



Federal Programs

Monitoring Visits Defined

In an effort to provide quality technical support and remain fiscally responsible while doing so, the Federal Programs Monitoring (FPM) team has determined the most efficient way to do so is to provide-monitoring to LEAs through a variety of methods. All LEAs will continue to be monitored at least once during the six-year monitoring cycle. LEA's requiring greater technical assistance may be monitored more frequently, as determined by the FPM team based on data. In the years that an LEA is not directly monitored by the FPM team, self-monitoring will be required.

A link to the 2021-2022 Federal Programs Monitoring Tool will be available by August 31, 2021 at <https://www.sde.idaho.gov/federal-programs/program-monitoring/>. This document includes documentation requirements for each of the indicators that will need to be uploaded for review.

All reviews require the LEA being monitored to upload documentation in the monitoring upload tool no later than **ONE MONTH prior** to the monitoring date.

What Will My Monitoring Review Look Like?

Locate the type of monitoring visit your LEA has been assigned in the list below. An overview of each of the four types of monitoring follows:

DESK REVIEW:

Two, or more FPM reviewers will be assigned to your review. After the LEA has completed uploading required documents, the assigned reviewers will determine if the documentation meets the requirements of satisfying each indicator on the monitoring tool. In the month prior to the monitoring date you may be contacted by a reviewer for more clarification/additional documentation. Typically, a desk review does not include interaction between the FPM team and stakeholders (such as students, parents, teachers, principals, etc.) through interviews. However, there may be exceptions. You will be notified by an FPM team member if it is determined that an interview will be helpful in conducting the review. At the end of the assigned review date, the review team will present the Final Report to the LEA via email, over the telephone, or through a virtual platform. At that point, an SDE Status Report will be generated by the Federal Programs team. The LEA will complete an action plan for any findings and submit it to the SDE. When all indicators have been satisfied, the LEA FPM visit is closed and the final SDE Status Report is emailed to the LEA.

HYBRID REVIEW:

Similar to the DESK REVIEW, a hybrid review requires the LEA to upload all documentation one month prior to the review date. Hybrid monitoring includes an entrance conference, interviews with identified stake holders, and an exit conference through virtual meetings. In a few instances we may ask for a classroom “visit” to be included through virtual means, as well. You will be notified by an FPM team member if it is determined that a classroom visit will be helpful for your review. At the end of the assigned review date, the review team will present the Final Report to the LEA through a virtual platform. At that point, an SDE Status Report will be generated by the Federal Programs team. The LEA will complete an action plan for any findings and submit it to the SDE. When all indicators have been satisfied, the LEA FPM visit is closed and the final SDE Status Report is emailed to the LEA.

ON-SITE REVIEW:

On-site visits are the type of review most LEAs have experienced in the past. Two, or more FPM reviewers will be assigned to the review. After the LEA has completed uploading required documents one month prior to the on-site visit, the assigned reviewers will determine if the documentation meets the requirements of satisfying each indicator on the monitoring tool. In the month prior to the monitoring date you may be contacted by a reviewer for more clarification/additional documentation. Once the reviewers arrive at the LEA, an Entrance Conference will take place and in person interviews and classroom visits will be conducted. At the end of the review, the review team will present the Final Report to the LEA during the Exit Conference. The SDE Status Report will be generated by the Federal Programs team. The LEA will complete an action plan for any findings and submit it to the SDE. When all indicators have been satisfied, the LEA FPM visit is closed and the final SDE Status Report is emailed to the LEA.

Re-VISIT:

The purpose of a RE-visit review is to provide additional support to a district which may have had a significant number of findings in the most recent FPM and to follow-up on progress made since that review. The RE-Visit will not be a complete review of all Title programs, but rather a targeted review focusing on the indicators with findings. This type of review will be conducted in person and may or may not require interviews with stakeholders and classroom visits. LEAs receiving a RE-Visit will receive additional information. At the end of the review, the review team will provide a Final Progress Report to the LEA identifying any next steps. The LEA will continue to follow the SDE Status Report and Action Plan process. When all indicators have been satisfied, the LEA FPM visit is closed and the SDE Status Report is emailed to the LEA.

For Questions Contact

Federal Programs
Stacie Rekow or Michelle Perreira
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6800 | www.sde.idaho.gov