SELDA

Cross Functional Monitoring

Department of Special Education Services and Supports

Scott Dorsey, Program Specialist
Georgia’s Systems of Continuous Improvement

GaDOE has adopted the Georgia Systems of Continuous Improvement as a methodology for supporting districts and schools. This methodology focuses on improving districts/schools’ systems.
Learning Targets

• Identify the Purpose of Cross Functional Monitoring
• Learn the Cross Functional Monitoring Cycle
• Learn the IDEA Fiscal CFM Resources and location
• Local Educational Agency (LEA) Preparation for Monitoring
• Submitting IDEA CFM Fiscal Documentation
• Receiving Cross Functional Monitoring Results
• Cross Functional Monitoring Helpful Tips
What is The Purpose of Cross-Functional Monitoring (CFM)
What is The Purpose of Cross-Functional Monitoring (CFM)

• Cross functional monitoring serves as a vehicle for the Georgia Department of Education to help LEAs achieve high quality implementation of educational programs utilizing the LEAs’ federal allocations.
What is The Purpose of Cross-Functional Monitoring (CFM)
Cross-Functional Monitoring (CFM) - Cycle
Cross-Functional Monitoring (CFM) - Cycle

• LEAs monitored on a four-year cycle (approximately 1/4 each year)  
  Note: Some federal programs monitor more frequently. McKinney-Vento grant and the 21st CCLC grant recipients are monitored annually.

• High-Risk LEAs added to current cycle
  ▪ Risk assessment is completed to determine if an LEA falls into the high-risk category.
CFM Cycle

1. **CFM requirements identified; LEAs trained**
2. **LEAs collect documentation**
3. **GaDOE Conducts Audit**
4. **Department provides report of visit via GaDOE portal**
5. **LEA creates and implements corrective action plan, if needed**

**Summary:**
- LEAs identified for CFM – cyclical or risk
- LEAs trained
- LEAs collect documentation
- GaDOE Conducts Audit
- Department provides report of visit via GaDOE portal
- LEA creates and implements corrective action plan, if needed
Cross Functional Monitoring (CFM)  
GaDOE Monitoring Schedule

• The FY2022 Cross Functional Monitoring list can be found the Georgia Department of Education’s (GaDOE) Federal Programs website.

Federal Programs Monitoring

Monitoring Resources

- Monitoring Cycles FY19 - FY23 (updated 6.25.2020)
- FY20 Cross Functional Monitoring Document (Updated 3-30-2020)

• GaDOE Federal Programs Website
LEA Preparation for Federal Programs
Cross Functional Monitoring
LEA Preparation for Federal Programs
Cross Functional Monitoring

DON’T PANIC

KEEP CALM AND CARRY ON

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LEA Preparation for Federal Programs
Cross Functional Monitoring

You should:

• Meet with key LEA personnel and discuss your program and areas that will be reviewed; review CFM indicator document

• **Collaborate, Collaborate, Collaborate** with Finance Director

• Collect and Organize monitoring documentation

• Conduct a mock monitoring visit ahead of time

• Review old monitoring reports

• Review audits - Including Single Audit (formerly known as the A-133 Compliance Audit)

• Be prepared to address any corrective action plans already created or implemented

• Contact your assigned Georgia Department of Education Budget Liaison if you have any questions
LEA Preparation for Federal Programs
Cross Functional Monitoring

1. Emails
2. Memos
3. Dated meeting agendas
4. Dated sign-in sheets
5. Checklists with comments
6. Record of physical inventory of equipment and real property
7. Fiscal documentation – Expenditure Reports etc.
8. Websites
9. Other forms of documentation
Cross Functional Monitoring (CFM)
IDEA Monitoring Resources
Federal Programs Handbooks

FEDERAL PROGRAMS HANDBOOK
Information Applicable to All Federal Programs

Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future
Cross Functional Monitoring (CFM)
IDEA Cross Functional Monitoring Fiscal Resources

- IDEA (Fiscal) Cross Functional Monitoring Documents are located on the Special Education Services and Supports - Budgets & Grant Applications website.
- Special Education Service and Supports - Budget & Grant Applications

**FY 2022 Consolidated Application**
- IDEA Budget Submission Checklist
- Forms
- Proportionate Share Calculation Worksheet
- CCEIS Calculation Worksheet for Original Allocation and ARP Funds

**Resources for Guidance**
- Financial Management Complaints
- Equitable Services for Private and Home School Students Webinar
- FY20 Cross-Functional Monitoring Guidance Document
- FY20 IDEA Fiscal Monitoring Checklist for GNETS
- FY20 IDEA Fiscal Monitoring Checklist for LEAs
- Federal Programs Monitoring
Cross Functional Monitoring (CFM)

IDEA Fiscal Monitoring Resources

- The IDEA Fiscal Monitoring Checklist is a simplified resource that explicitly states the required documentation for each IDEA Cross Functional Monitoring Fiscal Indicator.
- The IDEA Fiscal Checklist is very likely to change this year. The updated FY22 IDEA Fiscal Checklist will be posted if any changes are made to CFM requirements.
- LEAs will be notified about any changes that occur to the FY22 IDEA Fiscal Checklist.
- The IDEA Fiscal Checklist does not include the written Internal Control Requirements.
Cross Functional Monitoring (CFM)
Where to Submit IDEA Fiscal Documentation
Cross Functional Monitoring (CFM)
Where to Submit IDEA Fiscal Documentation - SLDS

CFM Index – (SLDS)
Cross Functional Monitoring (CFM) Results
Where is the CFM Report Located?
Cross Functional Monitoring Results – Location

[Image of the GaDOE website interface with search and monitoring options]
Cross Functional Monitoring
Common Findings
Cross Functional Monitoring
Common Findings

- Time and Effort
- Equipment Management

Most Common Internal Control Violations
Budget Liaison Map

Division for Special Education Services and Supports
FY 2019 Budget Liaison Map.
Contact Us

We’re Here to Help!

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