



TOM TORLAKSON
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of Public Instruction

The Title III LEA Plan Performance Goal 2 Submission

Language Policy and Leadership Office
English Learner Support Division



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Presentation Goals

Part 1

- ✓ Learn how to upload the 2016–17 LEA Plan Performance Goal 2 and other applicable documents on the California Department of Education Monitoring Tool (CMT)

Part 2

- ✓ Become familiar with the role of the LEA during the 2016–17 Title III LEA Plan Performance Goal 2 Review



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LEA Plan Goal 2 Submission

- ❖ LEAs that participate in the Title III EL and/or Title III Immigrant Student Subgrant program submit a plan for each subgrant year (ESEA, Title III, Part A, Section 3114)
- ❖ The 2016–17 LEA Plan Performance Goal 2 is uploaded and reviewed on the CMT



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Before Uploading on CMT

- 1) Develop the plan using the Title III eligibility amounts for the English Learner (EL) and Immigrant Programs
- 2) Apply for specific federal program funds on the Consolidated Application and Reporting System (CARS)
- 3) **Confirm that all contact information is updated in CARS**



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Additional Users in CMT

- To assign additional users, send an e-mail to fpmoffice@cde.ca.gov with the following information:
 - 1) LEA Name
 - 2) For each additional user:
 - ✓ First & Last name, Title, E-mail address
 - ✓ CAS user ID (Users must create a profile in CAS first, see Slide 7)
 - ✓ Assigned Agency Role (Indicate what role the user will need during the review, see Slide 6)



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Agency Roles in CMT

Roles	Upload/ Delete documents	Link Documents to Evidence	Certify Evidence	Programs
Agency Review Staff	X	X		All Programs
Agency Review Program Staff	X	X	X	Must specify programs, (i.e. T3 for Title III LEA Plan Review)



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CMT Logon Page



Change text size: A A H

CDE MONITORING TOOL (CMT)

Logon

Username: *

Password:

Use the
LEA's CARS
username
and
password to
log on.

Centralized Authentication System (CAS) User Links: [Update](#) | [New Registration](#) | [Forgot Password](#)

NOTICE: You must be a registered user in the State of California Department of Education (CDE)'s Centralized Authentication System (CAS) to logon. Use the links above to create a new registration or update your existing registration to proceed.

NOTICE: You are about to access the information therein, is strictly prohibited, retrieved, and/or disclosed by authorized personnel.

If necessary,
register for
CARS here.

California Department of Education ("the Department"). This system is intended for authorized users only. Unauthorized access to or use of this system, or any agreeing that all information concerning your access to this system, including but not limited to any information entered, stored or retrieved by you, may be monitored, personnel. For the complete Department policy, refer to the Web Policy link at the bottom of this page.

General CMT Questions: FPM Office | CMT@cde.ca.gov | 916-319-0935



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CMT Reviews

California Department of
EDUCATION

CDE MONITORING TOOL (CMT)

Anaheim Elementary (3066423000000)

Home Recent Activity **Reviews**

Hi Agency! Reviews listed below are currently open.

2016-17 Title III LEA Plan Performance Goal

Instrument
LEAPG2: LEA Plan Performance Goal 2

Click the “Review” tab, to view the “Reviews” page. This page provides review details such as dates and staff assigned to the LEA plan review. There may be more than one review listed.

ABC Unified (1004212000000)

Home Recent Activity **Reviews** Documents Evidence Requests Certify Evidence

Reviews

Search and filter reviews using the criteria below.

All Review Types All Years

1 Review(s) found.

Review Type	Review	Re
TIIIA	2016-17 Title III LEA Plan Performance Goal 2	

Select the “2016–17 Title III LEA Plan Performance Goal 2” review.



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CMT Reviews, cont.

Home
Recent Activity
Reviews
Documents
Evidence Requests
Certify Evidence

2016-17 Title III LEA Plan Performance Goal

2 Pre-Review

Review Dates: 7/1/2016 - 3/30/2017

Evidence
Deadline:

Instrument	Incomplete Evidence Requests	Reviewer(s)	Agency Program Staff
LEAPG2: LEA Plan Performance Goal 2	5	Reviewer Title III, 916-319-0935	Agency Title III, 916-319-0935

RTL(916-319-0267
916-319-4455
916-319-0935

Agency Coordinator(s):
Agency Title III, 916-319-0935

Review Sites

[Review Summary](#) [View Comments](#)
[View Resources](#)

Click "View Resources" link.

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CMT Resources



California Department of
EDUCATION

CDE MONITORING TOOL (CMT)

ABC Unified (19642120000000)

Home

Recent Activity

Reviews

Documents

Evidence Requests

Certify Evidence

ABC Unified (19642120000000)

2016-17 Title III LEA Plan Performance Goal 2 **Pre-Review**

[Review](#) » Resources

Filter by Instrument:

5 Resource(s) found.

Resource Document	Posted
Sample LEP MOU Tool to assist LEAs as needed to develop an LEP MOU. leprouconsortia13.doc	5/4/2016 3:32 PM
English Learner Sub-group Self Assessment Tool for LEAs to analyze outcomes and program services during addenda. finalelssa2015.xls	6 3:22 PM
Needs Assessment Template The template is a technical assistance resource used by LEAs prevented the LEA from achieving one or more AMAOs. needsassmt2016.doc	6 3:19 PM
LEA Plan Performance Goal 2 Regional leads will use this plan template when reviewing LEAs and their plans leagoal2palntmpl.doc	6 3:17 PM
Plan Performance Goal 2 Cover Sheet This form is to be completed by LEAs with plan specific information when submitting Title III Plan Performance Goal 2 plans for review. t3plnprfmcvrshgtl2.pdf	5/4/2016 3:15 PM

Resource documents are provided for LEA use.



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CMT Resources, cont.

LEAs:

1) Complete-

- Required documents
- Applicable recommended documents

2) Save all completed documents to the computer.

3) Upload to CMT.



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Uploading on CMT

CDE MONITORING TOOL (CMT) Logged on as AgencyTraining

Anaheim Elementary (30664230000000) [Switch Agency](#) | [Logout](#)

Home Recent Activity Reviews **Documents** Evidence Requests Certify Evidence

Agency Documents

Only upload files once. Multiple Evidence Requests are allowed for each Evidence Request. Only one file which makes up a Response. Once the Evidence Request response is certified, the CDE staff are able to see the document.

Filter: 0 Documents 25 per page ▾

Document	Ev Reqst Links	Updated	Edit/Delete

Click on the "Documents" Tab to access the "Add a Document" fields.

[Review Summary](#) [View Comments](#) [View Resources](#)

Add a Document

Document Title:

Description:

Document Type:

WARNING! Uploading student/teacher info can violate the law.



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Uploading on CMT, cont.

Add a Document

Document Title:

ELSSA

For the document title, use the same name used in the resources. Titles must be unique if there are multiple versions of the same document.

Description:

Pages 1-12

Include document specific information, such as page numbers, in the description.

Click
"Browse"
to select files
from your
computer.

File

Select "File"
as the document
type.

Browse...

Add Document

Click "Add Document"
to upload.



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Uploading on CMT, cont.



Agency Documents

Filter by Type: ▾

Click "Documents" tab to verify that the document has been uploaded.

Search

1 Document(s) found.

Document

LEA Plan Goal 2

LEA Plan Goal 2

[2015 LEA Plans Title III ...rformance Goal 2 Log.docx](#)

The uploaded document is listed here.



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Linking Documents on CMT

- Once documents are uploaded, they need to be linked to specific LEAPG2 evidence requests, including:
 - LEA Plan Goal 2 Coversheet
 - LEA Plan Performance Goal 2
 - Needs Assessment
 - Memorandum of Understanding (MOU) for the consortium members
 - English Learner Subgroup Self-Assessment
- Documents are referred to as “evidence” in CMT.



Linking Documents on CMT, cont.

CDE MONITORING TOOL (CMT)

ABC Unified (19642120000000)

Home Recent Activity Reviews Documents **Evidence Requests** Certify Evidence

Evidence Requests

Select an Evidence Request below to link appropriate documents. Documents linked to a particular Evidence Request make up a Response which must be certified in order for CDE staff to see the documents.

Select a Review: 2016-17 Title I

By Instrument: LEAPG2

5 Evidence Request(s) found.

Click on the "Evidence Requests" tab to begin linking documents.

Evidence Request	Request Status	Response Status
LEAPG2: LEA Plan Goal 2 Coversheet LEAPG2cs	LEAPG2 01 , LEAPG2 06 0	Incomplete
LEAPG2: LEA Plan Performance Goal 2 LEAPG2	LEAPG2 01 , LEAPG2 02 , LEAPG2 03 , LEAPG2 04 , LEAPG2 05 , LEAPG2 06 , LEAPG2 07	Incomplete
	LEAPG2 01 , LEAPG2 02 , LEAPG2 03	Incomplete
	LEAPG2 08	Incomplete
	LEAPG2 02 , LEAPG2 08	Incomplete

Select the evidence request to be linked to a document.

Linking Documents on CMT, cont.



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Evidence Request

2016-17 Title III LEA Plan Performance Goal 2 **Pre-Review**

LEAPG2: LEA Plan Performance Goal 2

Description: LEA will provide the Title III LEA Plan Performance Goal 2 with sections completed as necessary. See individual item instructions for further clarification.

Item Instructions: **LEAPG2 01** : Complete sections A & B and indicate page numbers in the link description.
LEAPG2 02 : Complete sections C and indicate page numbers in the link description.
LEAPG2 03 : Complete sections D and indicate page numbers in the link description.
LEAPG2 04 : Complete sections E and indicate page numbers in the link description.
LEAPG2 05 : Complete sections F and indicate page numbers in the link description.
LEAPG2 06 : Complete sections G and indicate page numbers in the link description.
LEAPG2 07 : Complete sections H and indicate page numbers in the link description.

Related Items: [LEAPG2 01](#), [LEAPG2 02](#), [LEAPG2 03](#), [LEAPG2 04](#), [LEAPG2 05](#), [LEAPG2 06](#), [LEAPG2 07](#)

Document Links [Add a Link](#)

On the Evidence Request Detail Screen, click "Add a Link".

Document Links » Add a Link

Select a Site:

Filter by Type:

By Title/Name:

A "Search" field will appear. Select "Search".



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Linking Documents on CMT, cont.

Document Links » Add a Link

Select a Site: Agency ▾

Filter by Type: All ▾

By Title/Name: Search

1 Document(s) found.

<u>Document</u>	<u>Updated</u>	
LEA Plan G2 Coversheet Enter relevant content. Finding verbiage.docx	5/2/2016 1:02:16 PM	Select

All uploaded documents will be listed. "Select" a document to be linked.



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Linking Documents on CMT, cont.

Evidence Request
2016-17 Title III LEA Plan Performance Goal 2 **Pre-Review**

LEAPG2: LEA Plan Goal 2 Coversheet

Description: LEA will upload general information and table of contents on the form provided in Resources
Item Instructions: LEA will indicate page numbers for each section they are required to complete for the Title III LEA Plan Performance Goal 2. See guidance for further clarification.

Related Items: [LEAPG2.01](#), [LEAPG2.06](#)

Document Links » Add a Link

Select a Site: Filter by Type: By Title/Name:

1 Document(s) found.

Document	Select
LEA Plan G2 Coversheet Enter relevant content. Link Description: <input type="text" value="A link description is not required"/> (Max 500 characters)	<input type="button" value="Add Link"/> <input type="button" value="Cancel"/>

#1 Click to post comment (points to Add Comment button)

#2 Select "Add link". (points to Add Link button)

Regarding:

LEAPG2 Comments
Currently no comments.

[Review Summary](#) [View Comments](#) [View Resources](#)

Add a Comment

LEAs use "Add a Comment" to (1) notify reviewers when a document has been uploaded and linked and (2) make comments or clarifications regarding the linked document.

Linking Documents on CMT, cont.



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Home Recent Activity Reviews Documents Evidence Requests **Certify Evidence**

Evidence Request

2016-17 Title III LEA Plan Performance Goal 2 [Preview](#)

LEAPG2: LEA Plan Goal 2 Coversheet

LEA will select several functions and table of contents for the form provide resources
ction they are re d to
uidance for futr arification.

#1 Once a document is linked to an evidence request, a “Success” message will be displayed

#2 Click the “Certify Evidence” tab to allow reviewers to view documents.

Document Links // **Link**

Select a Site:

Filter by Type:

By Title/Name

1 Document(s) found.

Success. Select another document to link or click Document Links to go back to the linked list.

Document	Updated	Select
LEA Plan G2 Coversheet Enter relevant content. Finding verbiage.docx	5/2/2016 1:02:16 PM	Linked



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Certifying Documents on CMT

Certify Evidence Requests

Click "Certify" below next to each evidence request, where you have completed the process of generating document links.

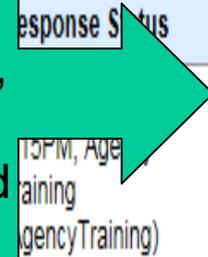
Select a Review:

By Instrument: By Evidence Request:

1 Evidence Submission(s) found.

<u>Instrument</u>	<u>Evidence Request</u>	<u>Response Status</u>	<u>Certify</u>
LEAPG2	LEA Plan Goal LEAPG2cs	15PM, Agency Training	Certify

Certifying documents enables CDE to view the documents. Once all documents are linked and certified, the evidence is ready for viewing. Evidence documents can be edited at any time.





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LEA Plan Goal 2 Review

- CDE will review the LEA Plan Performance Goal 2 using the **2016–17 Title III LEA Plan Performance Goal 2 Instrument.**
- CDE will review documents that have been uploaded, linked, and certified on CMT.



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Title III Notifications

- When the review is complete, notifications will be sent to all LEAs who applied for Title III funds. The notifications will inform LEAs that the plan:

Is **“Substantially Approvable”**

OR

“Needs Further Action”



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“Substantially Approvable”

- The review is complete when the plan is “Substantially Approvable”.
- Title III funding will be released when the LEA:
 - Reports cash balances, during the reporting window, on the Cash Management Data Collection (CMDC)
and
 - Meets the CMDC threshold



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“Needs Further Action”

- The plan “Needs Further Action” when requirements are not met.
- The issues that need to be addressed in the plan are listed in a notification to the LEA, called a “Preliminary Report”.



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“Needs Further Action”, cont.

Once LEAs receive the Preliminary Report, LEAs:

- Edit the LEA Plan Performance Goal 2 to address requirements
- Upload, link, and certify on CMT (see Slides 11–19)
- Post a comment alerting reviewer of edits and any changes in page numbering (see Slide 17)



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Review of Plan Edits

- The reviewer will post a comment informing the LEA that the plan:
 - Is now “Substantially Approvable”
 - Or needs further edits
- The reviewer and the LEA continue to work in CMT until the plan is “Substantially Approvable” (See Slide 21)



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Supporting Documents & Links

Title III templates, instruments, Webcasts, and links are found on the CDE Title III Web page:

<http://www.cde.ca.gov/sp/el/t3/>

Eligibility amounts are found on the CDE NCLB Title III, Immigrant and EL Programs Web page:

<http://www.cde.ca.gov/fg/aa/ca/nclbtittleIII.asp>

Accountability information is found on the CDE Title III Accountability Requirements 2015 Web page:

<http://www.cde.ca.gov/sp/el/t3/t3amaotargets15.asp>



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Supporting Documents & Links, cont.

CMDC information is found on the CDE Federal Cash Management Web page:

<http://www.cde.ca.gov/fg/aa/cm/>

To access CMT visit the CDE CMT Web page: <http://www.cde.ca.gov/ta/cr/cmt.asp>



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Title III Fiscal and Program Contacts

EL & Immigrant

- Fiscal Questions & CARS Guidance: Patty Stevens, Associate Governmental Program Analyst, 916-323-5838 or pstevens@cde.ca.gov
- Program Questions: Geoffrey Ndirangu, Education Programs Consultant, 916-323-5831 or gndirang@cde.ca.gov

Cash Management

- Allocations, Apportionments and Cash Management Data Collection System Questions: Leslie Sharp, Educational Fiscal Services Consultant, 916-323-4977 or lsharp@cde.ca.gov



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Title III LEA Plan Contacts

CDE LEA Plan Guidance

- Sandra Covarrubias, Education Programs Consultant, 916-319-0267 or scovarrubias@cde.ca.gov

Title III Improvement Guidance

- Debra Reeves-Gutierrez, Education Programs Consultant, 916-319-0265 or dreevesgutierrez@cde.ca.gov
- Title III Regional County Office of Education (COE) leads will also be available to assist with CMT, LEA Plan development, and the review process. A COE leads Contact List is posted at:
<http://www.cde.ca.gov/sp/el/t3/t3amaotargets15.asp>