



# COLORADO DEPARTMENT OF EDUCATION

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Commissioner of Education

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Deputy Commissioner

## Colorado Federal Integrated Review System

### Integrated Onsite Monitoring Overview [School District]

#### Overview and Purpose

[School District] has been selected for an Elementary and Secondary Education Act (ESEA) Federal Integrated Onsite Monitoring Review by the Unit of Federal Program Administration during the Spring of the 2013-2014 school year. The purpose of this review is to determine whether or not the LEA has implemented its ESEA program in accordance with all federal requirements associated with the receipt of federal funds for school years 2011-2012, 2012-2013 and 2013-2014 (as applicable depending on the timing of the visit).

Our review will focus on three overarching questions:

- (1) Did the LEA implement the plans in the 2011-2012 and 2012-2013 consolidated applications as approved?
- (2) Is the LEA in compliance with the requirements set forth in ESEA, EDGAR and relevant OMB Circulars?
- (3) Do expenditures from the LEA align with reported activities?

#### Who

The CDE monitoring team will need to meet with LEA staff responsible for administering each of the Title programs, staff from the financial department, and staff from the human resources department. Additionally, some CDE staff will need to visit schools or meet with school level staff. Below is the specific list of ESEA programs to be monitored, and LEA staff with which CDE personnel will need to meet:

- Title I, Part A: Improving the Academic Achievement of the Disadvantaged
  - Program Coordinator
  - Fiscal Staff
  - Title I Principal (and Title I Teachers if the LEA deems necessary) of the Title I school. This meeting can occur at the LEA office or at the schools. The LEA selects the location.
- Highly Qualified Teachers and Paraprofessionals
  - Human resource staff or others responsible for highly qualified staff

(CDE acknowledges that one person may hold many or all of the aforementioned positions. Please send the appropriate person(s) for each area listed)

## How to Prepare

Attached to this document is a specific list of all indicators CDE will be monitoring. At this time, this indicator list is preliminary. It represents the largest possible number of indicators the LEA could be monitored on. This list matches the indicators in the onsite monitoring instrument in the C-FIRS Tracker System, available by mid-November

The C-FIRS Tracker System will be the main vehicle for the CDE monitoring team and LEA staff to communicate before and after the onsite review. The C-FIRS Tracker system can be accessed at <https://tracker.cde.state.co.us>. LEA staff should begin gathering evidence to demonstrate compliance with each of the monitoring indicators several months before the onsite visit. The onsite monitoring instrument identifies the acceptable evidence that would demonstrate compliance.

CDE's expectation is that all requested and necessary documents be uploaded 30 days prior to the site visit so that the CDE monitoring team has sufficient time to review the documents prior to the onsite review. By reviewing documentation before arriving, the monitoring team can reduce the time needed in the LEA and make the time onsite more productive and meaningful. There will be some documents that cannot be uploaded to the C-FIRS Tracker System due to their sensitive nature or volume, such as personnel records and certain financial documents. The LEA is expected to have those documents available for review by CDE staff during the onsite review.

Resources for the C-FIRS Tracker System can be found online at:  
<http://www.cde.state.co.us/FedPrograms/monit/index.asp>.

## Phone Conference & Webinar

The CDE monitoring team would like to schedule a phone conference to answer any of your general questions and discuss possible dates for the site visit.

The purpose of the webinar is to develop the agenda for the onsite, including personnel to be interviewed, school visits, times and locations as well as to describe the monitoring process. The intent of setting the schedule early in the monitoring process is to minimize the disruption to LEA staff and school personnel as much as possible. This webinar/call will also be an opportunity to discuss any concerns or questions about specific indicators, required documentation, or any other part of the onsite review. CDE will arrange a date for this with the district. Expect to have regular correspondence with CDE in the final month before the monitoring visit while the monitoring team is reviewing documents uploaded to the C-FIRS Tracker System and finalizing details.

## What to Expect During the Visit

The onsite review will begin with a meeting between all CDE and LEA personnel for introductions and a discussion of the LEA's procedures for creating the Federal Programs Consolidated Application and administering ESEA Programs. Following this introductory meeting, the CDE monitoring team will meet with program specific groups for interviews and site visits. The monitoring team asks that requested

documents not uploaded to the Tracker system be available for CDE staff to review throughout the day. At the conclusion of the onsite review, the CDE monitoring team will conduct an exit meeting for LEA leadership and any LEA identified personnel. This provides an opportunity for the LEA to receive initial, immediate feedback from the team's review.

### **Monitoring Follow-Up**

The CDE monitoring team will provide a monitoring report that addresses all the indicators in the C-FIRS Tracker System within thirty business days of the site visit. This report will be available through the C-FIRS Tracker System, which will outline all recommendations, findings and any required corrective actions for the LEA. Usually, if the CDE monitoring team has findings on a particular indicator, a plan to ensure future compliance with the indicator will be requested.

The LEA is required to respond to all findings in the C-FIRS Tracker System within thirty business days of receiving CDE's report, unless otherwise noted. If the LEA has any questions about the findings or recommendations, please contact the appropriate CDE staff member who participated in the site visit. Failure to respond to findings can result in conditions to current and/or future grant awards.

### **Contacts**

The CDE monitoring team looks forward to working with LEA to prepare for the site visit. If you have any questions, please contact the CDE monitoring team leads, Barb Vassis at [vassis\\_b@cde.state.co.us](mailto:vassis_b@cde.state.co.us) or 303-866-6065 or Stacy Goodman at [goodman\\_s@cde.state.co.us](mailto:goodman_s@cde.state.co.us) or 303-866-6298.