

## 2021-22 Desk Review Monitoring Process

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 Desk Review Monitoring involves the following federal programs:

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title IV, Part A
- McKinney-Vento Homeless Education

Below is additional information about the timeline, NYSED reviewers, the monitoring protocol, and the three phases of the review process. All information contained in this email can also be found on our website at <http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance>.

### Desk Monitoring Review Timeline:

March 1, 2022	LEA is notified via e-mail letter that it has been selected for Desk Review Monitoring  Desk Review Monitoring survey is available to LEA in the <a href="#">Business Portal</a>
March 3, 2022 10:00-11:00am	NYSED provides <a href="#">technical assistance webinar</a> on Desk Review Monitoring (Meeting ID 894 4549 1341 Passcode MuJV2J)
April 4, 2022	LEA submits completed Desk Review Monitoring survey to NYSED in the Portal
May 4 - August 31, 2022	LEA will receive final ratings from NYSED within 30 days

To facilitate an efficient and effective review process, NYSED staff will utilize the 2021-2022 Desk Review Monitoring protocol. The Desk Review Monitoring protocol will be administered via the NYSED Business Portal – the same platform used by LEAs to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online protocol is broken down into three sections to examine District and school-level policies, procedures, and practices:

Section I – Programmatic Compliance

Section II – Equitable Services Compliance

Section III – P 8[atehool ~~Rev~~

materials to the secure online portal. The completed protocol must be submitted to NYSED by Monday, April 4, 2022.

Phase II – NYSED Review:

Upon receipt, NYSED staff will review submitted materials and make determinations about the LEA's compliance with each indicator using a standardized rating scale. In addition, reviewers will provide notes detailing strengths, required actions, and recommended actions. Reviewer ratings and notes will be provided to the LEA within 30 calendar days. Please note that timely submission of appropriate evidence will facilitate a more efficient review process and may reduce the amount of time needed to complete review activities during Phase II.

Phase III - Follow-Up Activities:

The LEA will be required to develop a Corrective Action Plan (CAP) for each indicator that generated a Finding or a Required Action. The CAP, including evidence of completed corrective actions, must be submitted via the online portal to my office within 30 calendar days. Should additional time be required to develop the plan or complete required corrective actions, an extension may be requested. Once all identified findings and required actions have been addressed, NYSED will issue a formal letter to conclude the Desk Review Monitoring.

If you have any questions about the review or documents requested, you may contact our office by calling (518) 473-0295 or emailing [conappta@nysed.gov](mailto:conappta@nysed.gov).