

# FY23 Cross Functional Monitoring Pre-Recorded Webinar Series

**Logistics**

**September 23, 2022**

# Presenter



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Director  
Division of Federal Programs

# Agenda

- CFM Document
- Setting the Context for Monitoring
- Monitoring Process
- Procedures for Submission of Documentation in Advance
- Local Educational Agency (LEA) Preparation for Monitoring
- Next Steps

# Participant Guide

We will be following the most recent and updated version of the Cross Functional Monitoring (CFM) document from our website.

<http://www.gadoe.org/School-Improvement/Federal-Programs/title-i/Pages/Title%20Programs%20Monitoring.aspx>

## Monitoring Resources

- Monitoring Cycles FY19 - FY23
- FY23 Cross Functional Monitoring Document

Please pause this recording and open the CFM document so that you can follow along.





# Logistics

# Setting the Context



# Setting the Context





# Purpose of Monitoring

- Monitoring of ESSA, IDEA, and CRRSA/ARP is conducted to ensure that all 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 LEAs achieve high quality implementation of educational programs utilizing the LEAs' federal allocations.

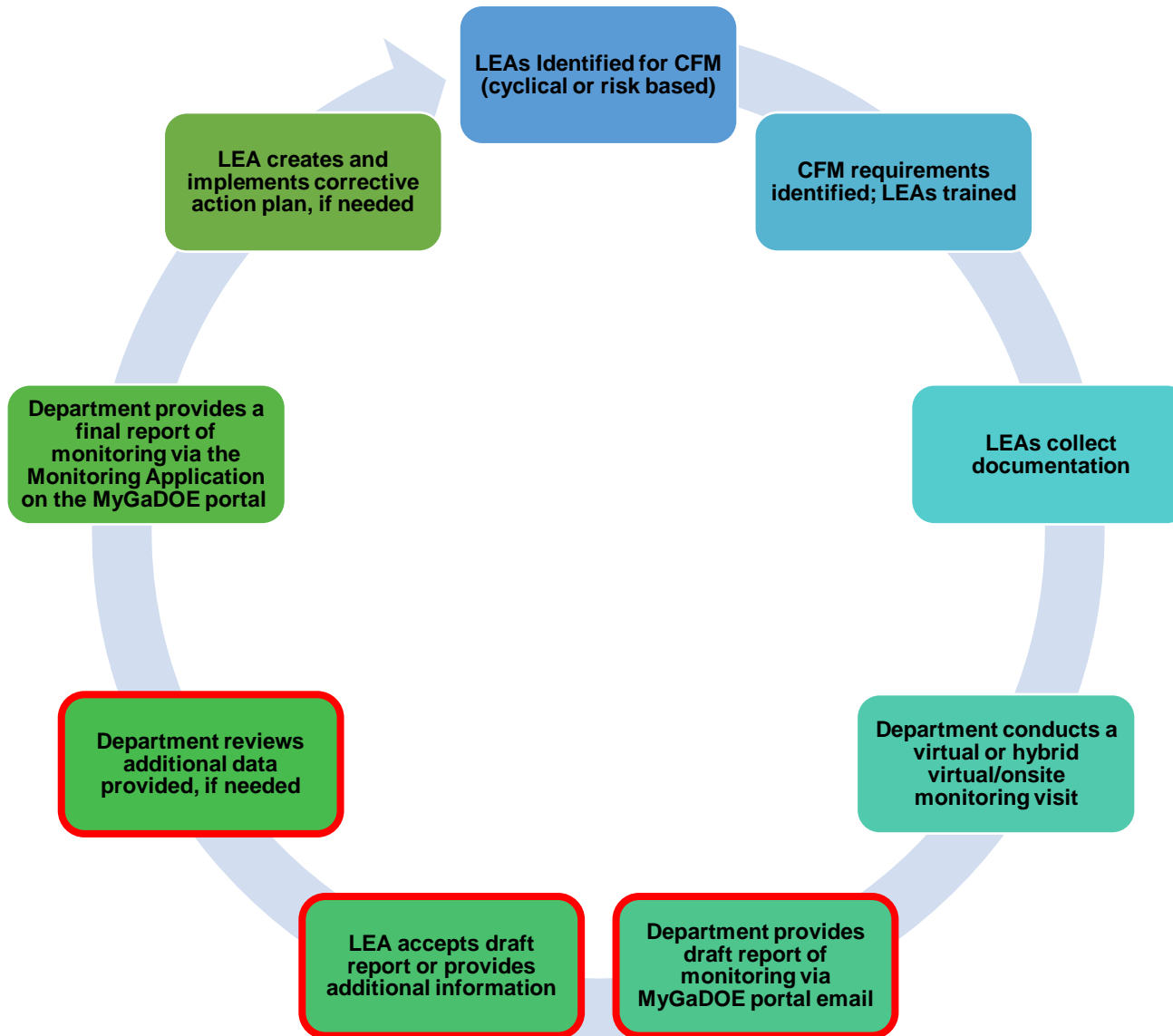
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# Department Cross-Functional Monitoring (CFM) Process

# CFM Cycle

Steps outlined in red are new in FY23.



# Programs Monitored during CFM

- Title I, Part A - Improving the Academic Achievement of the Disadvantaged
- Title I, Part A - Parent and Family Engagement
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Programs for Neglected or Delinquent Children
- Title I, School Improvement - 1003(a); 1003(g)
- 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 (SSAE)
- Title IV, Part B – 21<sup>st</sup> Century Community Learning Centers
- Title V, Part B - Rural Education Achievement Programs (REAP)
- Title IX, Part A - Education for Homeless Children & Youth
- Individuals with Disabilities Education Act of 2004 (IDEA)
- CRRSA and ARP Grants

# Six Ways the Department Monitors

1. Review of program compliance requirements (CLIP)
2. Monitoring of budgets & expenditures
3. Single audit (2 C.F.R. 200.501)
4. Virtual or hybrid virtual/onsite monitoring
5. Self-monitoring
6. Inventory monitoring

# Monitoring 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 21<sup>st</sup> CCLC grant recipients are monitored annually.*
- GaDOE is currently on cycle 4 of the four-year monitoring schedule.
- High-Risk LEAs added to current cycle
  - Risk assessment is completed to determine if an LEA falls into the high-risk category.

**PLEASE NOTE:** LEAs can request a hybrid virtual/onsite monitoring visit.

# High Risk

- The Department's Office of Federal Programs defines high-risk as:
  - LEAs showing evidence of serious or chronic compliance problems.
  - LEAs with previous financial monitoring/audit findings.
  - LEAs with a high number of complaints from parents and other stakeholders about program implementation.
  - LEAs identified by FBO and State Audit Department
  - Other LEAs as deemed necessary.

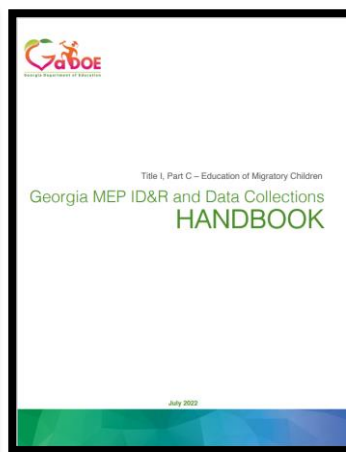
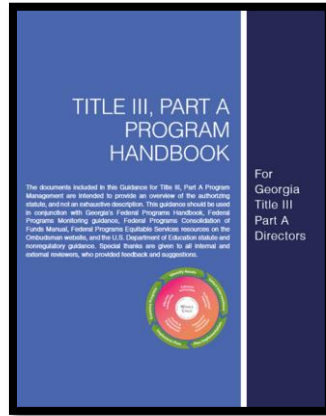
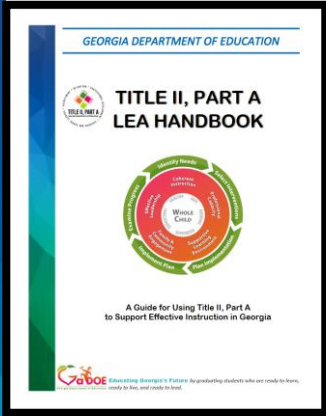
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# Preparing for Federal Programs Cross-Functional Monitoring

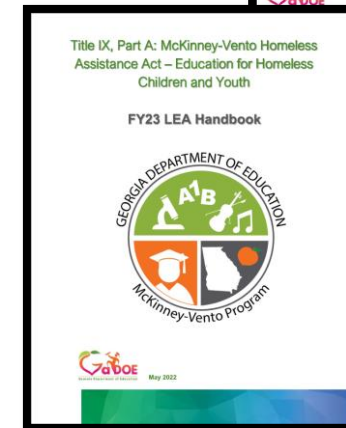
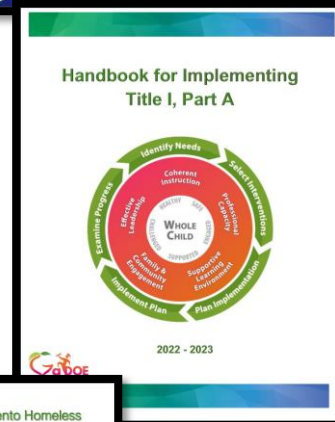
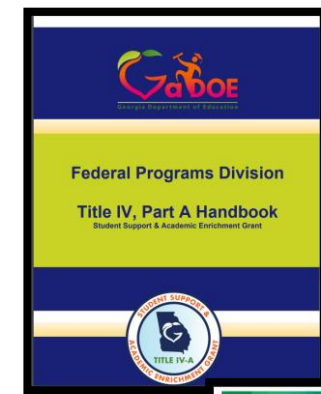


# Federal Programs Handbooks



## FEDERAL PROGRAMS HANDBOOK

### Information Applicable to All Federal Programs



# Fiscal Year for Monitoring

- FY23 CFM Rubric will be used for all monitoring
- CFM Teams will review documents for FY23; payroll and expenditure reports will be from FY22 and FY23
- CFM Teams will review documents for FY22 when FY23 documents are not available

## Example:

LEA has a monitoring date in December; however, FY23 time and effort documents have not been completed yet. The LEA will provide FY22 time and effort documentation.

# Documentation for Monitoring of ESSA, IDEA, and CRRSA/ARP

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
8. Websites
9. Other forms of documentation

# Receiving CFM Results

- Within four (4) weeks from the monitoring date, the LEA will receive, via email to the superintendent and CFM Contact, a draft report summarizing the current condition and documents reviewed for each indicator.
- Within seven (7) calendar days from receipt of the draft report, the LEA will respond to the report (acknowledge and indicate no further action OR acknowledge and provide missing documentation) by email.
- Within seven (7) to ten (10) days from the date of acknowledgment/end of the final upload window, the GaDOE will finalize the monitoring report and the LEA will receive the results through the Monitoring Application on the MyGaDOE portal, including any required corrective actions. (Reports for IDEA Results based monitoring will be received via that application on the MyGaDOE portal.)

# Receiving CFM Results

Each indicator will receive one of the scores below.

- Met
- Met with Recommendations
- Did Not Meet
- NA

# Reviewing CFM Results

Each indicator report will include these sections:

- Current Condition
- Documents Reviewed
- Citations

If documentation does not meet the requirement:

- Questioned Cost
- Required Corrective Action

# Acting on CFM Results

Review recommendations and determine internal actions  
(no response to GaDOE)

Required Corrective Actions:

- Revise internal procedure handbooks
- Collect documentation
- Revise reports, budgets, completion reports, etc.
- Upload documentation to the CFM application
- Timeline: 30 days

# Communication prior to the Monitoring Date

- Each LEA will have one GaDOE staff person assigned as the CFM Coordinator.
- The CFM Coordinator will communicate with the LEA in the days and weeks leading up to the monitoring.
- Specific programs managers may also communicate with the LEA, as needed.



# LEA Preparation Prior to the Monitoring Date

LEAs are required to provide supporting documentation that is not already available to the Department's Cross-Functional monitoring team.

Four weeks before the monitoring date, GaDOE will email the LEA CFM Contact with further details on documents to upload:

- LEA's Federal Programs Procedures Handbook (All Programs)
- Title I, Part A school program plans that will be reviewed
- School RAM/Ps that will be reviewed (Title I, Part A)
- Schools for inventory review (Title I, Part A)
- Staff for PQ review (Title I, Part A)
- Schools for parent family engagement document for review
- Schools to provide samples of Title I C occupational survey
- EL Data Rosters and Records Review (Title III, Part A)

*Uploading of these documents before the monitoring date is preferred, but not required.*

# LEA Preparation Prior to the Monitoring Date

Two weeks before the monitoring date, LEAs will upload:

- FY22 and 23 detailed expenditure report for each federal program being monitored
- FY22 and 23 payroll history report by account code for each federal program being monitored
- Title III EL Data Roster (by MyGaDOE portal secure email)

Due to FERPA regulations some information cannot be submitted via internet; therefore, these programs will utilize the MyGaDOE Portal email (unless otherwise directed by the program):

- IDEA
- Title III, Part A; Title I, Part C

# Monitoring Application for Sharing Documents - SLDS

## Consolidated LEA Improvement Plan (CLIP)

[Home](#) [CLIP](#) [SandBox](#) [Data Dashboard](#) [School SIP](#) [Cross Functional Monitoring](#)

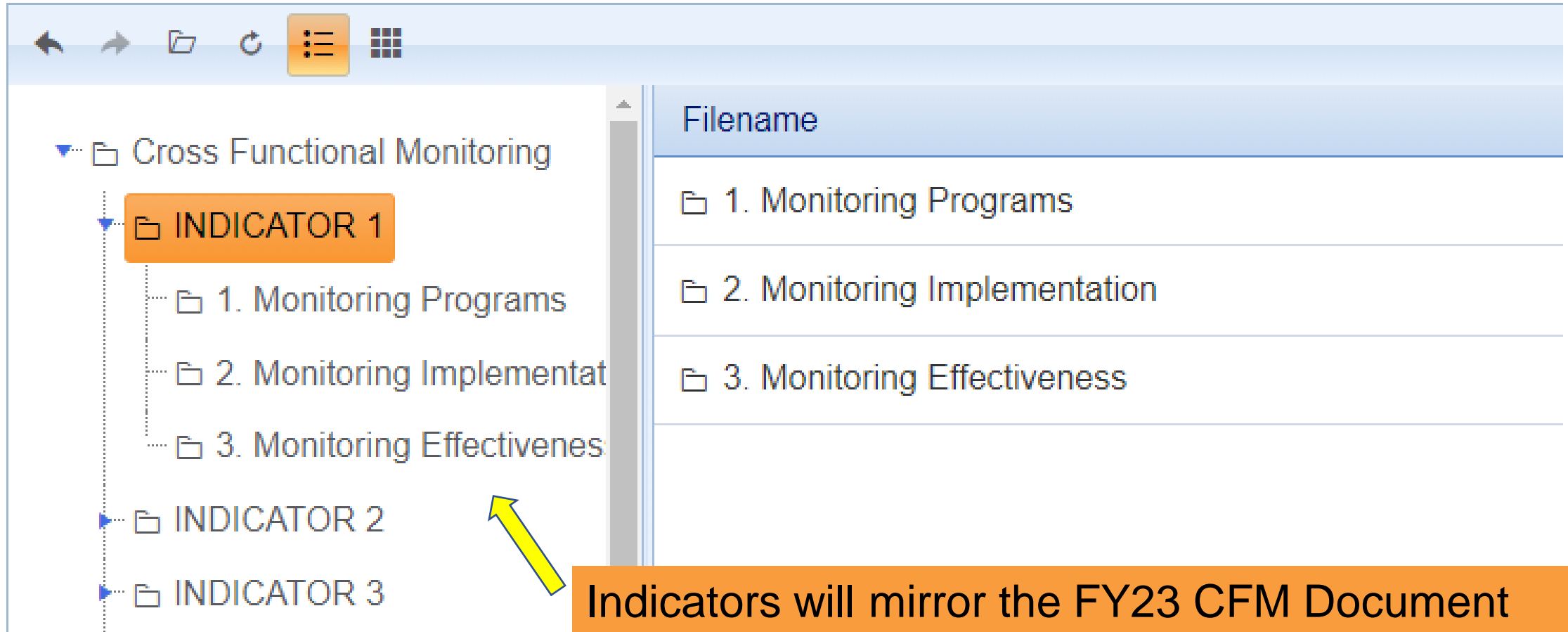
School Year :

District : Appling County



Available by October 1

# Monitoring Application for Sharing Documents - SLDS



The screenshot displays a web-based monitoring application interface. On the left, a tree view shows a folder structure under 'Cross Functional Monitoring'. The 'INDICATOR 1' folder is highlighted in orange. Below it are three sub-folders: '1. Monitoring Programs', '2. Monitoring Implementat', and '3. Monitoring Effectiveness'. Below these are 'INDICATOR 2' and 'INDICATOR 3'. A yellow arrow points from a text box at the bottom right to the 'INDICATOR 2' folder. On the right, a table with the header 'Filename' lists three items: '1. Monitoring Programs', '2. Monitoring Implementation', and '3. Monitoring Effectiveness'.

Indicators will mirror the FY23 CFM Document

# Monitoring Application for Sharing Documents - SLDS

Current Status: Started

Filename  
No records to display

Upload

Max file size allowed: 25.00 MB  
File extensions allowed: \*.\*

Upload

# Sharing Documents with GaDOE-SLDS

- Documents should be uploaded by 9 AM on your CFM date. (Except the expenditure, payroll, and Title III EL reports.)
- File names should reference the indicator number.  
***Ex: Indicator 8.3 Distribution Checklist***
- If you create your own folders in the SLDS CFM platform, please keep the names of the files short.

*Note: Use of the SLDS CFM application is optional. If your LEA will provide documents to GaDOE by another platform, please email [federalprograms@doe.k12.ga.us](mailto:federalprograms@doe.k12.ga.us) and be prepared to provide the team with access details.*

# Who should be available on your monitoring date?

LEA staff to be present/available during monitoring:

- Title I, Part A - Improving the Academic Achievement of the Disadvantaged
- Title I, Part A - Parent and Family Engagement
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Programs for Neglected or Delinquent Children
- Title I, School Improvement - 1003(a)
- 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 (SSAE)
- Title IV, Part B – 21<sup>st</sup> Century Community Learning Centers (of applicable)
- Title V, Part B - Rural Education Achievement Programs (REAP)
- Title IX, Part A - Education for Homeless Children & Youth
- Individuals with Disabilities Education Act of 2004 (IDEA)
- CRRSA and ARP Grants

# Who should be available on your monitoring date?

Other LEA staff that also may need to be available are:

- Federal program director/coordinator
- LEA program staff assigned specific duties in any given federal program
- Financial persons responsible for federal grant budgets
- Human Resources designee



# Preparation is Important!

Your LEA should:

- Meet with key LEA personnel and discuss programs and areas that will be reviewed; review CFM indicator document
- Organize monitoring documentation
- Conduct a mock monitoring visit ahead of time
- Review old monitoring reports
- Review LEA plans
- Did you complete everything you said you would?
- 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

# Next Steps

- LEA monitoring dates have been confirmed.
- Review the pre-recorded webinars for each program being monitored. Details for accessing these webinars are on the [GaDOE website](#).
- Attend the Q&A webinar opportunities provided by each program being monitored. Details for accessing these webinars are on the [GaDOE website](#).
- Start preparation activities.
- Review the GaDOE email sent to LEAs 4-weeks before the monitoring date.
- Contact [program staff](#) with any questions you may have.

# Feedback

Please provide us with feedback by completing our short survey. The survey can be accessed by QR code or the abbreviated link below.



OR

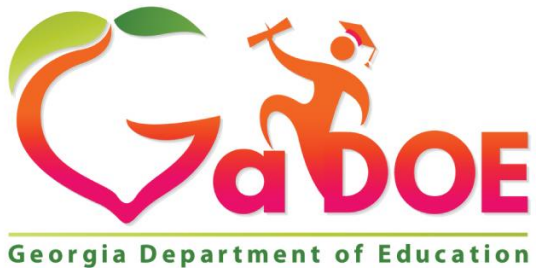
[FY23 CFM Pre-Recorded Webinar  
Feedback Form](#)

Open your phone's camera and hold up until you can see QR code. Your phone will prompt you to access a website – allow access.

[www.gadoe.org](http://www.gadoe.org)

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 [youtube.com/user/GaDOEmedia](https://youtube.com/user/GaDOEmedia)



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