



Office of ESSA-Funded Programs  
89 Washington Avenue, Room 320 EB  
Albany, New York 12234  
Tel. (518) 402-2995 / Fax: (518) 486-1762

## 2022-2023 Coordinated Monitoring Review of ESSA -Funded Programs

Each year, Local Education Agencies (LEAs) across New York State are selected by the New York State Education Department’s (NYSED or “the Department”) Office of ESSA-Funded Programs for monitoring in order to meet federal requirements outlined in the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).

The Coordinated Monitoring Review involves the following federal programs:

- Title I Part A Improving Basic Programs
- Title I Part C Education of Migratory Children
- Title I Part D Neglected and Delinquent Programs
- Title II Part A Supporting Effective Education
- Title III Part A English Language Learners
- Title IV Part A Student Supports and Academic Enrichment
- McKinney-Vento Homeless Education
- American Rescue Plan Homeless Children and Youth (ARP HCY) I and ARP HCY II

The review is designed to ensure that the LEA is fulfilling the assurances and program plans detailed in the Consolidated Application for ESSA-Funded Programs, with the goal of providing a Coordinated Monitoring Review administered via the NYSED portal and submit the annual Consolidated Application.

### Coordinated Monitoring Review Processes:

The monitoring process will take place in three phases: (1) Pre-Review Activities; (2) Review Activities; and (3) Follow-Up Activities.

LEAs are invited to participate in the 2022-23 Coordinated Monitoring Review survey on Thursday, January 5, 2023. The survey may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

- Go to Business Portal <http://portal.nysed.gov>

- Click on the Log In button
- Enter your username and password
- Click on "SED Monitoring and Vendor Performance System" under My Applications
- Select "View Surveys for Office of ESSA-Funded Programs"
- Find the survey titled, "2022-23 Coordinated Monitoring Review "
- Click on 'view' to begin/continue to input information

NYSED will be holding a [technical assistance webinar](#) on Tuesday, January 10, 2023 at 1:00pm

- Program staff, building principals, and/or classroom teachers
- Parents of students receiving Title I services
- Special area program staff, per program area requests

We request that administrators and other staff who are responsible for the areas to be reviewed be available during their scheduled time to provide clarification or additional records as needed.

Program staff will also interview private school representatives. Those interviews will focus on gathering information about the quality of LEA consultation and service provision. Interviews with private school leaders may be conducted in the LEA or at the private school, depending on the availability of private school representatives. The review team will collaborate with you to determine which private school leaders will be interviewed and whether visits to the private schools are needed.

In addition to monitoring activities conducted at the LEA, NYSED staff will review programs for neglected and/or delinquent students at each Neglected and Delinquent Facility. We strongly encourage at least one LEA representative to attend the review of the selected facilities with NYSED staff. If possible, it is recommended that the individual identified as the Neglected and Delinquent Transition Liaison in the LEA's 2022-2023 Consolidated Application for ESSA-Funded Programs participates in the facility visit.

#### Phase III - Follow -Up Activities:

Following the scheduled review visit, the LEA will have up to 5 business days to upload additional materials before re-submitting the online survey for final review. Once the re-submitted survey is received from the LEA, NYSED staff will review submitted materials and make final determinations about the LEA's compliance with each indicator. Final reviewer ratings and notes will be provided to the LEA within 30 calendar days. The LEA is required to address Corrective or Required Actions for each indicator that did not meet compliance requirements.

Completed Corrective or Required Actions must be submitted via the online portal within 30 calendar days. Should additional time be required to complete required Corrective or Required Actions, an extension may be requested. Once all Corrective or Required Actions have been addressed, NYSED will inform the LEA that the 2022-23 Coordinated Monitoring Review has been approved.

If you have any questions about the review or doc2 (S)1 (E)1a0 (qu)9 st607y(o)4 (,)12 ( an)10

