Equitable Services Monitoring Process

States are required to monitor LEAs for compliance with the provisions of equitable services to eligible private school students and teachers. An SEA is responsible for ensuring that its subgrantees comply with the statutory and regulatory requirements related to providing equitable services to private school students and teachers. This process also serves to ensure uniformity in program administration throughout the state.

Monitoring is a process which keeps track of performance. Whether static- as in monitoring compliance with policies- or dynamic- such as monitoring progress towards established targets. It shows whether a system or process is functioning efficiently. The purpose of monitoring and evaluating equitable services is to track implementation and outputs systematically, and measure the effectiveness of programs being provided to private school students and staff. It helps determine exactly when a program is on track and when changes may be needed.

Fiscal Monitoring:
Fiscal Monitoring is included in Cycles 1, 3, and 5. The following documents and resources can be used to assist you in the fiscal monitoring process.
> Fiscal Monitoring Tool
> Fiscal Monitoring Spreadsheet

Programmatic Monitoring:
Programmatic Monitoring is included in Cycles 2, 4, and 6. The following documents and resources can be used to assist you in the programmatic monitoring process.
> Programmatic Monitoring Tool

FISCAL MONITORING
(how to complete private school fiscal monitoring)

Step 1:
Each LEA will need to complete the Fiscal Monitoring Tool and the Fiscal Template during each year of Fiscal Monitoring. The LEA will respond to each item by uploading the requested fiscal evidence for each applicable funding area.
Examples of fiscal evidence to be uploaded **may** include the following:
Title I-A:
Proportionate Share Determination, Identification, and Procedures
1. Identification of Low-Income Students
2. Criteria and process for identification of Low-Income Students will be submitted

Fiscal, Budgeting, Procurement
1. Payroll Records – Hourly/ FTE and T & E for employees or vendors providing services will be submitted
2. Fiscal Accounting Records Per each Private School to be submitted which include:
    a. Budget Summary – Expenditures, Encumbrances and Budget Remaining
        i. Vendor quotes and invoices if applicable
    b. Procedures for inventory /asset tagging will be submitted
        i. Process of disbursement and return of inventory to LEA will be submitted
            1. If program ends, identify the process to close program. What happens to the inventory?

Title II-A:
Proportionate Share Determination, Identification, and Procedures
1. Determination of the total enrollment of private school students will be submitted
2. Process for determination of enrollment of private school students will be submitted

Equitable Services Monitoring Process

Fiscal, Budgeting, Procurement
1. Payroll Records – Hourly/ FTE and T & E for employees or vendors providing services will be submitted
2. Fiscal Accounting Records Per each Private School to be submitted which include:
   a. Budget Summary – Expenditures, Encumbrances and Budget Remaining
   b. Vendor quotes and invoices if applicable
3. Procedures for inventory /asset tagging will be submitted
   a. Process of disbursement and return of inventory to LEA will be submitted
      i. If program ends, identify the process to close program. What happens to the inventory?

Title IV-A:
Proportionate Share Determination, Identification, and Procedures
1. Determination of the total enrollment of private school students will be submitted
2. Process for determination of enrollment of private school students will be submitted

Fiscal, Budgeting, Procurement
1. Payroll Records – Hourly/ FTE and T & E for employees or vendors providing services will be submitted
2. Fiscal Accounting Records Per each Private School to be submitted which include:
   a. Budget Summary – Expenditures, Encumbrances and Budget Remaining
      ii. Vendor quotes and invoices if applicable
3. Procedures for inventory /asset tagging will be submitted
   a. Process of disbursement and return of inventory to LEA will be submitted
      i. If program ends, identify the process to close program. What happens to the inventory?

Step 2:
Your ADE Ombudsman will complete a desktop monitoring to include:
1. Fiscal Checklist will be completed to determine that required documents were submitted and if they are in compliance or are missing any key information for TI-A, TII-A, and TIV-A
2. Follow up sent to LEA via a signed letter from ADE Ombudsman and DAS
3. Additional meetings, observations, or documents submission if needed
4. Certification of the above requirements through EMAC

PROGAMMATIC MONITORING
(how to complete private school programmatic monitoring)

Step 1:
Each LEA will need to complete the Programmatic Monitoring Tool during each year of Programmatic Monitoring. The LEA will respond to each item by uploading the requested programmatic evidence for each applicable funding area. Examples of programmatic evidence to be uploaded **may** include the following:

Title I-A:
On-Going Consultation
1. On-Going Consultation agenda and minutes will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
2. Intent to Participate will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
3. Consultation sign in sheets will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs

Equitable Services Monitoring Process

Identification of Academically At-Risk Students
1. Criteria to identify students who are academically at risk will be submitted using the required ADE Data Collection template
2. The process used to identify academically at-risk students to receive services will be submitted.

Identification of needs and monitoring of Private Schools (submitted for each school for small LEAs or at least 5 participating schools for large LEAs for needs)
1. How does the LEA work with the private schools to identify their needs?
    a. The process the LEA follows to work with the participating private schools to determine needs and types of services will be submitted
    b. Agendas, meeting minutes, and sign in sheets for each consultation will be submitted
    c. Intervention Schedules will be submitted for each participating private school
2. LEA Monitoring of Private School Program will be shared through the submitted evidence below:
    a. Schedules displaying monitoring of each private school will be submitted
    b. LEA protocol used to evaluate each program will be submitted
    c. Feedback given and steps for improvement if applicable will be submitted for each school

Title II-A:
On-Going Consultation
1. On-Going Consultation agenda and minutes will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
2. Intent to Participate will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
3. Consultation sign in sheets will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs

Identification of needs and monitoring of Private Schools (submitted for each school for small LEAs or at least 5 participating schools for large LEAs for needs)
1. How does the LEA work with the private schools to identify their needs?
    a. The process the LEA follows to work with the participating private schools to determine needs and types of services will be submitted
    b. Samples of the Needs Assessments completed by participating private schools will be submitted
    c. Agendas, meeting minutes, and sign in sheets for each consultation will be submitted
    d. Itemized list of each professional development opportunity which will be paid for will be submitted for each participating private school
2. LEA Monitoring of Private School Program will be shared through the submitted evidence below:
    a. Schedules displaying how often discussions and evaluation of whether the professional development attended or the services the funds were spent on were effective in improving instruction of each private school will be submitted
    b. LEA protocol used to evaluate the effectiveness of the expenditures for each private school will be submitted
    c. Feedback given and steps for improvement if applicable will be submitted for each school

Equitable Services Monitoring Process

Title IV-A:

On-Going Consultation
1. On-Going Consultation agenda and minutes will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
2. Intent to Participate will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs
3. Consultation sign in sheets will be submitted for each school for small LEAs or at least 5 participating schools for large LEAs

Identification of needs and monitoring of Private Schools (submitted for each school for small LEAs or at least 5 participating schools for large LEAs for needs)
1. How does the LEA work with the private schools to identify their needs?
   a. The process the LEA follows to work with the participating private schools to determine needs and types of services will be submitted
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2. LEA Monitoring of Private School Program will be shared through the submitted evidence below:
   a. Schedules displaying how often discussions and evaluation of whether the professional development attended or the services the funds were spent on were effective in improving instruction of each private school will be submitted
   b. LEA protocol used to evaluate the effectiveness of the expenditures for each private school will be submitted
   c. Feedback given and steps for improvement if applicable will be submitted for each school

Step 3:

Your ADE Ombudsman will complete a desktop monitoring to include:
1. Programmatic Checklist will be completed to determine that required documents were submitted and if they are in compliance or are missing any key information TI-A, TII-A, and TIV-A
2. Follow up sent to LEA via a signed letter from ADE Ombudsman and DAS
3. Additional meetings, observations, or documents submission if needed
4. Certification of the above requirements through EMAC