



2015-16 Federal Program Monitoring

Agency Review Coordinators Presentation

August 2015



TOM TORLAKSON
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Topics

- General FPM overview
- Role of participants in the FPM process
- CDE Monitoring Tool (CMT)
- Tips for a more efficient and productive review
- Daily review schedules



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Topics (Continued)

- Notification of Findings
- Resolution of Findings
- Questions
- Additional Resources



General FPM Overview



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FPM Purpose

- To verify that programs funded by federal sources meet specific legal requirements.
 - Determined by the review of program instruments
 - FPM addresses compliance and program effectiveness



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FPM Monitoring Cycles

- Each agency is listed in either Cycle A, B, C, or D
- Two (2) cycles reviewed each year
- Cycle B – On-Site reviews
 - September 2015—February 2016
- Cycle D – online reviews
 - March 2016—June 2016



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Review Cycle Schedule

Cycle Schedule by School Year

A local educational agency (LEA) may be selected for a on-site or online monitoring every two years. This model demonstrates the distribution of the cycles for a four-year period.

The Federal Program Monitoring (FPM) Office coordinates reviews through a combination of data and document review and on-site visits. LEAs are assigned to one of four cycles: A, B, C, or D. Each year, CDE analyzes extensive data for all LEAs which receive categorical funds in two of the four cycles. LEAs may be selected for an on-site or online monitoring every two years.

Several factors, including compliance history, academic achievement, program size, and fiscal analysis are considered in identifying LEAs for reviews. Using these established selection criteria, approximately 60 LEAs and sites are selected for on-site or online monitoring. Several LEAs are also randomly selected each year for monitoring.

LEAs selected for on-site or online monitoring may receive a follow-up review on-site as needed in the year after the original review. LEAs selected for online monitoring may instead receive an on-site review as needed.

Cohort	2012-13	2013-14	2014-15	2015-16
A	Online reviews of 60 Cohort A LEAs	Follow-up reviews on-site only as needed	On-site reviews of 60 Cohort A LEAs	Follow-up reviews on-site only as needed
B	Follow-up reviews on-site only as needed	Online reviews of 60 Cohort B LEAs	Follow-up reviews on-site only as needed	On-site reviews of 60 Cohort B LEAs
C	On-site reviews of 60 Cohort C LEAs	Follow-up reviews on-site only as needed	Online reviews of 60 Cohort C LEAs	Follow-up reviews on-site only as needed
D	Follow-up reviews on-site only as needed	On-site reviews of 60 Cohort D LEAs	Follow-up reviews on-site only as needed	Online reviews of 60 Cohort D LEAs
LEA Total	120	120	120	120



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Definition of Terms

- **On-Site:** Reviews during which a team of CDE personnel visit your agency. They review documents and, while on site, observe classrooms and interview staff and parents.
- **Online:** Reviews which take place entirely through the CDE Monitoring Tool (CMT)



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Definition of Terms

- **Common Site:** a site where the majority of the on-site team is participating in the review. Usually involves at least Compensatory Ed and English Learner programs.
- **Alternate Site:** a site where only one program participates during an on-site review.



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FPM Participating Programs

- Adult Education and Family Literacy Act (AEFLA)
- Before and After School Programs (BASP)
- Career Technical Education (CTE)
- Compensatory Education (CE)
- Early Education and Support (EES)
- Education Equity (EE)



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FPM Participating Programs

- English Learner (EL)
- Fiscal Monitoring (FM)
- Homeless Education (HE)
- Improving Teacher Quality (ITQ)
- Migrant Education (ME)
- Neglected or Delinquent (NorD)
- Physical Education (PE)
- Uniform Complaint Procedures (UCP)



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Program Instruments

- The official tool that contains the legal requirements being monitored for a particular program.
- Each program instrument is annually reviewed by the CDE legal department and updated as necessary based on changes in law and ED findings



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CDE Compliance Monitoring Web page

- <http://www.cde.ca.gov/ta/cr/>
 - Trainings
 - Program Instruments
 - CDE Monitoring Tool (CMT)
 - 2015-16 Review Schedules
 - Contact Information
 - Regional Team Leaders
 - COE Leads



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Compliance Monitoring Web-Page

The screenshot shows the California Department of Education website. At the top left is the state logo. To its right is the text 'California Department of EDUCATION'. Further right is a search bar with a 'GO' button and a 'Change Text Size' option with three 'A' icons. Below the header is a navigation menu with eight items: Curriculum & Instruction, Testing & Accountability (highlighted), Professional Learning, Finance & Grants, Data & Statistics, Learning Support, and Specialized Programs. Below the menu is a breadcrumb trail: 'Home » Testing & Accountability » Compliance Monitoring'. To the right of the breadcrumb is a link for 'Printer-friendly version'. The main heading is 'Compliance Monitoring'. The text below explains that schools, districts, and county offices receiving funding for certain programs may be chosen for a review by the state. It states that the purpose of the review is to ensure funding is spent as required by law. It also notes that at the end of each review, a report of findings informs the school, district, or county office how to correct findings. The text mentions that the California Department of Education works to provide a simplified and streamlined monitoring process. A bulleted list follows, with the first item linking to 'Title I, Part A Parent/Family Involvement Web page', 'District-level English Learner Advisory Committee Web page', and 'School English Learner Advisory Committee Web page'. The second item states that the information was developed for educators and others who work with the monitoring process in California. At the bottom, a horizontal line is followed by a footer containing links: 'Compliance Monitoring Home | General Information | Reviews | Program Instruments | CAIS | CMT Correspondence | Contact Information | Additional Federal and State Monitoring'.



Role of Participants in the FPM Process



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Agency Review Coordinator

- The person assigned to coordinate the review, and the primary contact between the agency and CDE
- Monitor the progress of the FPM on the agency side



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Agency Review Coordinator

- Ensures effective communication between agency staff and CDE staff
- Ensures prompt follow up to reviewers comments
- Meets with FPM team to debrief daily



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Regional Team Leader

- The CDE staff person responsible for planning, scheduling, coordinating and monitoring the progress of the review
- Ensures FPM review is conducted consistently with FPM policies and procedures



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Regional Team Leader

- Facilitates entrance meeting, exit meeting and scheduled interviews
- Communicates with program reviewers at alternate sites and those conducting online reviews



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RTLs

Regional Team Leader Assignments

Contact information for Regional Team Leaders and regional assignments.

Name	Phone Number	E-mail	Region(s)	Counties Served
Beth Anselmi	916-319-0321	banselmi@cde.ca.gov	1, 2	Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Butte, Glenn, Del Norte, Humboldt, Mendocino, Sonoma, Lake
Jessica Gray	916-319-0585	jgray@cde.ca.gov	3, 5	Yolo, Sutter, Sacramento, Yuba, Sierra, Nevada, Placer, El Dorado, Alpine, Santa Cruz, Santa Clara, San Benito, Monterey, Colusa
Malik Abdul-Khaliq	916-319-0958	mabdulkhaliq@cde.ca.gov	4, 7	Marin, Napa, Solano, San Francisco, Contra Costa, Alameda, San Mateo, Merced, Mariposa, Madera, Fresno, Kings, Tulare
Carmela Kelly	916-319-0300	ckelly@cde.ca.gov	6, 9	San Joaquin, Amador, Calaveras, Stanislaus, Tuolumne, Orange, San Diego, Imperial
Shireen Miles	916-319-0953	smiles@cde.ca.gov	8, 10	San Luis Obispo, Kern, Santa Barbara, Ventura Mono, Inyo, San Bernardino, Riverside
Ramiro Nava	916-319-0301	rnav@cde.ca.gov	11	Los Angeles



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Program Reviewers

- Trained CDE staff who are experts in a particular program and have been assigned to a program instrument to be completed during a review



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COE Monitoring Leads

- In partnership with the CDE to provide support to agencies in the monitoring process
- Provide support activities to include technical assistance, training, and coordinate regional/county support



CDE Monitoring Tool (CMT)

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CMT

New web-based tool, developed by the CDE, which supports the monitoring of agencies to ensure that they meet fiscal and program requirements of federal categorical programs and certain state funding



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CMT

- All FPM reviews will use CMT beginning 2015-16
- CMT user name and password obtained through Centralized Authentication System (CAS)
- COE Leads are used as trainers for agency staff in support of CMT



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CMT

- FPM staff enter agency Review Coordinator in CMT
- Agency Review Coordinator selects and enters all other agency staff as needed in CMT
- CMT Training will be provided in a separate session



Tips for a More Efficient and Productive Review



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Before the Review

- Know the program instruments
- Train district and site staff on the program instruments
- Involve multiple stakeholders early
 - Fiscal staff, human resource staff, site staff
- Become proficient in the use of CMT



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Before the Review

- Meet the 30-day documents upload deadline
- Contact program reviewers for clarification on evidence request
- Contact the RTL for review process questions



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Definition of Terms

- **Compliance Assistance:**
Explanations that are limited to what the agency must do to meet legal requirements
- **Technical Assistance:**
Explanations that go beyond the legal requirements to include best practices, research or recommendations



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During the Review

- Have fiscal staff on call
- Schedule SSC and key advisory committee meetings during review dates
- Attend all debriefing sessions



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During the Review

- Closely monitor all exchanges in CMT for each instrument
- Anticipate that additional evidence may be required throughout the day
- Block out your schedule for the review dates along with that of other key district and site staff



Daily Review Schedules

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On-Site Daily Schedule

Day 1 – District Level Review

- Entrance meeting
- Usually involves the review of district policies and procedures, and district-level expenditures
- Reviewers debrief with agency staff



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On-site Daily Schedule

Day 1- Sample Schedule

XXXXXX XXXX School District
 Federal Program Monitoring Review, (dates of the review)
 On-site Daily Schedule

Date:

District Office: (address and phone number)

CDE Regional Team Leader: (name)

Agency Review Coordinator: (name)

Participating Programs: (list programs being reviewed)

Time	Activity	Location / Personnel
12:30 p.m.	Preliminary FPM Team Meeting <ul style="list-style-type: none"> On-site team meeting 	District Office <ul style="list-style-type: none"> CDE team members
1 p.m.	Entrance Meeting <ul style="list-style-type: none"> CDE and agency introductions RTL opening comments Brief agency comments (e.g., demographics, performance profiles, district challenges, other salient information) Finalize or adjust the schedule and logistics 	District Office <ul style="list-style-type: none"> CDE team members Selected agency staff
1:30 p.m.	Agency Review <ul style="list-style-type: none"> Interviews with agency program personnel Interview district advisory council members Interview parent advisory committee 	District Office <ul style="list-style-type: none"> CDE team members Agency program administrators, including fiscal administrator Advisory council/committee members, as applicable
4:30 p.m.	Debriefing <ul style="list-style-type: none"> CDE team members will debrief individually with agency program counterparts 	District Office

Notes: Team may need technical assistance to access the internet.



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On-Site Daily Schedule

Day 2 – Site Level Review

- Follow-up of review of documents submitted in CMT related to specific sites on schedule
- Review confidential student data, observations and interviews, and review of other data as necessary



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On-Site Daily Schedule

Day 2 – Sample Schedule

XXXXXX XXXX School District
Federal Program Monitoring Review, (dates of the review)
On-site Daily Schedule

Date:

School Site Name: (address and phone number)

Participating Programs: (list programs being reviewed)

Time	Activity	Location / Personnel
8:30 a.m.	Entrance Meeting <ul style="list-style-type: none"> • Introductions • Brief school comments (e.g., demographics, performance profiles, other salient information) • Schedule and logistics 	School Site <ul style="list-style-type: none"> • CDE team members • Principal and selected staff • Agency review coordinator and program staff
9 a.m.	Interviews with program staff Time Staff Type 9:30 a.m. Relevant certified staff* 10 a.m. Relevant classified staff* Note: Agency review coordinator should schedule 30-minute interviews for above groups. Observation of instructional settings Review confidential student records	School Site <ul style="list-style-type: none"> • CDE team members • Personnel funded through programs being reviewed <ul style="list-style-type: none"> ○ Teachers ○ Classified staff ○ Other staff ○ Note: * Staff funded in whole or in part from categorical funds for programs being reviewed at site.
Lunch (May be working lunch with team)		



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On-Site Daily Schedule

Day 2 – Sample Schedule (continued)

1:30 p.m.	<p>Interview council and committee members, as applicable:</p> <p>Time Council or Committee 1:30 p.m. School Site Council Members 2 p.m. Advisory Committee Members</p> <p>Note: These meetings should be scheduled at a time when teachers, staff, and parents on SSC can attend.</p>	<p>School Site</p> <ul style="list-style-type: none"> • CDE team members • SSC meetings must not include students • Advisory committees, as applicable
2:30 p.m.	Complete interviews, observations, and review of confidential student records	<p>School Site</p> <p>CDE team members</p>
3 p.m.	CDE team debriefing meeting	<p>School Site</p> <p>CDE team members</p>
3:15 p.m.	<p>Site debriefing</p> <ul style="list-style-type: none"> • CDE team members report on findings with principal and agency/district/school leadership 	<p>School Site</p>
5 p.m. Day before Exit Meeting	Final deadline for uploading documents in CMT	<ul style="list-style-type: none"> • Agency review coordinator
8 p.m. Day before Exit Meeting	Deadline to complete writing of preliminary findings in CMT	<ul style="list-style-type: none"> • CDE team members
<p>Note: Team may need assistance with access to the internet.</p>		



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On-Site Daily Schedule

Exit Day

- Preliminary findings shared with agency by 9 a.m.
- Clarification meeting – agency may request a meeting to clarify specific findings, if needed
- Exit Meeting
 - Notification of Finding is issued
 - Discuss resolution process



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On-Site Daily Schedule

Exit Day

XXXXXX XXXX School District
Federal Program Monitoring Review, (dates of the review)
On-site Daily Schedule

Date:

District Office: (address and phone number)

Time	Activity	Location / Personnel
8:30 a.m.	CDE Team Meeting <ul style="list-style-type: none"> Finalize preliminary findings 	District Office <ul style="list-style-type: none"> CDE team members
10 a.m.	Clarification Meeting <ul style="list-style-type: none"> The CDE team meets with agency personnel to respond to clarifying questions or concerns with preliminary findings, if requested by the agency 	District Office <ul style="list-style-type: none"> CDE team members Selected agency staff
10:30 a.m.	Exit Meeting <ul style="list-style-type: none"> NOF Discuss resolution process 	District Office <ul style="list-style-type: none"> RTL

Notes:

- Preliminary Findings will be presented to the agency by 9 a.m.
- RTL will need access to a printer and copier for the Notification of Findings (NOF).



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Online Daily Schedule

Day 1 – Official Start of the Review

- RTL contacts the agency coordinator to confirm that the reviewer has started
- Reviewers continue to review and communicate in CMT
- Review determinations are based entirely on documentation provided in CMT
- No interviews or observations



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Online Daily Schedule

Day 2 – Interaction Continues with Reviewers

- All exchanges must be documented in CMT
- Review includes daily debriefings of the status of each instrument in CMT
- On the day before the exit, agency must upload additional evidence by the 1 p.m. deadline



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Online Daily Schedule

Exit Day

- Preliminary findings shared with agency by 9 a.m.
- Agency may request a conference call to clarify preliminary findings by 10 a.m.
- NOF is issued
- Discuss resolution process



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Online Daily Schedule

Day 1 & 2 – Sample Schedule

Sample Unified School District Federal Program Monitoring Review, (dates of the review) Online Review Daily Schedule		
Date		
Time	Activity	Personnel
9 a.m.	<ul style="list-style-type: none"> The agency review coordinator is notified that the FPM review is in progress. 	<ul style="list-style-type: none"> Review Team Leader (RTL)
Throughout the day	<ul style="list-style-type: none"> Interaction in CMT continues between program reviewer and the LEA program counterparts. 	<ul style="list-style-type: none"> Program Reviewers Selected agency program counterparts
4 p.m.	<ul style="list-style-type: none"> Program reviewer debrief with agency program counterparts by posting a CMT comment regarding any program instrument item not meeting legal requirements as of today. 	<ul style="list-style-type: none"> Program Reviewers
Note:		
The agency can continue to upload additional documents until 1 p.m. on the day before the exit (enter date).		
Date		
Time	Activity	Personnel
9 a.m. to 1 p.m.	<ul style="list-style-type: none"> Interaction in CMT continues between program reviewers and the agency program counterparts 	<ul style="list-style-type: none"> Program Reviewers Selected agency program counterparts
1 p.m.	<ul style="list-style-type: none"> Additional document upload deadline for agency 	<ul style="list-style-type: none"> Agency staff
4 p.m.	<ul style="list-style-type: none"> Deadline for program reviewers to complete Preliminary Findings in CMT 	<ul style="list-style-type: none"> Program Reviewers



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Online Daily Schedule

Exit Day

Sample Unified School District
Federal Program Monitoring Review, (dates of the review)
Online Review Daily Schedule

Exit Day

Time	Activity	Personnel
9 a.m.	<ul style="list-style-type: none"> Deadline for RTL to send the Preliminary Findings to the agency * 	<ul style="list-style-type: none"> Review Team Leader
10 a.m.	<ul style="list-style-type: none"> Deadline for agency to request a conference call to discuss Preliminary Findings 	<ul style="list-style-type: none"> Review Team Leader Agency Review Coordinator
11 a.m.	<ul style="list-style-type: none"> Conference call with agency (scheduled upon request by the agency). 	<ul style="list-style-type: none"> Review Team Leader Select Program Reviewers Select agency program counterparts
12 p.m.	<ul style="list-style-type: none"> NOF distributed to the agency 	<ul style="list-style-type: none"> Review Team Leader FPM Office Staff
1 p.m.	<ul style="list-style-type: none"> RTL contacts the LEA to discuss the resolution of findings 	<ul style="list-style-type: none"> Review Team Leader

Notes:

*In some cases, Preliminary Findings may be sent to the agency the day before the exit.



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Notification of Findings (NOF)

- The NOF is the official report that delineates the findings (if any) at the end of the FPM review
- This is a legal document



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NOF Cover Page



**California Department of Education
 Federal Program Monitoring
 Notification of Findings**

This is the official Notification of Findings (NOF) report of the review visit conducted by the California Department of Education (CDE). Because the methodology of the review involves sampling, it is not an assessment of all legal requirements. Nevertheless, the local educational agency (LEA) is responsible for operating its federal categorical programs in compliance with all applicable laws and regulations.

District Unified FPM Coordinator

62 70999 0000000 Jane Doe
 12/8/14 – 12/11/2014 Jdoe@districtx.k12.ca.us
 555-867-5309 916-319-0321

Regional Team Leader

Beth Anselmi
banselmi@cde.ca.gov

Program Reviewed	Program Reviewer	Total Findings
Before and After School Programs On-site (BASP)	Tavi Popp	1
Career Technical Education (CTE)	Sherry Davis	0
Compensatory Education (CE)	Oluwole Olukoya	5
Early Education and Support On-site (EES)	Shellie MacColl	0
Education Equity (EE)	Murjani McTier	0
English Learner On-site (EL)	Deborah Busch	4
Fiscal Monitoring (FM)	Susie Lackie Kristin Rhoades	2
Improving Teacher Quality (ITQ)	Geeta Rezvani	0
Uniform Complaint Procedures (UCP)	Raquel Castellon	1



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NOF Cover Page

Sites Reviewed	BASP	CTE	CE	EES	EL	UCP
District X Valley High 62 70999 4937256	X	X	X		X	X
Dolphin Elementary 62 70999 6052260	X		X	X	X	X
Calamari Elementary 62 70999 6052294	X		X	X	X	X

The LEA is required to resolve each Federal Program Monitoring (FPM) finding within 45 calendar days which ends on **01/25/2015**.

When a FPM finding cannot be resolved within this 45 calendar day period, the LEA submits a resolution agreement request using the "Resolution Agreement" process via CMT. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

NOTE: Copies of this report were distributed to the Agency. This is a public report and must be made available upon request. (California Public Records Act, Government Code section 6250)



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Example of a Finding

The agency must use Title I, Part A funds only to supplement, not supplant, state and local funds.

Based on interviews with school and district staff and a review of job descriptions, personnel records, and agency categorical expenditure reports from 2014-15, it has been determined that the agency is using Title I, Part A funds to supplant state and local funds at XXX School, which is a Targeted Assistance school, by funding two positions (office manager and campus supervisor) entirely with Title I, Part A funds.

The agency must provide evidence that Title I, Part A funds are no longer supplanting core funding streams by uploading evidence in CMT that demonstrates that the funds have been reversed and spent on other allowable Title I, Part A activities.



Resolution of Findings



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Definition of Terms

- **Resolution of Findings:** The correction of any items not meeting statutory requirements identified in the NOF
- **Resolution Agreement:** An agreement that extends the time the agency has to correct any findings beyond the 45 day period up to a maximum of 225 days



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Resolving a Finding

- Review the wording of the finding to determine evidence required to resolve the finding
- Upload evidence to CMT
- Post comment in CMT to notify reviewer of new documentation



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Resolving a Finding

(Continued)

- Respond as necessary to reviewer comments
- Agency is required to resolve each finding within 45 calendar days following the review
- If the agency cannot resolve a finding within this timeframe, the agency may request a Resolution Agreement



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Resolution Agreement

- Request resolution agreement by posting a comment in CMT
- Agreement cannot extend beyond 225 calendar days after the end of the review



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Resolution Agreement

(Continued)

- Indicate steps to be taken and proposed resolution due date
- The CDE program reviewer will grant or deny the request
- Reviewer determines the length of time and enters date in CMT



Most Frequent Findings from 2014-15 Review Cycle



Questions?



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Additional Resources

CDE

- Program Reviewers
- Regional Team Leader

County Offices of Education

- COE Monitoring Leads
 - <http://www.cde.ca.gov/ta/cr/contact.asp>



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Federal Program Monitoring Office

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