

Cracking the Code to a Successful Monitoring Experience

*Louisiana Association of Federal Educators Program Administrators (LAFEPA)
Lake Charles, Louisiana*



March 27, 2025

Training Objectives

- Review the purpose of a Federal Program Monitoring review
- **Examine effective planning requirements and strategies**
- Explore the advantages of having access to program review checklists
- Discuss documentation and evidence of compliance
- Provide answers to monitoring questions
- Engage in cracking the code





UNIVERSAL MONITORING CODE: A-----N

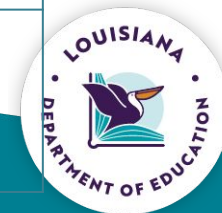
Monitoring by Program

Federal Programs	Federal Programs
Carl D. Perkins, Career and Technical Education (CTE)	Immigrant Set-Aside & Immigrant Youth
Comprehensive Literacy State Development Grant (CLSD)	21 Century Community Learning Centers (21st CCL)
Education Excellence Fund (EEF)	Neglected & Delinquent, Title I Part D
ESSA Consolidated, Title I, Part A	English Learners, EL
Individuals with Disabilities Education Act, IDEA	



Monitoring by Program

Federal Programs	Federal Programs
Elementary and Secondary School Relief (ESSER)	Student Support and Academic Enrichment, Title IV Part A
Governor's Emergency Education Relief (GEER)	Supporting Effective Instruction, Title II, Part A
Elementary and Secondary School Relief-Incentive (ESSER-Incentive)	Rural Education Assistance Program, Title V
McKinney Vento-Homeless, Title IX	<i>*Methods of Administration (MOA)</i>
Student Support and Academic Enrichment (SSAE)	<i>*Early Childhood Education Programs</i>



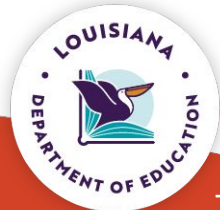
Purpose of Federal Program Monitoring

Why does a subrecipient have to undergo federal program monitoring?



Purpose of Federal Program Monitoring

1. Ensure the use of federal funds by a subrecipient has been utilized to implement education programs that comply with requirements of federal program (**Compliance**)
2. Hold the subrecipient accountable for how the financial resources are being used to educate and prepare students (**Performance**)
3. Gather data from school system about the needs and performance of targeted subgroups allowing for more targeted feedback and technical assistance (**Data and Accountability**)
4. 2 C.F.R. 200.500 (*We must because you took the \$\$\$!*)



Planning Requirements and Strategies

These are considerations in program monitoring that a school system should visit to ensure a successful monitoring experience and result. The next slides are ways to crack the code to a successful monitoring experience.



Code I: Assurances

All federal and state programs assurances are listed in the electronic grants management system (eGMS). School systems must agree to the assurances upon receipt of grant awards. Assurances are the first layer of compliance requirements for programs that are subject to being monitored.



Code II: Needs Assessment and Evaluation

There are three core elements of a schoolwide program [Title I regulations § 34 CFR 200.26]:

- 1. A school must conduct a comprehensive needs assessment that identifies the school's strengths and challenges in key areas that affect student achievement.**
- 2. The school must develop a comprehensive schoolwide plan that describes how it will achieve the goals it has identified as a result of its **needs assessment**.**
- 3. The school must evaluate annually the outcomes and the plan's implementation to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written.**



Code III: Program Checklists

- Program review checklists are your friend. Consult the program checklists.
- Program requirements are stated as Indicators of Compliance on the monitoring program checklist.
- Program checklists also include each of the core requirements of implementing a compliant Title I or IDEA program.
- For example, Schoolwide Plan program objectives are specific and intended outcomes are measurable. Checklist follows the same method, but as a checkpoint to determine what evidence can you provide to show these indicators are being implemented sufficiently.



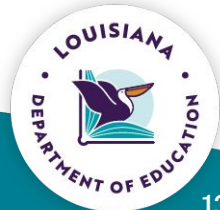
Code VI: Documentation

- In the word of monitoring, if you are unable to prove it then it did not happen.
- Ensure that activities, evidence of program implementation, professional development, technical assistance, parental involvement, and other relevant evidence of program implementation are documented.
- Utilize your monitoring team leader. Consult the protocols and checklists during your planning meetings. Ask questions and document everything.
- Maintain files by time frame. It will be easier to upload documents if organized by year.
- **Expenditures and reimbursements** that align to your approved budget must be maintained as documentation for fiscal accountability.



Code VII: Past Reviews

- It is a best practice to review past monitoring results.
- Prior year results reveal where issues have been elevated.
- Prior year results also inform areas or practices that were compliantly in order.
- Reviewing Single Audit, Fiscal Monitoring and compliance monitoring results can be helpful for new and veteran staff.
- Provide a copy of results to team members.

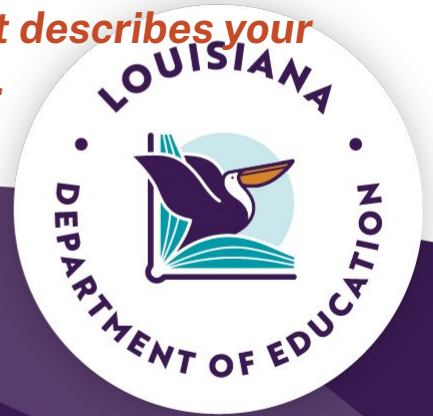


Cracking the Code to a Successful Monitoring Experience

SMALL GROUP ACTIVITY: CRACKING THE CODE

Instructions: Each of you were given a code letter when you entered the room. Your code is your table assignment. Spend 15 minutes discussing the planning topic assigned to your table and complete the code word card that best describes your planning topic. A team representative will present the code word.

Clue: All code words have the ending “tion” as in “attention”.



Contact Information

DOE-program.monitoring@la.gov

