

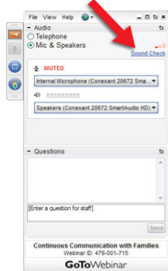
Georgia Department of Education

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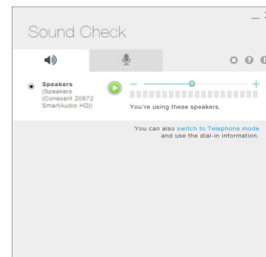
Welcome!

The Webinar will begin shortly.

While you are waiting, please ensure your sound is configured properly.



Press the Sound Check Button on your control panel.



THEN

Press the green button to perform the sound check. If you are having trouble, try telephone mode.

2

21st Century Community Learning Centers – Subgrantee Monitoring

Using the GaDOE Monitoring Portal & Desktop Monitoring Process

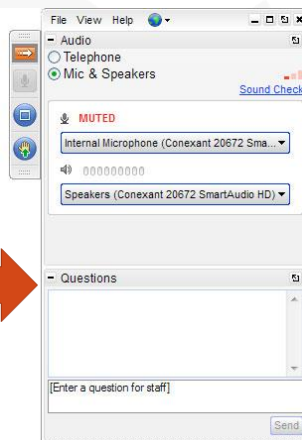
October 4, 2017

Nathan Schult

21st CCLC Program Manager

Office of Federal Programs

Questions Box and Attachments Box



File View Help

Audio

Telephone

Mic & Speakers

Sound Check

MUTED

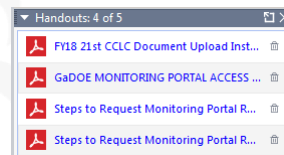
Internal Microphone (Conexant 20672 Sma...)

Speakers (Conexant 20672 SmartAudio HD)

Questions

[Enter a question for staff]

Send



Handouts: 4 of 5

- FY18 21st CCLC Document Upload Inst...
- GaDOE MONITORING PORTAL ACCESS ...
- Steps to Request Monitoring Portal R...
- Steps to Request Monitoring Portal R...

21st CCLC Monitoring Document



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- The most recent and updated version is posted on our website.

<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/21st-CCLC-Monitoring.aspx>

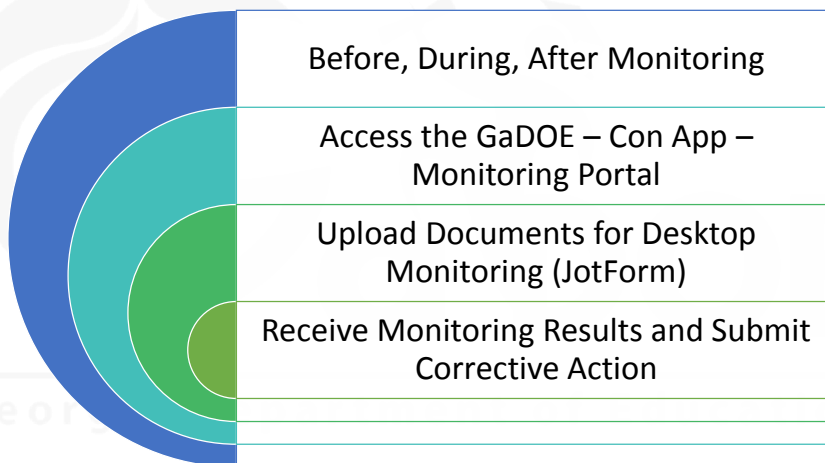
Monitoring Resources

- [FY18 21st CCLC Monitoring Document](#)
- [FY18 21st CCLC Subgrantee Operations Manual](#)
- Desktop Monitoring
 - [Link to Upload Documentation](#)
 - Instructions for Uploading Documentation
 - [Desktop Monitoring Indicators](#)

Today's Agenda



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Purpose of Monitoring



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- Monitoring of federal programs is conducted to ensure that children have a fair, equal, and significant opportunity to obtain a high-quality education.
- Monitoring emphasizes accountability for using federal resources wisely.
- Monitoring serves as a vehicle for the Department to help sub-grantees achieve high quality implementation of educational programs utilizing federal funds.

\$200.331

7

Monitoring Cycle



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8

Preparation Prior to On-Site Monitoring Visit



- Sub-grantees must provide:
 - A room large enough to comfortably accommodate the entire monitoring team. If need be, more than one room can be used.
 - Internet access for the monitoring team to be able to review online information. IT staff should be available to assist with connectivity.
- 21st CCLC administration need to be on-site and/or available during the monitoring visit. *It is important that other meetings requiring 21st CCLC staff are not scheduled during the monitoring visit.*

Preparation is Important!



Sub-grantee should:

- Meet with key 21st CCLC staff and personnel to discuss program and areas that will be reviewed
- Review 21st CCLC monitoring document
- Organize monitoring documentation
- Conduct a mock monitoring visit ahead of time
- Review old monitoring reports, if available
- Be prepared to address any corrective action plans already created or implemented

Logistics

- Team Lead (Monitoring ERES) will coordinate with the 21st CCLC program director to schedule the date of the visit – onsite or desktop
- Team Lead will contact program director in the days/weeks leading up to the visit
- Start time is typically 10:00 a.m. - lunch on our own but can help identify options in the area
- No exit conference; results of monitoring will be delivered via the portal in 15 days.

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Polls



MyGaDOE Consolidated Application (Con App) Portal – LEA Monitoring Application

Speak the Same Language



Consolidated Application Portal

- Gateway to all the online services provided by the Georgia Department of Education

Monitoring Application

- Application, within the portal, created to complete the monitoring process

Access

- Process to create and approve an account for a user

Provisioning

- Permission that allows the user certain roles and applications in the portal

Portal Access



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LEA (School Districts) – With an Account

1. If you already have an account, but do not see the 'Monitoring' application listed on your menu then you can request the necessary role
2. Click on your name, which will open your Profile page
3. Next, click on 'Request Roles'

Site Navigation

- Home
- Logout
- Title I
- Documents
- Nathan Schult**
- Account Information
- Add to Favorites
- Help - Dticket

Address: Line 1

Save Address

Request Roles: Request Roles

Portal Access



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LEA (School Districts) – With an Account

4. Click 'Next' to Step 2 and select your District
5. Select/Add Role - 'Title I LEA Coordinator – LEA Coordinator'

Step 2

Select an Organization:

To select a School, first choose a District

☒ District ☐ School

To select a Dept, first choose an Agency

☒ Agency ☐ Department ☐ Division

To see additional Organizations, first choose a Type

☒ Other Type

Click on a to select that role.

Roles for Selected Organization:

- ☒ Content Manager - Content Manager
- ☒ Gifted Director - Gifted Director
- ☒ GTID Coordinator - GTID Coordinator
- ☒ Special Ed Staff - Special Ed Staff
- ☒ **Title I LEA Coordinator - Title I LEA Coordinator**
- ☒ Migrant Coordinator - Migrant Coordinator
- ☒ Staff - Staff
- ☒ District User - District User
- ☒ Title I User - District User

Current Role Assignments (per Organization):

Click on a to Remove that role.

- Help Desk (School Improvement)
- Administrator (Title I)
- Content Manager (Title I)
- Help Desk (Title I)
- Program Administrator (Title I)
- Field Agent (Title I)
- Portal External User (Title I)
- SLDS State User (Title I)
- Title I LEA Coordinator**

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LEA (School Districts) – With an Account

6. Select Applications and Roles – 'District Coordinator – LEA District Coordinator'

7. Review and Submit

Portal Access



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LEA (School Districts) – No Account

1. If you DO NOT have an account/access to the MyGaDOE Portal (Con App) yet, then you will need to contact your District Security Officer to request access.
2. Request 'Title I LEA Coordinator – LEA Coordinator' for your District and 'District Coordinator – LEA District Coordinator' for **Title I LEA**.

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Non-LEA (CBO, FBO, IHE, Non-Profit) – With an Account

1. If you already have an account, but do not see the 'Monitoring' application listed on your menu then you can request the necessary role
2. Click on your name, which will open your Profile page
3. Next, click on 'Request Roles'

Portal Access



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Non-LEA (CBO, FBO, IHE, Non-Profit) – With an Account

4. Click 'Next' to Step 2 and select Other Type – Vendor and select your organization
5. Select/Add Role - 'User - User'

Portal Access



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Non-LEA (CBO, FBO, IHE, Non-Profit) – With an Account

6. Select Applications and Roles – 'District Coordinator – LEA District Coordinator'

TitleI LEA
District Coordinator - LEA District Coordinator
Help Desk - Help Desk
LEA Administrator - LEA Administrator
LEA Field Agent - LEA Field Agent
LEA Program Manager - LEA Program Manager

7. Review and Submit

STEP 4
Request Submission Summary
Submit

Portal Access



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Non-LEA (CBO, FBO, IHE, Non-Profit) – No Account

1. If you DO NOT have an account/access to the MyGaDOE Portal (Con App) yet, then submit the completed Access Request Form (webinar attachment).
2. Indicate Requested Roles (District Superintendent or District Coordinator)
3. **Email completed form to Nate Schult at nschult@doe.k12.ga.us by Friday, November 17, 2017**
4. Once approved, you will receive an email notification regarding your access

Non-LEA - Access Form



GRANTEE (FISCAL AGENT) NAME:			
ADD: (Only one person can be authorized as the District Superintendent role)			
	PERSON 1	PERSON 2	PERSON 3
LAST NAME:			
FIRST NAME:			
EMAIL ADDRESS:			
SELECT AUTHORIZED ROLE	Select One	Select One	Select One
CURRENT ACCOUNT FOR CON APP	Select One	Select One	Select One

Portal Access Review

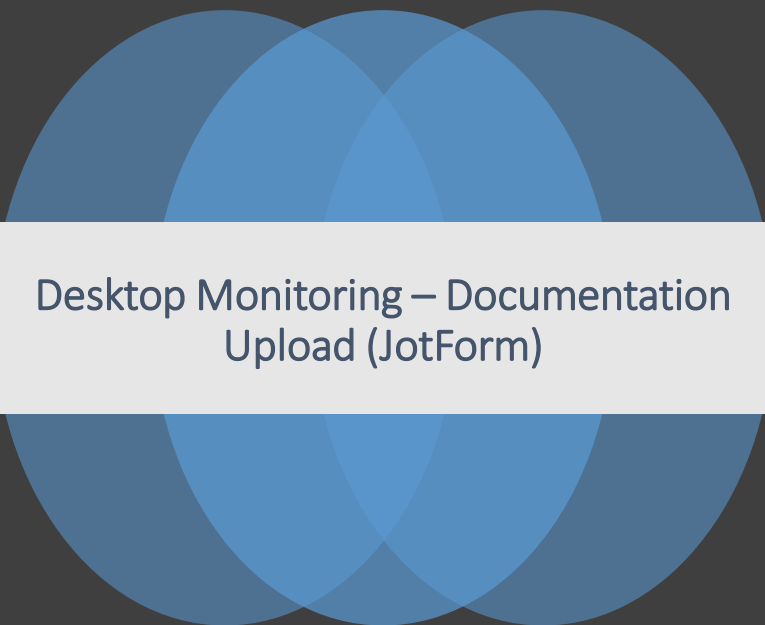


LEAs – School Districts

- Yes, I have an account -
 - Request Role through your Profile page
- No, I do not have an account -
 - Request Access and Role through your District Security Officer

Non-LEAs (including Colleges and Universities)

- Yes, I have an account -
 - Request Role through your Profile page (Vendor)
- No, I do not have an account -
 - Email completed Access Form to Nate Schult at nschult@doe.k12.ga.us



Desktop Monitoring – Documentation Upload (JotForm)

10/4/2017

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Desktop Monitoring



1

How do I submit documentation?

2

When can I submit my documentation?

Desktop Monitoring



- All documents must be uploaded (JotForm) by 9:00 a.m. of the scheduled day for monitoring review
- Unless requested by GaDOE, documentation cannot be submitted after 9:00 a.m. of the scheduled day for monitoring review
- Program directors and administrative staff must be available to answer questions and provide information during the day of desktop monitoring review
- All questions and additional clarification, if necessary, should be submitted by close of business (5:00 p.m.) on the day of desktop monitoring review, unless indicated by monitoring ERES/FA

Federal Programs

Title I, Part A Improving Academic Achievement of the Disadvantaged

Title I, Part A - Academic Achievement Awards

Title I, Part A - Foster Care Program

Title I, Part A - Family-School Partnership Program

Title I, Part C - Education of Migratory Children

Title I, Part D - Programs for Neglected or Delinquent Children

Title II, Part A - Supporting Effective Instruction

Title III, Part A - Language Instruction for English Learners and Immigrant Students

Title IV, Part A - Student Support and Academic Enrichment

Title IV, Part B - 21st Century Community Learning Centers

Federal Programs

Mission

The mission of Federal Programs is to provide technical assistance, program monitoring and resources to local educational agencies (LEA) to ensure that all children have an opportunity to obtain a high quality education and to achieve proficiency on the state's high academic achievement standards.

Resources

- Intra District Transfers
- Federal Programs Monitoring
- LEA Consolidated Application
- Federal Programs Handbook
- Federal Program Drawdowns
- Frequently Asked Questions-Budgeting Webinar: 9-3-17
- Professional Qualifications and Related Reporting Requirements

Updates from the Office of Federal Programs

21st Century Community Learning Centers

The purpose of Georgia's Title IV, Part B, 21st Century Community Learning Centers Program is to provide federal funds for communities to establish or expand activities in community learning centers that operate during out-of-school hours and serve three specific purposes:

- To provide opportunities for academic enrichment and tutorial services to help students
- To offer students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program; and
- To offer families of 21st CCLC students opportunities for active and meaningful engagement in their children's education.



Contact Information

Nathan Schult

Program Manager, 21st Century Community Learning Centers
Office: 404-232-1197
Cell: 404-326-3107
Email: nschult@doe.k12.ga.us

Program Resources

- Staff Contact List
- 21st CCLC Information
- Forms
- Evaluation Resources
- **Monitoring and Compliance**
- 2016-2017 Executive Summary
- Webinars

Website: <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/21st-Century-Community-Learning-Centers.aspx>

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21st CCLC Subgrantee Monitoring

Federal regulations and administrative procedures require that the state education agency (SEA) monitor the implementation of Title IV, Part B 21st Century Community Learning Centers programs and expenditure of federal funds. The Georgia Department of Education 21st CCLC program monitoring process utilizes the following components:

- Monitoring of Expenditures
- Routine Site Visits
- Pre-Monitoring Activities Review
- On-site Monitoring Visit
- Desktop Monitoring Review

Monitoring Resources


- [FY18 21st CCLC Monitoring Document](#)
- [FY18 21st CCLC Subgrantee Operations Manual](#)
- Desktop Monitoring
 - **[Link to Upload Documentation](#)**
 - [Instructions for Uploading Documentation](#)
 - [Desktop Monitoring Indicators](#)



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Desktop Monitoring

Document Upload (JotForm)

 **FY18 Title IV, Part B 21st CCLC - DESKTOP
ONLY Monitoring**

Please upload required documents in PDF format only! All uploaded document file names must be limited to 24 characters to allow readers to access the document information. An upload of each requested file is required in order to submit this report. If a requested file does not apply to the current situation of your program, please upload a single document stating the request does not apply to your program.

Subgrantee: *

Files Submitted by: *
First Name Last Name

Phone Number: * -
Area Code Phone Number

Email Address: * ex: myname@example.com

Desktop Monitoring – Document Upload



P1 - Dissemination of Policies, Plans, Procedures	<input type="button" value="Upload a File"/>
P3 - Program Operations	<input type="button" value="Upload a File"/>
P4 - Academic Activities	<input type="button" value="Upload a File"/>
P8 - Private School Consultation	<input type="button" value="Upload a File"/>
P9 - Background Checks	<input type="button" value="Upload a File"/>
P10 - Professional Learning	<input type="button" value="Upload a File"/>
P12 - Program Communication	<input type="button" value="Upload a File"/>

- Verify all documents have been uploaded - will not be penalized for uploading documentation in wrong indicator
- Ensure that documents are *legible* and *scanned properly*
- Prior to the 9:00 a.m. deadline of the day of monitoring, programs can submit a second “form”, if necessary to send additional documentation. Example: After clicking “Submit”, you realized you forgot to include a document, then complete a second submission/form.
- **NEW – Removed REQUIRED response feature from submission form**

Need Help Uploading Documents?



Contact

Nate Schult

•
nschult@doe.k12.ga.us

•
(404) 232 - 1197

Georgia Department of Education

Polls



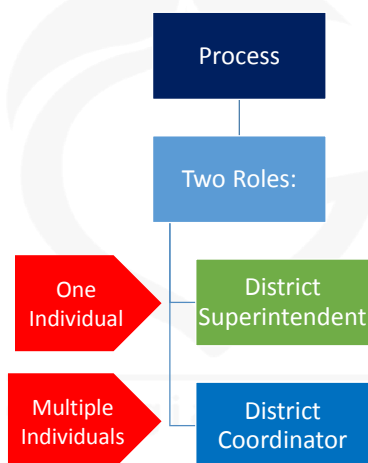
Receiving Monitoring Results & Submitting Corrective Action Plans

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Communication and Approval Process



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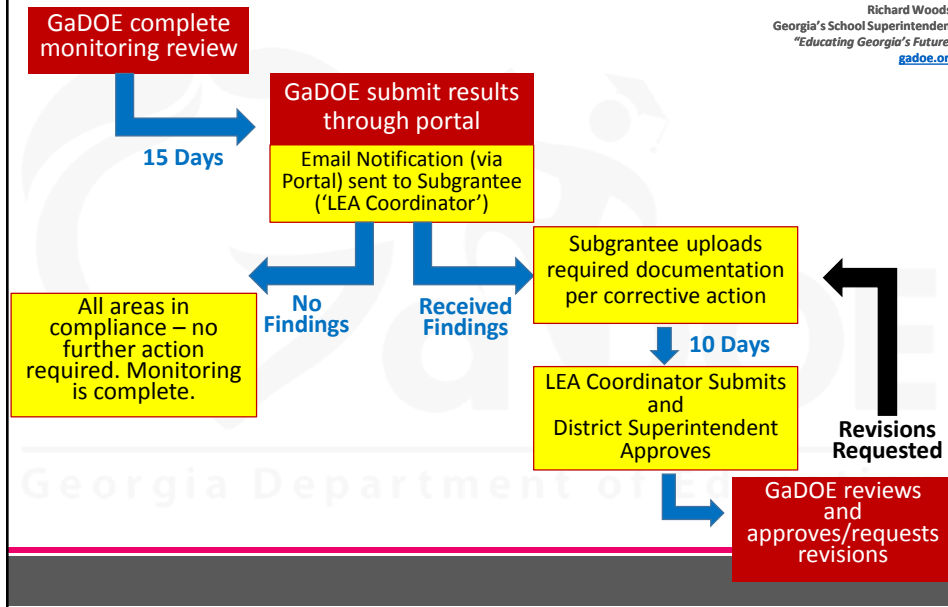


- During the monitoring process, email notifications will be sent via the portal to 'District Coordinator' and 'District Superintendent'
- Multiple staff can have access as the 'District Coordinator'
- Individual program results will be sent when signed off by the GaDOE Federal Programs Director
- Grantees should create a work-flow plan if more than one District Coordinator is involved in the GaDOE monitoring process.

Process & Timeline



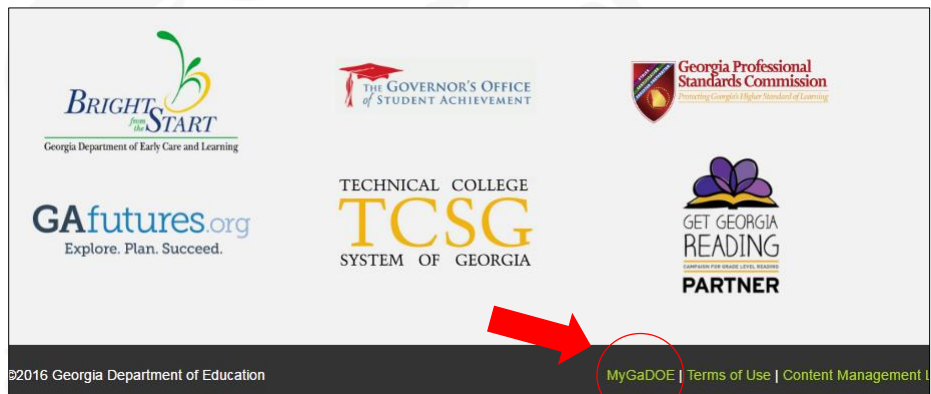
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Navigating the Portal



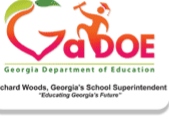
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Navigating the Portal



MyGaDOE



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Please Log In

Username:
Password:
[I forgot my passphrase!](#) [Login](#)
[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

This website requires Cookies be enabled in your browser.

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Navigating the Portal





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You have 0 new messages.

Site Navigation

- Home
- Logout

Title I

- Consolidated Application
- Documents
- GAORS
- Invoice Application
- Monitoring**
- Message Center
- Grants Application
- EOPA Reports

Surveys options | 

New (0)	Saved (0)	Submitted (10)	Approved (10)
No new surveys available			

[More](#)

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Viewing the Monitoring Report



Cross Functional Monitoring

Search Review Indicators Audit Trail

Summary - Search

School Year: 2017 Federal Programs Cross Functional Monitoring District: * ALL

Program: * Title IV-B, 21st Century Community Learning Center... Status: * ALL

Phase: * ALL

Summary - Result Filter

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This is the general search page that will allow you to search by program, phase, and status.

Viewing the Monitoring Report



Search Review Indicators Audit Trail

Print

Review Summary

All	Indicators Answered	Indicators Unanswered	Met	Met with Recommendation	Did not Meet	N/A	Revision Requested	Corrective Action Plans
42	42 of 42	0	39	0	1	2	0	1

Section	Indicator Answered
21st CENTURY COMMUNITY LEARNING CENTERS	42 of 42

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On the review page, you can sort by program and see the overall status of the indicators.

Viewing the Monitoring Report



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Section Name: 21st CENTURY CO...
Section Description: 21st CENTURY COMMUNITY LEARNING CENTERS

Page 1 of 40

21.1 P1 - Program Implementation:
The subgrantee implements a recruitment plan that targets the student population(s) and their families as identified in the approved grant application. Recruitment plan is included in the Staff Handbook.

Score: * ☒ Met ☐ Did Not Meet ☐ Needs Recommendation ☐ N/A

Current Condition: *

Format: [Rich Text Editor]

Documents Reviewed: *

Format: [Rich Text Editor]

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On the indicator page,
you will search by
program and indicator
and see the result.

Current Condition,
Citation, and
Required Corrective Action

Viewing the Monitoring Report



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Creek Functional Monitoring

Select School Year: FY2017 Select District: [Dropdown] Select Program: [Dropdown]

Team Lead: [Dropdown] Findings Phase: [Dropdown]

Search: [Dropdown] Review: [Dropdown] Indicators: [Dropdown] Audit Trail: [Dropdown]

Question Cost: *

Required Corrective Action Plan: *

Format: [Rich Text Editor]

TEST

Attachments

Attachment Name: [Text Box]
Select File: [Text Box] Browse

S/N	Attachment Name	Attached By	Attached Date
No records found!			

If the indicator is scored as
DOES NOT MEET, you will see
the required corrective action
description here.

Documents supporting the
finding will be attached by
GaDOE here.

Viewing the Monitoring Report



NEW – Separate reports for Programmatic and Fiscal indicators.

- Reports will be delivered to the sub-grantee at the same time (together)
- What does this mean?

If there are both Programmatic and Fiscal findings, then the sub-grantee will need to submit required corrective action documents and submit both reports back to GaDOE.

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Corrective Action Plan



If a CAP is required, you have a place to write a response but please attach documentation and revised procedures, policies, etc. as separate documents. (Example: *Written Allowability Procedures*)

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1

District Coordinator
(Program Director)
uploads and submits

2

District
Superintendent
(CEO) reviews and
submits

3

Monitoring Team
reviews and submits
or requests revisions

4

If approved, Program
Manager reviews
and submits or
requests revisions

5

If approved, Program
Director reviews and
approves or requests
revisions

Submit Corrective Action Plan

Final Monitoring Approval

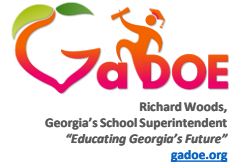


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School Year	District	Program	Phase	Status	User	CAP Due Date
2017 Federal Programs Cross Functional Monitoring		Title IV-B, 21st Century Community Learning Centers (CFDA# 84.287)	Corrective Action Phase	Completed	John Wight	03/21/2017
2017 Federal Programs Cross Functional Monitoring		Title IV-B, 21st Century Community Learning Centers (CFDA# 84.287)	Findings Phase	Completed	John Wight	

When the CAP is approved, the 'District Coordinator'
and 'Superintendent' will receive an email. Status will
also show on portal.

Need Help with the Monitoring Portal?



Contact

Nate Schult

•
nschult@doe.k12.ga.us

•
(404) 232 - 1197

Georgia Department of Education

Polls



Overview and Reminders



Access – review steps, send Access Form (non-LEA), if necessary, by November 17th

Automatic Email notices via the GaDOE Portal

Upload documents, written procedures

CAP due dates – 10 business days

‘District Superintendent’ review and approval

Two reports - programmatic & fiscal

Questions?

Please type your questions in the chat box.



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