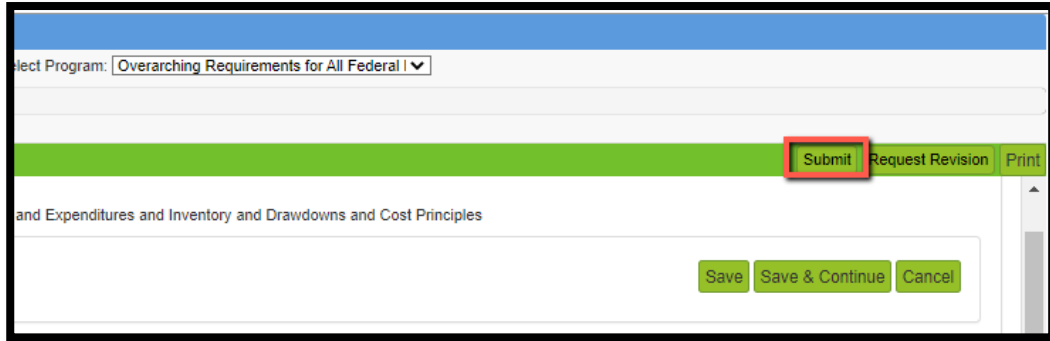
Select File: **Choose File** | No file chosen

**Upload**

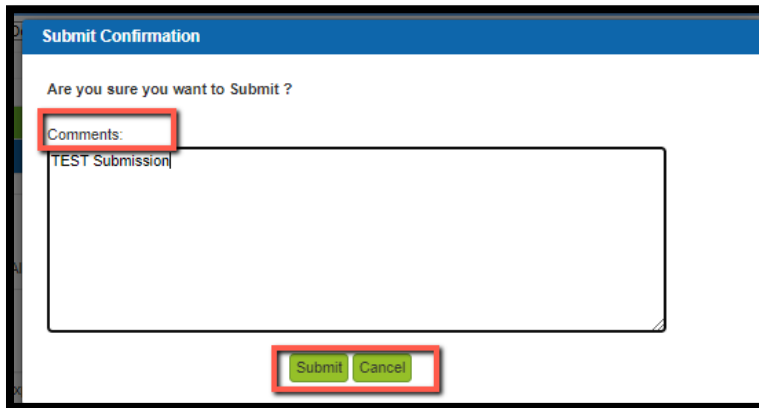
S/N	Attachment Name	Attached By	Attached Date	Delete
1	<b>TEST Document</b>	Devy Coordinator	11/23/2022 15:28	<b>Delete</b>

**Save** | **Save & Continue** | **Cancel**

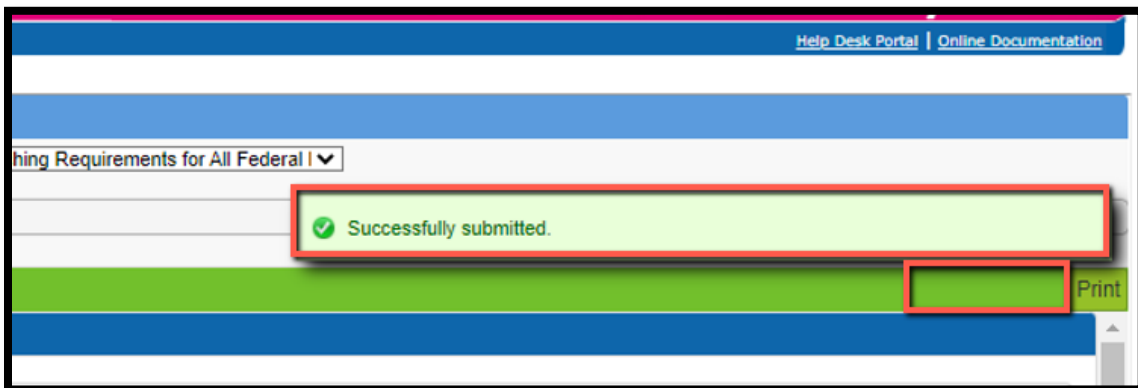
- If the Superintendent chooses to submit the self-monitoring report to the GaDOE, click on the Submit button.



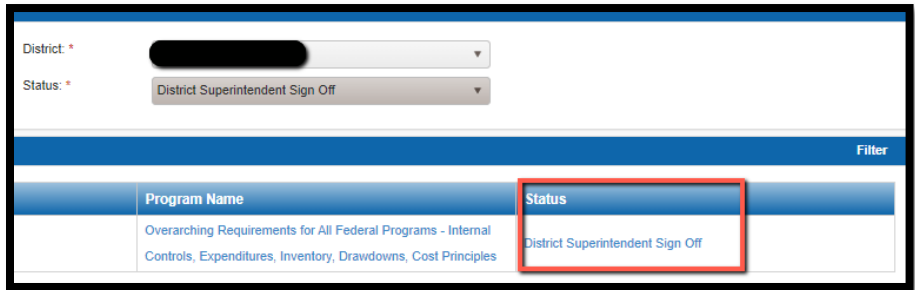
- After submitting the report, a Submit Confirmation pop-up box appears. Enter in comments and hit the Submit button.



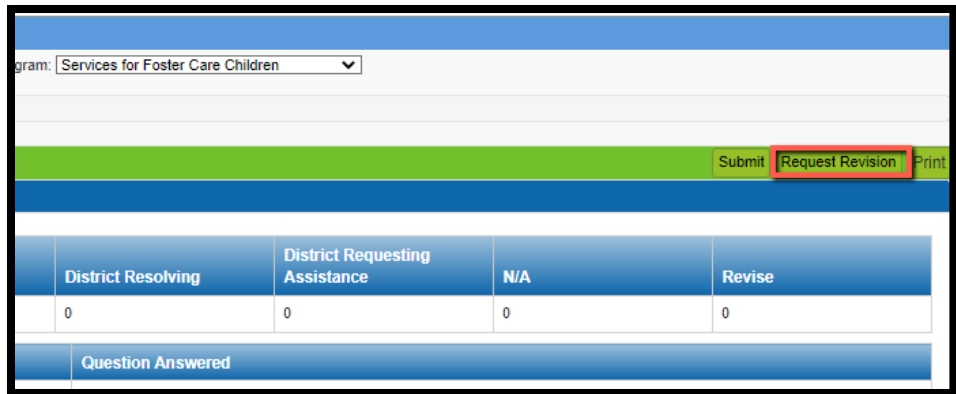
- After adding comments and confirming the submission, a Successfully submitted pop-up box appears.
- After submitting indicators to the GaDOE for review the indicator can no longer be edited.
- After submitting indicators to the GaDOE for review the Submit button disappears.



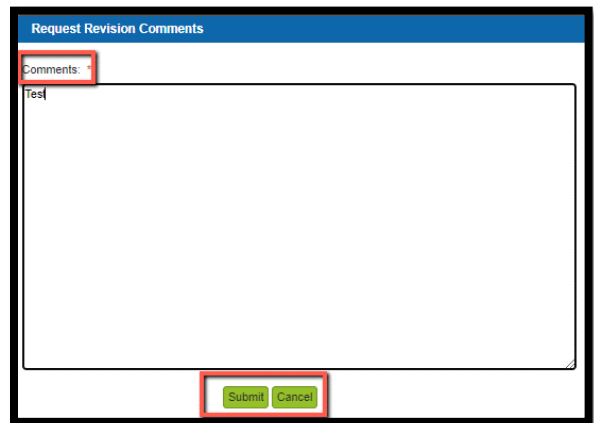
- The District Coordinator will see the status of the indicator has been changed to District Superintendent Sign Off.



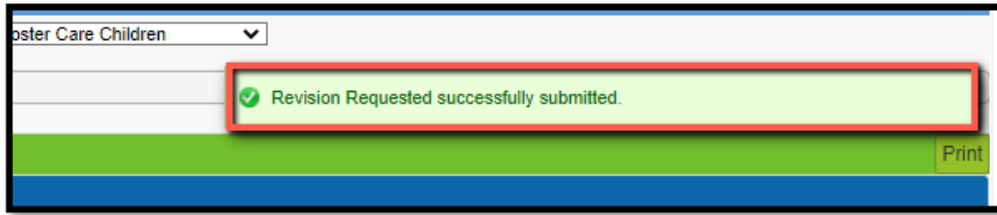
- GaDOE Program Manager receives the submission, acknowledges the report, and reviews with their team. If the LEA requested assistance or if the GaDOE team has questions, the program manager will contact the LEA.
- If the Superintendent chooses to request revisions to the self-monitoring report, click on the Request Revision button.



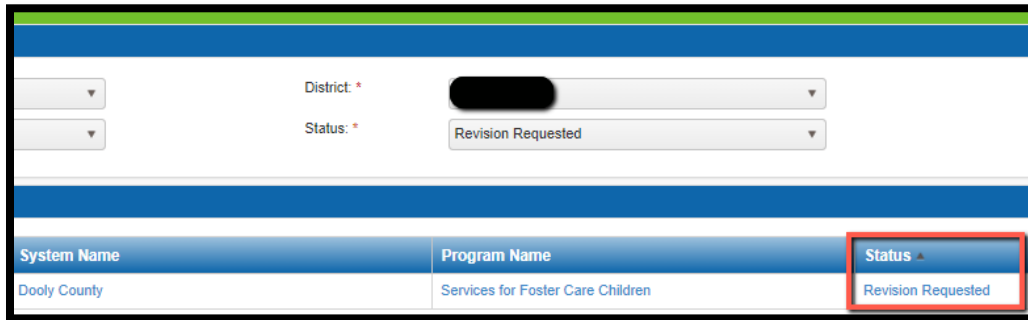
- After requesting revisions to the report, a Request Revisions Comments pop-up box appears. Enter in comments and hit the Submit button.



- After adding comments and confirming the request revisions, a Revisions Requested successfully submitted pop-up box appears.



- The District Coordinator will see the status of the indicator has been changed to Revision Requested.



- Repeat the steps to score the indicator and resubmit to the Superintendent.