SELDA
Cross Functional Monitoring

Department of Special Education
Services and Supports
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Budget and Grants Program Specialists

August 16, 2022
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

- Setting the Context for Cross Functional Monitoring (CFM)
- Identify the Districts Cross Functional Monitored in FY2023
- 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
Setting the Context
Cross Functional Monitoring
Who’s Monitored in FY2023?
Cross Functional Monitoring
Who’s Monitored in FY2023?

DON’T PANIC

KEEP CALM AND CARRY ON

August 16, 2022
Cross Functional Monitoring
Who’s monitored in FY2023?

- The FY2023 Cross Functional Monitoring list can be found on the Georgia Department of Education’s (GaDOE) Federal Programs website.

**Federal Programs Monitoring**

**Monitoring Resources**
- Monitoring Cycles FY19 - FY23
- FY22 Cross Functional Monitoring Document 11.2.2021
- FY23 Cross Functional Monitoring Document (CHECK BACK SOON)

[GaDOE Federal Programs Website](#)
Cross Functional Monitoring

Who’s monitored in FY2023?

- Districts who are identified as At-Risk will be notified, via email, about the FY2023 Cross functional Monitoring after these determinations are finalized.
Cross Functional Monitoring
IDEA Cross Functional Monitoring Fiscal Resources
Cross Functional Monitoring
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

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Cross Functional Monitoring
IDEA Fiscal Monitoring Checklist
Cross Functional Monitoring
IDEA Fiscal Monitoring Checklist

• How is the IDEA Fiscal Monitoring Checklist useful?
  ➢ IDEA Fiscal Monitoring Checklist: Explicitly states the required IDEA fiscal documentation for each Cross Functional Monitoring Fiscal Indicator.
  ➢ IDEA Fiscal Monitoring Checklist: Does Not include the written Internal Control Requirements.
Cross Functional Monitoring
IDEA Fiscal Monitoring Checklist

Special Education Services and Supports

FY 2023 IDEA Fiscal Monitoring Checklist

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Documentation Provided by District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 – LEA Monitoring of Schools and Programs</td>
<td>A. LEA procedures for monitoring requirements of IDEA, implementation of school-wide plan and intent and purpose (Consolidation only)</td>
</tr>
<tr>
<td>2.1 – Comprehensive LEA Improvement Plan (CLIP)</td>
<td>B. Evidence of approved CLIP</td>
</tr>
<tr>
<td></td>
<td>C. Upload of required CLIP elements to the Consolidated Application</td>
</tr>
<tr>
<td>3.2 – Services to Eligible Private School Children</td>
<td>A. Written procedures</td>
</tr>
<tr>
<td></td>
<td>B. Evidence</td>
</tr>
<tr>
<td></td>
<td>1. Met requirements of consultation, written affirmation, and evaluation of program</td>
</tr>
<tr>
<td></td>
<td>2. Consultation has occurred between LEA and eligible private and home school stakeholders</td>
</tr>
<tr>
<td></td>
<td>3. The written affirmation from private school and/or home school representatives and/or other communication evidence (ex. email, mail confirmations)</td>
</tr>
<tr>
<td></td>
<td>4. Detailed expenditure reports for Proportionate Share</td>
</tr>
<tr>
<td></td>
<td>5. Contract and Time logs for contracted service providers</td>
</tr>
<tr>
<td></td>
<td>6. Evidence that the LEA regularly supervises the provision of IDEA services to private and home school children</td>
</tr>
<tr>
<td></td>
<td>7. Copies of service plans, if applicable</td>
</tr>
<tr>
<td></td>
<td>8. Child Find activities to private schools and home schools (SLDS Homeschool Reports)</td>
</tr>
<tr>
<td></td>
<td>9. Evidence that each participating private school is non-profit</td>
</tr>
</tbody>
</table>

***This checklist may change. We will host a training for all directors before monitoring begins.***
Cross Functional Monitoring
Submitting IDEA Fiscal Documentation
Cross Functional Monitoring
Submitting IDEA Fiscal Documentation - SLDS

Available by October 1

August 16, 2022
Indicators will mirror the FY23 IDEA Cross Functional Monitoring Checklist
Cross Functional Monitoring
Submitting IDEA Fiscal Documentation - SLDS

Current Status: Started

CrossFunctionalMonitoring
- Indicator 1 LEA Monitoring of Schools and
- Indicator 2 Consolidated LEA
- Indicator 3 Services to Eligible
- Indicator 4 Maintenance of...

Upload

Overwrite if file exists?
Max file size allowed: 25.00 MB
File extensions allowed: *

Upload

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Cross Functional Monitoring
Submitting IDEA Fiscal Documentation – SLDS

• Remaining Documents requested for Cross Functional Monitoring are due by **9 AM** the same day that the CFM Team conducts the monitoring.

• All uploaded files must be in PDF format

• File names should reference the indicator number.

*Ex: Indicator 3: Services to Eligible Private School Children*
Cross Functional Monitoring Results
Cross Functional Monitoring Results
Cross Functional Monitoring
Helpful Tips
Cross Functional Monitoring
Helpful Tips – Logistics

• Monitoring dates will be finalized on or before September 15
• Director of Federal Programs will notify the LEA’s main contact person on or before September 15
• GaDOE Coordinator will then contact LEAs as the monitoring date approaches
Cross Functional Monitoring
Helpful Tips – Logistics

• GaDOE Coordinator will work with the LEA’s main contact person frequently in the days/weeks leading up to the visit
• Start time = 9:00 AM
• No exit conference or interview
• Results of monitoring will be delivered via the portal in 30 days.
• GaDOE Liaisons may follow up during the next couple of days when clarification or additional documentation is needed
Cross Functional Monitoring
Helpful Tips – Common Findings

- Time and Effort
- Equipment Management

Most Common Internal Control Violations

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Cross Functional Monitoring
Helpful Tips – Documentation

Compliant Documentation: Not all-Inclusive list

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
QUESTIONS
Contact Us

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