



2015–16 Federal Program Monitoring

CDE Monitoring Tool (CMT) Agency Hands On Training

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October-December, 2015



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Presentation Overview

- Access and Roles
- Agency Document Management
- Responding to Evidence Requests
- Agency CMT Screens
- Comment Feature
- Resolution of Findings



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Agency User Roles

Role	Description
Agency Review Coordinator	Primary agency contact and coordinator for a particular review. Handles user and contact manage. Facilitates communication with the Regional Team Leader. This user role can perform document management activities including certifying evidence requests.
Agency Review Program Staff	A user who managing review documents directly or oversee Agency Review Staff managing review This user role certifies all evidence requests.
Agency Review Staff	A user involved in managing review documents (i.e. adding, deleting, uploading) and linking documents to evidence requests.



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Key Roles in the FPM Process

- **County Office of Education (COE) Monitoring Lead**
 - Supports agency staff with CMT
 - In partnership with the CDE to provide support to agencies in the monitoring process
- **Agency Review Coordinator**
 - Coordinates the review
 - Primary contact between the Agency and CDE



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Key Roles in the FPM Process

- **Regional Team Leader (RTL)**
 - Plans, schedules, coordinates and monitors the progress of the review.
- **Program Reviewers**
 - Program experts responsible for verifying that agencies meet legal requirements for their funding source

CMT Logon



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California Department of
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Change Text Size: A A A

CDE MONITORING TOOL (CMT)

Logon

Username:

Password:

Submit

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 California Department of Education Monitoring Tool (CMT) of the State of California Department of Education ("the Department"). This system is intended for authorized users only. Unauthorized access to or use of this system, or any information therein, is strictly prohibited by Department policy. By using this system, you are acknowledging and 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, retrieved, and/or disclosed by authorized personnel, including authorized network administrators and CDE personnel. For the complete Department policy, refer to the Web Policy link at the bottom of this page.

Staff with Consolidated Application and Reporting System (CARS) access, use the same Username and Password to access CMT. If for any reason a CARS user changes their username when accessing CMT, that user will need to notify the CARS Agency staff to have CARS updated with the new username.

Staff not using CARS can click on the registration link on the Logon page to create a user account. The option to "Update" or reset a user password is also available on the Logon page.

User Assigned to Multiple Reviews



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Change Text Size: [A](#) [A](#) [A](#)

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CDE MONITORING TOOL (CMT) Logged on as **FPMAgency**

[Logoff](#)

Select Agency

You have been assigned to more than one Agency.

Agency:

- Yuba County Office of Education
- Wheatland
- San Mateo County Office of Education
- Redwood City Elementary
- Santa Rita Union Elementary
- Riverbank Unified
- Waterford Unified
- Modesto City High
- Fresno County Office of Education
- Kerman Unified
- Mendota Unified
- Buttonwillow Union Elementary
- Di Giorgio Elementary
- Greenfield Union
- Perris Union High
- Riverside Unified
- Romoland Elementary
- Bellflower Unified
- Norwalk-La Mirada Unified
- Rowland Unified

California Department of
1430 N Street
Sacramento, CA 95814

[General CMT Questions: FPM Office | CMT@cde.ca.gov | 916-319-0935](#)

Users assigned to two or more agencies must select an agency from the assigned list before accessing a review.

User Assigned to One Review



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CDE MONITORING TOOL (CMT) Logged on as FPMAgency2

ABC Unified (19642120000000) [Logout](#)

[Home](#) [Reviews](#) [Documents](#) [Evidence Requests](#) [Certify Evidence](#)

Hi FPM! Reviews listed below are currently open and assigned to the selected agency. Use the Reviews tab to search all reviews, including closed reviews.

[2015-16 FPM Review](#) [Pre-Review](#) [On-site 12/7/2015 - 12/11/2015](#) [View Summary](#)

Instrument	Incomplete Evidence Requests	Evidence Deadline	Reviewer(s)
AE: Adult Education	1	11/7/2015	
CE: Compensatory Education	5	11/7/2015	
CTE: Career Technical Education	2	11/7/2015	
EE: Education Equity	0	11/7/2015	
EES: Early Education and Support	0	11/7/2015	
HE: Homeless Education	6	11/7/2015	
ITQ: Improving Teacher Quality	4	11/7/2015	
NorD: Neglected or Delinquent	2	11/7/2015	
PE: Physical Education	0	11/7/2015	
UCP: Uniform Complain Procedures	0	11/7/2015	

Report an issue with CMT
Need Web address for Footprints.

What's New
CMT Training (Link to CMT Agency Webinar on CMT Webpage)
[See FPM Web page](#) for 2015-16 Program Instruments.

Stay Informed
[View the CDE Compliance Monitoring Web page](#), for the most up-to-date information related to FPM Monitoring.

Who to Contact
[Regional Team Leader Assignments](#)
The CDE staff person responsible for planning, scheduling, coordinating and monitoring the progress of the FPM review.

[FPM Participating Program Contacts](#)
Trained CDE staff who are experts in a particular program and have been assigned to a program instrument to be completed during a review.

CMT provides information based on the user role. The Home screen only displays open and active reviews with the most current review on top. If this agency had a prior review which had findings that weren't resolved, the review would display just below the current review.

Selecting the "Review" tab will display all open and active reviews as well as closed reviews.

The Home screen contains a Bulletin board which the Federal Program Monitoring (FPM) Office will update with content relevant to the Agency staff. Feel free in advising the FPM office of content that would be of interest to agency staff.

Select "View Summary" to display the review details.

Review Details



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CDE MONITORING TOOL (CMT)
Logged on as **FPMAgency**

ABC Unified (19642120000000)
[Switch Agency](#) | [Logout](#)

Home
Reviews
Documents
Evidence Requests
Certify Evidence

2015-16 FPM Review Pre-Review

This is an on-site review. For information about Federal Program Monitoring go to [Compliance Monitoring](#) on the CDE website.

On-site Details: EE late entrance

Review Dates: 12/7/2015 - 12/11/2015

Evidence Deadline: 11/7/2015

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

RTL(s):

Ramiro Nava, 916-319-0375
Jessica Gray, 916-319-0585

Agency Coordinator(s):

FPM Agency, 916-319-0935
Peggy Bundy, 916-555-5555
Joe Consultant, 916-555-5555

Review Sites

Cerritos High
(19642121930056)
[CTE](#)

ABC Adult
(19642121930346)
[CTE](#)

Gahr (Richard) High
(19642121933159)
[CTE](#)

Melbourne (Ella P.) Elementary
(19642126010912)
[EL](#), [BASP](#)

Tracy HS Infant Center
(6421)
[EES](#)

Instrument	Incomplete Evidence Requests	Reviewer(s)	Agency Program Staff
AE: Adult Education	1	Arik Rub 916-319-0934	Maria Machado 562-926-5566 Ext. 21162
CE: Compensatory Education	5	FPM Reviewer 916-316-0502	Lisa Davis 562-926-5566 Ext. 21136
CTE: Career Technical Education	2	Arik Rub 916-319-0934	Lynette Miller 562-926-5566 Ext. 21136
EE: Education Equity	0	Consult RTL	Toan Nguyen 562-926-5566 Ext. 21257
EES: Early Education and Support	0	Consult RTL	FPM Agency 916-319-0935 Peggy Bundy 916-555-5555 Joe Consultant 916-555-5555
UCP: Uniform Complain Procedures	0	Arik Rub 916-319-0934 Jessica Gray 916-319-0585	Lisa Davis 562-926-5566 Ext. 21136

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Review Details cont.

The Review details contains all of the relevant information related to a review.

The Agency Name and Count District School (CDS) code. The review title and stage. There are three review stages, Pre-Review, In-Review, Resolution. CMT screen and functionality changes based on the stage. For instance, in Resolution instead of focusing on Evidence Requests, the agency focus will shift to resolving the Instrument Item findings.

Information related to the FPM Website, any specific On-site review information, Review dates and Evidence Details is provided.

A list of instruments is displayed (make note of the instruments for later work) with the number of Incomplete Evidence Requests. Evidence Requests are the documents, Web pages, and hard copy references that agencies provide in the monitoring process such as an Local Educational Agency (LEA) Plan, Single Plan for Student Achievement (SPSA), Inventory, etc., CDE Reviewers and Agency Program Staff.

The “View Comments” link. We’ll go over this functionality later in the presentation. The “View Resources” link is under development. In a future release this link will contain items such as an inventory template, website reference to the Before and After School Programs (BASP) snack calculator, or additional information provided by program staff to assist agencies when responding to Evidence Requests. The Notification of Findings will be archived in the “View Resources” upon deployment.

The side bar contains the RTL , Agency Coordinator, Review Sites and programs reviewing the specific sites.

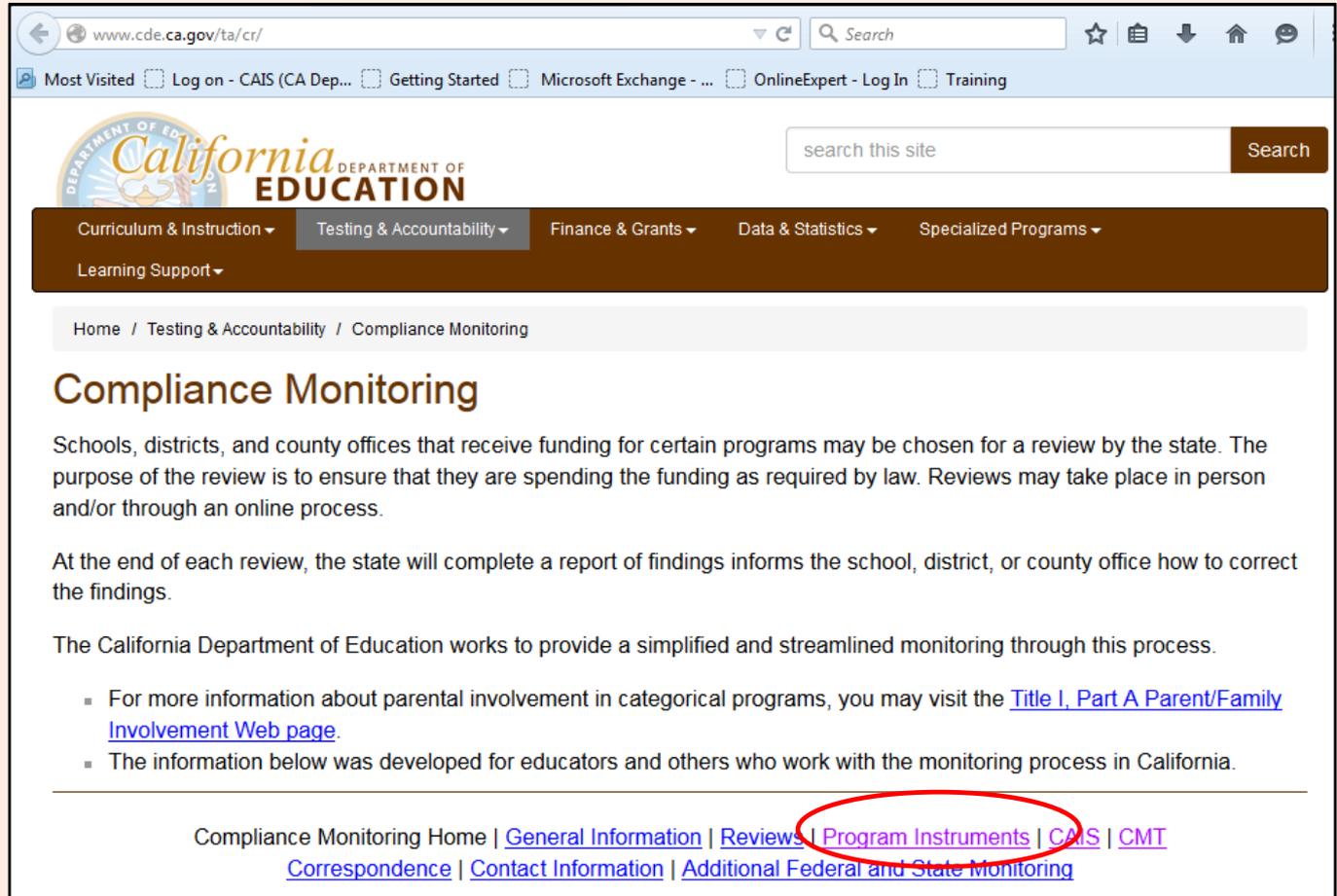
All CMT screens will contain contact information for the FPM Office and COE leads.

Once the agency user has entered the “Home” screen, selected the “View Summary” to become familiar with the review details, the user will review the program instruments for the review. Select the “Compliance Monitoring” link.

FPM Web Page



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www.cde.ca.gov/ta/cr/

Most Visited Log on - CAIS (CA Dep... Getting Started Microsoft Exchange - ... OnlineExpert - Log In Training

search this site Search

Curriculum & Instruction Testing & Accountability Finance & Grants Data & Statistics Specialized Programs Learning Support

Home / Testing & Accountability / Compliance Monitoring

Compliance Monitoring

Schools, districts, and county offices that receive funding for certain programs may be chosen for a review by the state. The purpose of the review is to ensure that they are spending the funding as required by law. Reviews may take place in person and/or through an online process.

At the end of each review, the state will complete a report of findings informs the school, district, or county office how to correct the findings.

The California Department of Education works to provide a simplified and streamlined monitoring through this process.

- For more information about parental involvement in categorical programs, you may visit the [Title I, Part A Parent/Family Involvement Web page](#).
- The information below was developed for educators and others who work with the monitoring process in California.

Compliance Monitoring Home | [General Information](#) | [Reviews](#) | [Program Instruments](#) | [CAIS](#) | [CMT Correspondence](#) | [Contact Information](#) | [Additional Federal and State Monitoring](#)

On the Compliance Monitoring Web page, select the “Program Instrument” link.

2015–16 Program Instruments



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Current Year Program Instruments

[2015–16 Program Instruments](#)

This page provides links to the 2015-16 Program Instruments for the fourteen programs participating in FPM reviews.

[2014–15 Program Instruments](#)

This page provides links to the 2014-15 Program Instruments for the fourteen programs participating in FPM reviews.

2015-16 Cycle B and D Program Instruments

Program instruments contain program-specific federal and state legal requirements that will be tested during the monitoring process. They provide examples of evidence that may be used to demonstrate compliance.

The following program instruments will be used for reviews during the 2015–16 school year. Please note that selected programs have separate program instruments for on-site (Cycle B) and online (Cycle D) reviews.

- [Adult Education and Family Literacy Act \(AE\)](#) (PDF; Updated 28-Aug-2015)
- [Before and After School Program \(BASP\)](#) (PDF; Revised 22-Sep-2015)
- [Compensatory Education \(CE\)](#) (PDF; Revised 22-Sep-2015)
- [Career Technical Education \(CTE\)](#) (PDF; Revised 22-Sep-2015)
- [Early Education and Support \(EES\) Onsite](#) (PDF; Revised 22-Sep-2015)
- [Early Education and Support \(EES\) Online](#) (PDF; Revised 22-Sep-2015)

Select the appropriate review year. For this presentation we selected “2015-16.”

Select and review the program instruments. Program requirements and evidence requests are displayed in the Program Instrument PDF files.

We would like to take this opportunity to point out a design change in CMT. In the California Accountability and Improvement System (CAIS), the previous monitoring system, CDE Reviewers and Agency staff approached the monitoring activities in the same manner by Instruments and Instrument Items. CDE Reviewers still approach the monitoring activities by Program Instruments and Instrument Items. The FPM monitoring process still incorporates Agency review of Program Instruments and Instrument Items and requires agency staff to demonstrate all requirements are met. Once the user has reviewed all of the program instruments for the review, the user will navigate back to CMT and select the “Evidence Request” tab.

Evidence Request Tab



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Home
Reviews
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Evidence Requests
Certify Evidence

Evidence Requests

Select an Evidence Request below to link appropriate documents. Document links 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:

By Instrument: By Name:

12 Evidence Request(s) found.

Instrument	Evidence Request	Doc Links	Request Status	Response Status
AE	General Ledger	4	Incomplete	Draft 10/23/2015 2:02PM, FPM Agency (FPMAgency)
CE	Consolidated Application and Reporting System (CARS)	1	Incomplete	Certified 10/02/2015 9:25AM, Joy Paull (JPaull)
CE	Personnel Activity Reports	1	Incomplete	Certified 07/16/2015 9:44AM, Joe Consultant (joeConsultan)
CE	School Accountability Report Card (SARC) hard copy	2	Currently sufficient	Draft 10/14/2015 11:22AM, Joe Consultant (ioeConsultan)

The Evidence Request tab in CMT displays the Evidence Request by program instrument. Filter, search, and sorting options are provided to assist the user in selecting files for uploading.

Information will display regarding linked documents, the request and response status. These functions will be covered further in this presentation. Selecting an Evidence Request from the list will provide more detailed guidance related to the Evidence Request.

Once the user has selected the files need for each Evidence Request, the “Documents Tab” is selected.



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Documents Tab

Yuba County Office of Education (58105870000000)
[Switch Agency](#) | [Logout](#)

Home
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Certify Evidence

Agency Documents

Filter by Type: All

3 Document(s) found.

Document	Updated	Edit/Delete
Student File Training	10/16/15 3:58PM, FPM Agency (FPMAgency)	Edit Delete
CMT Training http://www.cde.ca.gov/ta/cr/cmt.asp	10/16/15 3:58PM, FPM Agency (FPMAgency)	Edit Delete
SARC Training _2014_School_Accountabili...tary_School_20150129.docx	10/16/15 3:51PM, FPM Agency (FPMAgency)	<i>Locked</i>

Add a Document

Document Title:

Description:

Document Type:

File

Web address

Hard copy

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Documents Tab Cont.

The Agency “Documents” tab is the work space for uploading documents, indicating Web page links and Hard Copy references which will be linked to the Evidence Requests. The documents in the Agency “Documents” tab are not visible to the CDE Reviewers until linked to an Evidence Request and Certified. These steps will be covered shortly. Information related to the documents; title, description, links to view the document, updated, and Edit/Delete options is displayed.

The print screen on the previous slide displays documents added previously. Filter, search, and sorting options are available to assist users.

CMT is not a secure environment. Documents with student identifying or otherwise sensitive information must not be uploaded. Three document types are available to add in CMT. 1) The most common are files, the file size limit: 25 Mega Bytes (MB) Allowed file types .docx,.doc,.xlsx,.xls,.pdf,.txt,.ppt,.pptx. 2) Web address. Provide a complete Web address to the appropriate item. 3) Hard copy reference. This option is for On-site reviews only and documents that cannot be uploaded to CMT due to sensitive nature or inability to upload such as building plans. Make sure to indicate in the description who the reviewer will work with to view the files and the location where they will be accessible.

All documents must contain a title and description. Please provide as much information as possible when completing the description to assist the reviewer. Include references to page numbers for large documents. Users cannot name documents with the same title or file name providing version control. Additional files must contain a version number, revision date, etc.

Select the “Document Type”, then “Browse” to locate the document on the local computer or server. Select “Add Document”. The document will be added to the Agency Document Tab. Users can Edit or Delete documents unless locked by the CDE Reviewer. Locking of documents will be discussed later in the presentation.

Once all documents have been uploaded to the Agency document tab, the user will start linking them to an Evidence Request. Further in the presentation we’ll discuss the process to add additional documents. Select the “Evidence Request” tab.

Linking Documents To Evidence Requests



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Home
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Evidence Request

2015-16 FPM Review Pre-Review

AE: General Ledger

Description: Upload a detailed general ledger, accounting for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

Related Items: [AE 03](#)

Document Links Add a Link

Agency/Site	Document	Link Status	Remove
Agency	Larger doc file 16 mb testing over 10mb file testing over 10mb file Singer 15-88 Instructions.pdf	Previously Certified	Remove
Agency	CMT PPT This is the CMT training PowerPoint This is the CMT training PowerPoint CMT Overview.pptx	New Link	Remove
Agency	Book of Etiquette Proper behavior during a site review Proper behavior during a site review	Previously Certified	Remove
Agency	Joyful Quilter Blog Site testing a web address document add testing a web address document add http://joyfulquilter2.blogspot.com/	New Link	Remove

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

Add a Comment

Regarding: This AE Request ▼

Comments

Currently no comments.

Selecting General Ledger in the Evidence Request tab (shown in slide #13) will navigate to the General Ledger Evidence Request Detail Screen

This screen displays documents previously linked to the General Ledger Evidence Request. To link another document, select “Add a Link.”

Linking Documents To Evidence Requests Cont.



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Evidence Request

2015-16 FPM Review Pre-Review

CE: General Ledger

Description: Upload a detailed general ledger, accounting for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

Related Items: [CE 19](#)

Document Links » Add a Link

Select a Site:

Filter by Type: By Title/Name:

7 Document(s) found.

Document	Updated	Select
Affirmation of Consultation This is for test purposes. Affirmation of Consultation.pdf	10/19/2015 5:02:26 PM	Select
Larger doc file 16 mb testing over 10mb file Singer 15-88 Instructions.pdf	9/9/2015 8:21:51 AM	Select
Large doc file 7mb test loading large doc IFSR_CARS_Master_030210.doc	9/9/2015 8:20:11 AM	<i>Linked</i>
CMT PPT This is the CMT training PowerPoint CMT Overview.pptx	9/2/2015 1:30:03 PM	Select

Select the document to link by clicking “Select”. In this print screen, Affirmation of Consultation was selected. Large doc file 7MB shows that it was previously linked to this Evidence Request.

Linking Documents To Evidence Requests Cont.



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Evidence Request

2015-16 FPM Review Pre-Review

CE: General Ledger

Description: Upload a detailed general ledger, accounting for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

Related Items: [CE 19](#)

Document Links » Add a Link

Select a Site:

Filter by Type: By Title/Name:

7 Document(s) found.

Document	Updated	Select
Title: Affirmation of Consultation Description: This is for test purposes. Link Description: <input type="text" value="This is for test purposes."/>	10/19/2015 5:02:26 PM	Add Link Cancel

During the process of linking a document from the Agency document tab to an Evidence Request, CMT allows the user to update the description. Select “Add Link” to link the document to the Evidence Request. If this document was selected in error, select “Cancel.” We selected “Add Link.”

Once all Evidence Request have been linked to the appropriate documents, the user Certifies the Evidence Requests.



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Certify Evidence Requests

ABC Unified (19642120000000)

[Home](#)
[Reviews](#)
[Documents](#)
[Evidence Requests](#)
[Certify Evidence](#)

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 Name:

3 Evidence Submission(s) found.

<u>Instrument</u>	<u>Evidence Request</u>	<u>Doc Links</u>	<u>Request Status</u>	<u>Response Status</u>	<u>Certify</u>
AE	General Ledger	5	Incomplete	Certified 10/26/15 5:55PM, FPM Agency (FPMAgency)	Success
CE	General Ledger	2	Incomplete	Draft 10/13/2015 7:54PM, FPM Agency (FPMAgency)	Certify
CTE	General Ledger	1	Incomplete	Draft 10/13/2015 1:40PM, Joe Consultant (joeConsultan)	Certify

Certify Evidence Requests Cont.



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Select the “Certify” link for each Evidence Request. An Evidence Request such as “LEA Plan” will most likely only have one document linked. An Evidence Request such as “SPSA” will most likely have several documents linked. The user certifies the Evidence Request and all documents linked to that Evidence Request. Documents linked to certified Evidence requests are considered final. Agencies no longer submit program instruments.

When the Agency has certified the Evidence Requests with linked document(s), the CDE reviewer can evaluate the Program Instrument Items. At this point, the reviewer will lock documents relevant to the review. Once a document is locked, an agency user cannot edit or delete the document in the Agency Document tab. Additional documents can be provided to the Evidence Request containing locked documents.

CMT will display the term “locked” for all documents in which the link has been locked. See slide #14, the “SARC” document has been locked. Reviewers may choose to lock documents that do not meet requirements as a matter of record during the review. The proposed records retention guidelines in the monitoring process is the current year plus four previous years. All documents not locked after five years would be purged from CMT. Agencies are advised to retain all documents uploaded to CMT at the local level. Agencies will be advised once records retention guidelines are established.

As Reviewers evaluate Program Instrument Items based on the documents linked to Evidence Requests, the Request Status will be changed by the Reviewer to “Incomplete” or “Currently Sufficient.” The status “Incomplete” indicates that the Reviewer needs more documents and must be accompanied by a comment with guidance regarding the additional documents needed. The status “Currently Sufficient” indicates that the Reviewer doesn’t need more documents at that time. The status “Currently Sufficient” may change to “Incomplete” as the Reviewer evaluates other documents or based on the On-site review.

The “Response Status” will display the information related to “Draft” and “Certified” for each Evidence Request including Agency user information, date, and time.

Linking Documents To Evidence Requests Cont.



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Evidence Request 2015-16 FPM Review **Pre-Review**

CE: School Accountability Report Card (SARC) hard copy

This evidence request has been previously certified and all document links are currently visible to CDE Program Reviewers. Please be aware that changes made to this evidence request are not visible to CDE Program Reviewers until the evidence request has been certified.

Description: Provide some form of notification to parents that a hard copy will be made available upon request at the school site. This notification is generally in your Parent Handbook.

Related Items: [CE 25](#)

Document Links [Add a Link](#)

Agency/Site	Document	Link Status	Remove
Melbourne (Ella P.) Elementary (19642126010912)	Book of Etiquette Proper behavior during a site review Proper behavior during a site review	Previously Certified	<i>Locked</i>
Agency	Delete Document Requirements Complete description of what actions the system should take when a document is deleted by an agency More info Complete description of what actions the system should take when a document is deleted by an agency CMT Document Management Removal.docx	Previously Certified	Remove

Last Saved: 10/26/2015 4:44PM, FPM Agency (FPMAgency), Certified

Based on Agency user activity in uploading, linking, and certifying documents, or during the period that Reviewers are evaluating items, additional documents may need to be uploaded. The same steps are followed as shown in Slides 14-18. The difference is when an Evidence Request has been previously certified. CMT will provide a reminder that draft links of documents to Evidence Requests are not visible to the CDE Program Reviewer. The Agency user with a role that allows the user to certify must select "Certify" for each Evidence Request with draft links. If a CDE Reviewer has locked a link to a document, the agency user cannot remove the link.



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Entering Comments

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

Add a Comment

When responding to the Personnel Activity Report should we only upload documents for staff funded by categorical programs?

Regarding: ▼

Review
CE Instrument
This CE Request

Comments

Please upload Personnel Activity Reports for the current year.
FPM Reviewer (FPMReviewer), 10/26/2015 6:09 PM



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Entering Comments Cont.

Comments are the primary communication tool in CMT during the monitoring process. All conversations, outside of CMT such as phone conversations, must be summarized in CMT comments for audit purposes.

Comments are posted related to an activity not to a person. CDE and Agency staff no longer have to be concerned about who received a message. All CDE and Agency staff assigned to a review can view comments.

Enter comment text in the “Add a Comment” field. Select the “Regarding” option in the drop-down menu. Three comment types are available to add in CMT.

- 1) Review; these are comments related to the whole review. Such as a change to site that the team would be reviewing that will be closed due to an urgent situation. This would include a phone call to the Regional Team Leader with a follow-up Review level comment.
- 2) Instrument Level; these comments would be related to an entire instrument. For instance, if an agency program staff was providing documents for a review and was unexpectedly unavailable due to an urgent situation, a comment would be posted at the Instrument level advising of the situation that effects the whole Instrument.
- 3) Evidence Request; these comments are the most common and would be posted when an Agency staff person needed more information related to the documents being uploaded for an Evidence Request.

Comments are displayed descending, chronological, and in a thread fashion similar to text messaging on screen space permitting. All comments can be viewed by selecting “View Comments.”



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View Comments

[Review](#) » Review Comments

Filter by Instrument: Sort by:

8 Comment(s) found.

CDE Comments:	Agency Comments:
<p>CE: Do Personnel Activity Reports need to be uploaded for all staff or just staff paid with categorical funds? — FPM Agency (FPMAgency), 10/26/2015 6:02 PM *</p>	
<p>CE: Do Personnel Activity Reports need to be uploaded for all staff or just staff paid with categorical funds? — FPM Agency (FPMAgency), 10/26/2015 6:02 PM *</p>	
<p>CE 01: Evidence Request: LEA Parent Involvement Policy. I've reviewed the LEA Parent Involvement Policy. This version does not appear to be approved by the local board. Please submit a revised version that is board approved. — Stacy Savoca (ssavoca), 10/20/2015 8:02 AM</p>	
<p>CE 01: This is a comment posted for CE 01. — Stacy Savoca (ssavoca), 10/9/2015 3:02 PM</p>	
	<p>CE: This is comment. — Stacy Savoca (ssavoca), 10/9/2015 2:33 PM</p>
<p>CE 02: blah blah balh — Joy Paull (JPaull), 8/24/2015 10:55 AM</p>	
<p>CE 02: adding legal justification — Joy Paull (JPaull), 8/24/2015 9:22 AM</p>	
	<p>CE: hello world — Lisa Davis (4lldavis), 7/31/2015 11:53 AM</p>

The View comments screen displays all comments related to the review. Filters and sort options are available to manage comment views.

Currently CMT does not send e-mail notifications when comments are posted or when status changes occur. The FPM Office is taking this opportunity to determine the best method to communicate information to CMT users in a meaningful manner. Currently under consideration are suggestions to have an indicator on the “Home” screen with a number or report to advise users of recent activity. Please feel free in providing feedback on information that would be helpful during monitoring activities and the forum for receipt of notification.

Resolution



TOM TORLAKSON
State Superintendent
of Public Instruction

Escalon Unified (3968502000000)

Home
Reviews
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Users

2015-16 FPM Online Review In Resolution

This is an on-site review. For information about Federal Program Monitoring go to [Compliance Monitoring](#) on the CDE website.

Review Dates: 7/21/2015 - 7/24/2015
Resolution Deadline: 9/7/2015

Instrument	Unresolved Findings	Incomplete Evidence Requests	Reviewer(s)	Agency Program Staff
AE: Adult Education	0 of 0	0	Consult RTL	FPM Agency 916-319-0935
CE: Compensatory Education	2 of 3	1	Stacy Savoca 916-319-0502	FPM Agency 916-319-0935
CTE: Career Technical Education	0 of 0	0	Consult RTL	FPM Agency 916-319-0935
EE: Education Equity	0 of 0	0	Consult RTL	FPM Agency 916-319-0935
EES: Early Education and Support	0 of 0	0	Consult RTL	FPM Agency 916-319-0935

Agency with findings at the end of a monitoring review will move into the Resolution stage. Only instruments with findings will display on the Agency Home page. Information related to findings will display, such as Resolution Deadline, Unresolved Findings, Incomplete Evidence Requests, Reviewer information, and Agency staff information.

Select the Program Instrument to review each finding.



TOM TORLAKSON
 State Superintendent
 of Public Instruction

Resolution Cont.

2015-16 FPM Online Review In Resolution		
<u>Review</u> » <u>CE: Compensatory Education</u>		
<u>Item</u>	<u>Finding</u>	<u>Needs More Docs</u>
CE 01: LEA Parent Involvement Policy	Resolved Stacy Savoca, 10/15/15 9:06AM	N
CE 05: LEA in PI, Revise LEA Plan	Unresolved Resolution Deadline: 9/7/2015	Y
CE 15: Title I for Supplemental Language Instruction	Unresolved Resolution Deadline: 9/7/2015	Y

This is a print screen the Program Instrument findings list. The status of the finding and whether additional documents are needed is displayed.

Select the Instrument Item to view the finding text. The complete Notification of Findings is available in the “View Resources” link on the Agency “View Summary” page.



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of Public Instruction

Resolution Cont.

CE 05: LEA in PI, Revise LEA Plan

Finding

Status: **Unresolved**

Resolution Deadline: 9/7/2015

Finding:

This is the requirement. This is the information reviewed. This is how the Agency must resolve the finding.

Requirement

No later than three months after being identified as Program Improvement (PI), the LEA shall revise its LEA Plan in consultation with parents, school staff, and others. (20 U.S.C. § 6316 (c)(7)(A); 34 CFR § 200.52 (a)(1) and (2).)

5.1 The LEA shall implement the LEA improvement plan—including any revised plan—expeditiously but not later than the beginning of the school year following the year in which the LEA administered the assessments that resulted in the LEA's identification for improvement. (20 U.S.C. § 6316 (c)(7)(B); 34 CFR § 200.52 (a)(4); EC § 52055.57(b)(1)(C).)

The Finding page displays the finding status, resolution deadline, the finding text, and the Instrument Item Requirement.

Resolution Agreement Requests are submitted by the Agency via CMT comment feature. The request must describe activities that will occur and date when evidence will be uploaded. For example, “San Gregorio USD would like a resolution agreement to revise Goal 2 of the LEA Plan. This will be done and approved by the Board by March 15, 2016. Resolution documents will be certified by April 1, 2016.”

Requests cannot extend beyond 225 calendar days after last day of the review.

Reviewers approve or deny Resolution Agreement Requests within 5 days and updates the Resolution Due Date in CMT. An agency that has not resolved findings within 225 days may have their names submitted to the SBE for possible action.



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FPM Resources

COE Leads

<http://www.cde.ca.gov/ta/cr/caisleads.asp>

Regional Team Leaders

<http://www.cde.ca.gov/ta/cr/rtassignments.asp>

CDE Compliance Monitoring Web page

<http://www.cde.ca.gov/ta/cr/>

CDE CMT Web page

<http://www.cde.ca.gov/ta/cr/cmt.asp>

CMT E-mail Address Technical assistance and user assignment requests and user feedback

cmt@cde.ca.gov