Colorado Federal Integrated Review System (C-FIRS)
Tracker User Guide
Version 2.0

Acknowledgements

- The Colorado Federal Integrated Review System (*C-FIRS*) was developed by WestEd Interactive (WEI), the Southwest Comprehensive Center (SWCC) and the California Comprehensive Center (CACC) in collaboration with:
- The Arizona Department of Education (CDE)
- The California Department of Education
- The Colorado Department of Education
- New Mexico Public Education Department
- The Utah State Office of Education
- The development and implementation of *C-FIRS* is supported by the Southwest Comprehensive Center at WestEd, through funding from the U.S. Department of Education. It does not necessarily reflect the views or policies of the U.S. Department of Education, and the reader should not assume endorsement by the federal government.
- The Southwest Comprehensive Center and the California Comprehensive Center at WestEd are part of the federal network of 16 regional Comprehensive Centers.
- If you need assistance or have any questions about the user guide, please contact your CDE C-FIRS specialist.

What is *C-FIRS?*

The Colorado Federal Integrated Review System (C-FIRS) is a web-based tool designed to streamline your program monitoring activities. The online system presents you with the appropriate group of monitored items, and allows you to respond to those items by uploading evidentiary documents and providing assurances.

The primary difference in district procedures is that you will collect and upload electronic versions of evidence for review by CDE, rather than providing hard copies that are currently required.

System Guidelines

Below is a list of the requirements to use *C-FIRS:*

- Mac or PC
- Active Internet connection
- Valid email address
- Internet Explorer v.6.0 or above, or Firefox v.2.0 or above (other browsers will likely work, but will not be supported)
- Mac or PC platforms.
- The web-based system is accessible only when connected to the Internet. The data stored in the system is secure, however, sensitive and/or student identifying data should not be stored in the system.
- The system does not require available disk space, but it may be beneficial to have space on your computer for district document storage. Also, a document scanner would be helpful to make electronic versions of printed documents, but it is not required.
- Please note that mail servers for school districts and state offices may have high security settings and the automatic notification messages from *C-FIRS* could be blocked. If users at your district are not receiving *C-FIRS* invitations and messages, WestEd will work with your IT department to ensure that messages can be delivered.

Getting Started

User Accounts

- Your *C-FIRS* LEA Administrator will create a C-FIRS user account for you. Your *C-FIRS* user account is associated with your district. You will not be able to view or modify any data for other districts using *C-FIRS*.

- The administrative user who creates your *C-FIRS* account will determine your access level. Your access level defines what you are allowed to do within the system. There are two access levels:

LEA User

- LEA Users can respond to program indicators by uploading evidence and responding to instrument item questions.

LEA Administrator

- In addition to performing all the functions of an LEA User, LEA Administrators have the ability to create new users in their district and select which district users may submit completed instruments to CDE.

Creating User Accounts (LEA Admin Only)

- To create a new account, click the **Setup & Maintenance** link (visible only to Administrator Users) at the upper right side of the screen. Select **Users** on the left side navigation.

- You may search the user list to see if someone already has an account. If not, click **Add a Contact** at the bottom of the screen. The **Add Contact** screen will appear.

Add Contact 📄

- Programs
- Instruments
- Users
- Organization
- Evidence
- Item Categories
- Localization
- Goal Templates
- Plan Tags

Instructions/Description 📄

First Name: *

Last Name: *

Email: *

Phone Number:

Department:

Position:

Entity Type Filter: State

Entity: *

Role: User

(Save)   (Delete)   (Cancel)

Figure 1: Add Contact

Enter the required information for each new user:

First Name

Last Name

Email Address

Entity Type Filter

> Select **State** if adding an SEA user

> Select **District** if adding an LEA user

Entity

Role

> See above for role permissions

> Default is User

Click **Save** to save the information.

Logging On

Once your *C-FIRS* account has been created, you can access *C-FIRS* at:
https://tracker.cde.state.co.us

Figure 2: CDE Logon

LEA Overview

The LEA Overview page is the default home page. Once you are logged on, your name appears in the upper right corner of the screen. You may logout by selecting the Logout link to the right of your name. You may also access Help resources by clicking the Help link in this section. The Logout and Help links appear on every screen throughout *C-FIRS*.

The LEA Overview page displays a status of your Monitoring activities, and provides links to the LEA Filing Cabinet.

Figure 3: LEA Overview

Program Monitoring

C-FIRS provides an electronic method of monitoring Federal and State program Instruments. The online instruments contain the information from the published instruments. For each item, you may enter a status and comments for a self-review, and upload the evidence you are providing to the state.

You may access the monitoring instruments associated with your district from either the LEA Overview or Monitoring tabs at the top of the main navigation.

Figure 4: Main Navigation Menu

The LEA Overview screen also displays a Monitoring snapshot box, showing the various instruments for your district and the current Status of each Instrument. Each instrument is displayed as a link, giving you the ability to quickly access that instrument from the LEA Overview page.

Figure 5: Monitoring Snapshot
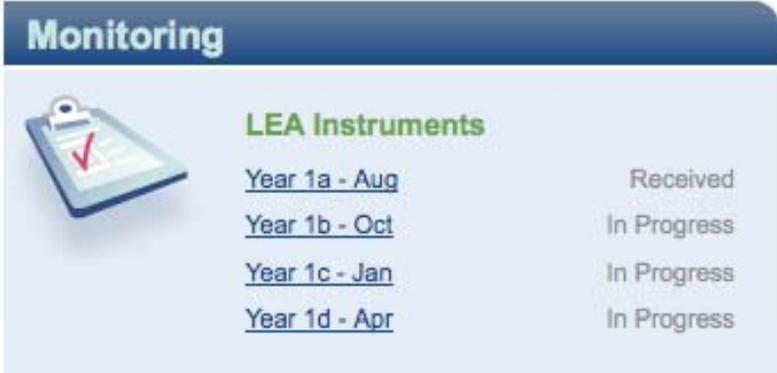
Select the Monitoring tab at the top of the page to view a summary of all instruments associated with your district.

Instruments	Status	Last Updated	Team Leader	District Submitters	State Reviewers	Total / NonCompliant
Year 1a - Aug	Received	09-Jul-28	Not Assigned	Verhoff, Gary (LEA)	Verhoff, Gary	6 / 1
Year 1b - Oct	In Progress	09-Jul-28	Not Assigned	Not Assigned	Not Assigned	4 / 0
Year 1c - Jan	In Progress	09-Jul-28	Not Assigned	Not Assigned	Not Assigned	6 / 0
Year 1d - Apr	In Progress	09-Jul-28	Not Assigned	Not Assigned	Not Assigned	6 / 0

Figure 6: Monitoring Overview

The screen displays a list of the assigned instruments and the status of each instrument. The last time the instrument was updated on *C-FIRS* by any district user also appears.

The instrument's Team Leader, District Submitters and State Reviewers are listed.

Team Leader	The primary contact for onsite-related questions and issues.
District Submitters	District Submitter(s) determine when the instrument evidence is complete, and submits the instrument to the state for review. A district administrative user assigns District Submitters.
State Reviewers	State Reviewers determine whether the evidence presented for review meet requirements for the item. Although all state users may view your submitted instruments, the State Reviewers perform the actual item review and enter findings.

The total number of instrument items and how many items a district user has designated as not meeting requirements appear on the right.

Assigning District Submitters (LEA Admin only)

All district users are allowed to make changes to the instrument and upload evidence. The District Submitter(s) determine when the instrument evidence is complete, and submits the instrument for state review.

On the Monitoring Overview screen, in the District Submitters column, click on any of the assigned names, or Not Assigned to change the district assignment for that instrument.

The Summary screen will appear:

Return to Instruments

Summary

Onsite Team Leader:

(Not Assigned)

State Reviewers:

District Submitters: [Edit]

Smith, Jeffrey - Balsz Elementary District
OBrien, Susan - Balsz Elementary District

Figure 7: District Summary

Click the **Edit** link next to District Submitters section to display a list of all district users.

Return to Instrument Reviewer List

Assign Submitters

☑ OBrien, Susan
☑ Smith, Jeffrey
(Done)

Figure 8: Assign District Submitters

Currently assigned District Submitters will be checked. To remove an assignment, uncheck the box next to the name. To add an assignment, check the box next to the name.   When finished, click **Done** to save your changes and continue.

The Instrument Lifecycle

The overall status of the instrument may be viewed in three places: the LEA Overview, the Monitoring Overview, and each Monitoring Instrument Overview.

Here is a summary of the Instrument status values and their meaning.

- **In Progress** is the starting state of the instrument for the district. District users may upload evidence, enter item comments, and change item status values as needed. Although State users may see your progress during this working period, they cannot make final determinations, and understand that the district may change any of the evidence or item entries.

- **Submitted** indicates that the district has finished uploading evidence and making item entries.

- **Received** is the status in which the state will do its review work. State users will review evidence, make findings, and determine item status before and during the onsite visit. State user may also contact the district for evidence clarification or additional evidence as needed. District users may continue to upload evidence and change items, but these actions may trigger e-mail notifications to state staff.

- **Needs Further Action** is one outcome of the onsite visit. This status indicates that the instrument contains items that do not meet requirements, and triggers the due date for district response. The district may continue to modify and upload evidence for items with a status of 'Does Not Meet Requirements.' All other items are locked from further changes.
- **Accepted** indicates that the state is finished with all work on the instrument and does not expect any further action from the district.

The Instrument Overview displays the counts of items by status for the district's self review. The due date for the instrument is shown, as well as the last date the instrument was updated by a district user and their name.

Accessing Monitoring Items

To access the Monitoring Items, click the desired Instrument link from the Monitoring Snapshot box.
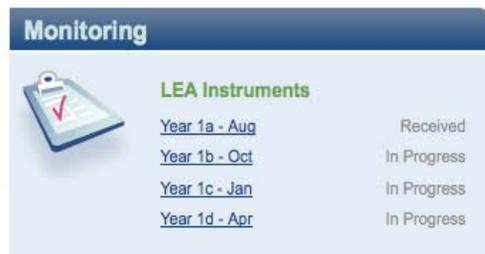
Figure 9: Monitoring Snapshot

In some cases, you may be asked to answer a question or series of questions in order to determine what indicator items will appear under the Instrument. These Criteria Questions will typically appear only once at the beginning of each new school year.

You must answer the Criteria Question(s) in order view and respond to the instrument indicators.

Figure 10: Criteria Questions

Click the appropriate response for each question and click **Submit Answers** when finished.

Note: If necessary, you may access these questions later to change your answers.

Responding to Monitoring Items

After clicking on the desired Instrument, and answering any Criteria Questions that appear, the Instrument Overview page is shown.

Figure 11: Instrument Overview

The **Status** section shows the current status of the Instrument.

The **Criteria Questions** section allows you to view the criteria questions for the Instrument and input or edit your responses.

The gray shaded section shows general information regarding the number of indicators in the Instrument, and various breakout metrics. This section also shows when the Instrument was last updated and by whom.

Under **Self Review**, the Instrument Categories are shown, with a summary count of completed items in each Category.

Click the plus sign (+) next to a Category name to expand the view to see all associated items.

Figure 12: Category Item Detail

For each item, the Identifier Number and Name are displayed as a link, allowing you to click to see the detail of that item and respond to it. Also shown is the status of the item, district comments, and the total number of associated documents in the Filing Cabinet.
Click on an item link to view the Item Response page for that item.

Figure 13: Item Response

The Item Response page displays detailed information about the monitoring item. It provides you with information and guidance to address an item, in context of the response itself. Your response to this information will be reviewed by the state to determine whether the item meets requirements.

The components of the Item Self Review page include:

Status Dropdown	Used to indicate the monitoring status of the item. Choices are Meets Requirements, In Progress, Does Not Meet Requirements and Not Monitored
Comments to SEA	LEA users can enter specific comments regarding this item that will help State Reviewers during their review process.
Category	The organizational structure that groups items under logical headings for display purposes.
Compliance Indicators	The text of the monitoring item.
Legal Reference	Link(s) to the pertinent legal citation for the indicator.
Examples of Evidence	The potential lines of evidence that a district may upload to support their response to the item. These generic types of evidence are used by the SEA to determine whether the LEA response meets requirements. These may include interviews, meeting notes, observations or other non-specific guidance, and are often monitored during onsite visits.
Resources	Files or web links provided by the State to the LEA in the context of a compliance item. They may include templates, example documents, links to further information or other material assistance. The description of the resource is shown under the resource name. Click the name of the resource to download the file or view the web link.
LEA Filing Cabinet	The Filing Cabinet holds the evidence documents and links associated with the item. Numbers in parenthesis indicate how many documents exist. The Requested Documents section will list the specific documents the State requests to see for this item. The Other Documents section allows you to upload any general document that may be appropriate as a response to the item.