



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
P12 Education Office of Accountability

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Office of ESSA-Funded Programs  
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## 2023-2024 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:

- x Title I, Part A - Improving Basic Programs
- x Title I, Part C - Education of Migratory Children
- x Title I, Part D - Neglected and Delinquent Programs

- x Click on the Log In button
- x LEA Enter your username and password
- x Click on "SED Monitoring and Vendor Performance System" under My Applications
- x Select "View Surveys for Office of ESSA-Funded Programs"
- x Find the survey titled, "2023-24 Coordinated Monitoring Review"
- x Click on 'view' to begin/continue to input information

NYSED will be holding a [technical assistance webinar](#) on Tuesday, January 16, 2024 at 10:00am to discuss key aspects of the review process. There will be a question and answer session during the webinar to address general questions about the Coordinated Monitoring Review. The webinar will be recorded and a link to the recording will be shared. Additionally, NYSED reviewers will hold office hours sessions to address questions about completing the review.

The review team will contact the LEA liaison within 7-10 (between Tuesday, January 16 – Friday, January 26, 2024) business days to engage in a planning phone call. The goal of the call will be to answer initial questions the LEA may have and establish dates for the on-site portion of the review. NYSED staff will work to accommodate the LEA's preferences and avoid conflicts with the administration of state assessments, visits being conducted by other NYSED Program Offices, and scheduled LEA breaks. Please note that review activities will begin no earlier than Monday, March 18, 2024, in order to provide enough time for document collection and review.

The LEA will be provided with .u16ino(i)6 (t)2 (h )10 (.u1e(n of)12 Tc 0 Tw 1.89 )10 (a)4 (oi)16 (d (o)-

- x Program staff, building principals, and/or classroom teachers
- x Parents of students receiving Title I services
- x 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 virtually, depending on the availability of private school representatives.

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 2023-24 Consolidated Application for ESSA-Funded Programs participates in the facility visit.

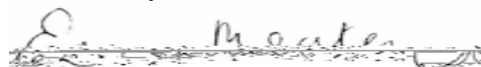
Phase III - Follow -Up Activities:

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 exten (t)123pln may be requested. Once all Corrective or Required Actions have been addressed, NYSED will inform the LEA that the 2023-24 Coordinated Monitoring Review has been approved.

If you have any questions about the review or documents requested, you may contact [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) or call (518) 473-0295. Thank you in advance for your collaboration throughout this process. We look forward to working with you and your staff.

Sincerely,



Erica Meaker  
Director, Office of ESSA-Funded Programs