



# TIERED MONITORING SYSTEM

Introduction and Overview  
LEAs

August 22, 2013

Missouri Department of Elementary  
and Secondary Education

## Tiered Monitoring System

- Purpose—provide a comprehensive Tiered Monitoring profile for each district
  - One basic process for all Tiered Monitoring
  - One location for all federal grant monitoring and Audit uploads
  - One documentation repository for all Tiered Monitoring
  - One location to track Corrective Action Plan

## One System for All Tiered Monitoring

- All monitoring is under one link.
- Same look and feel for all monitoring
- Activity due dates displayed on home screen.
- Comprehensive view of monitoring for all programs being monitored district-wide
- Ability to upload documentation or web links as evidence of compliance
- All monitoring communication with the Department conducted through the same system
- All monitoring reports archived in one system

## One Location for Corrective Action Plan tracking (CAP)

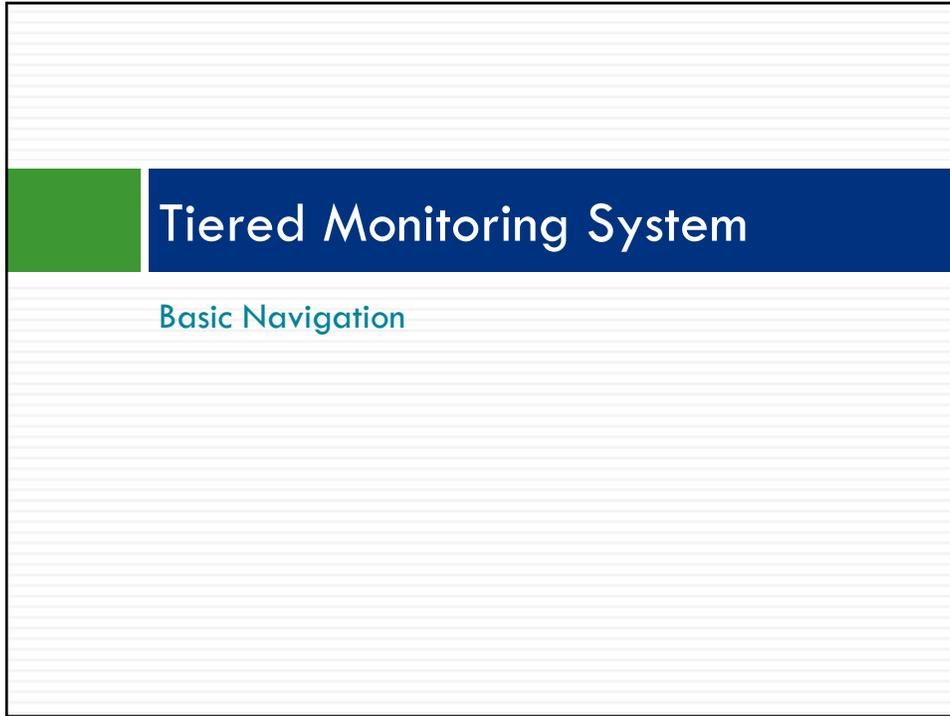
- Corrective Action tracking, conversations, and follow-up documentation located in one place.
- Ability to visually indicate when a Corrective Action is complete
- Reporting/Corrective Action (CA)
  - The Department will work with the LEA to assist with the correction of noncompliance
- Historical record of Corrective Actions and follow-up documentation

## All Tiered Monitoring will follow same basic process

- Desk Audit –all LEAs annually
  - Conducted by the Department based on existing data
- Self-assessment – Required for all LEAs in a designated cohort
  - Conducted by LEA
- Desk Monitoring – Review/Verification of Self-assessment
  - Conducted by the Department
- Reporting and/or Corrective Action Plan (CAP)
  - The Department will work with the LEA to assist with correction of noncompliance
- Onsite/phone Review – select LEAs based on established risk factors for each program

## Goal

- The short-term goal is to consolidate Tiered Monitoring into a process that will allow a comprehensive LEA Tiered Monitoring profile to be created.
- Over time, this will be used to track trend data and assist the Department in identifying areas where technical assistance may be needed.



NOTE: A change since recording of the webinar

**Logging On**  
<https://dese.mo.gov>

Note: With the new website changes, the link to the Web Applications is now at the bottom of the Department's homepage. It is also located on the right side of all Office pages.

The screenshot shows the homepage of the Missouri Department of Elementary and Secondary Education. At the top, there is a navigation menu with links for Home, About, Administrators, Educators, Parents & Students, and Adult & Community. A large banner in the center reads "Save the Date! July 27-29, 2014/ 53rd Annual Cooperative Conference for School Administrators Holiday Inn Executive Center / Columbia, MO / dese.mo.gov". Below the banner are sections for Administrative Memos, Educator Certification, Webinars, and News. A "Get the Latest Newsletter" button is also visible. At the bottom of the page, there are sections for Main Office, About Us, Resources, and Social Links. A red arrow points to the "Web Applications" link in the Resources section.

## Sign In



- ▶ Reset Password
- ▶ DESE Homepage
- ▶ Login Request Forms
- ▶ Browser Technical Notes
- ▶ Web Accessibility
- ▶ Logon/Logout



### DESE Secured Web Application Logon

**IMPORTANT NOTICE:**  
**Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [Logon]

User Name:  

Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to [webapploginassistance@desa.mo.gov](mailto:webapploginassistance@desa.mo.gov). Staff will respond to your email between the hours of 7:00 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to [webapphelp@desa.mo.gov](mailto:webapphelp@desa.mo.gov) providing your name, user id, school district name, phone number, and county/district code with your request or call 373-322-3207. Please speak slowly and distinctly, and spell your first and last name.

[Privacy Statement](#)

## Web Applications Menu



- ▼ **User Applications**
- ▼ **Cross-Divisional Systems**
- ▶ ARRA
- ▶ ePeGS 
- ▶ Tiered Monitoring
- ▼ **Financial & Administrative Services**
- ▶ Annual Report of the County Clerk
- ▶ School Finance
- ▼ **Nonpublic System Only**
- ▶ Nonpublic Registration Form
- ▼ **Office of Educator Quality**
- ▶ Educator Certification System - Request Educator Access
- ▼ **Office of Special Education**
- ▶ Special Education IMACS - NEW
- ▶ Special Education: Early Childhood
- ▶ Surrogate
- ▼ **Reports**
- ▶ Missouri Comprehensive Data System (MCDS)
- ▼ **User Information**
- ▶ User Manager
- ▶ Change Password
- ▶ Edit User Profile
- ▶ Edit Security Question/Answer
- ▼ **Report**
- ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
- ▶ Logon/Logout



Email: [webapphelp@desa.mo.gov](mailto:webapphelp@desa.mo.gov)  
Current User: HOPETEST1

\*\*Missouri public schools

## Home Elements

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Menu

**Info**  
District: MAMM RJ  
COC: 057116  
Logged in as: Hope Test  
User ID: HOPE11571

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

### Federal Monitor - LEA Home

Section #	Status	Due
Federal Charter Schools Self-Assessment	In Progress	8/31/2013

**Audit Checklists**

There are no options to display.

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security

Missouri public schools: the best choice...the best results!

## Calendar View

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Info

District: MAMM RJ  
COC: 057116  
Logged in as: Hope Test  
User ID: HOPE11571

Navigation

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

### Federal Monitor - LEA Home

#### Calendar View

An icon on a date indicates a Monitoring, or a section of a Monitoring, is due on that date. Click the icon for details.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Missouri public schools: the best choice...the best results!

## Items Due August 1, 2013

The screenshot shows the 'Federal Monitor Module - LEA Home - Calendar' page. The header includes the Missouri Department of Elementary and Secondary Education logo. A left sidebar contains 'Info' (District: MIAMI R-1, CDC: 097116, Logged in as: Hope Test, User ID: HOPETEST1) and 'Navigation' (Federal Monitor Home, Web Application Menu, Logon/Logout). The main content area is titled 'Items due on 8/1/2013' and includes a note: 'The following Monitorings (or Section[s] of a Monitoring) must be submitted to DESE by the date indicated above.' Below this is a table with columns: LEA, CDC, Document, Type, School Year, and Status.

LEA	CDC	Document	Type	School Year	Status
MIAMI	097116	Federal Charter Schools Self-Assessment -- Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant	Section	2012-2013	In Progress

## Home Elements

The screenshot shows the 'Federal Monitor - LEA Home' page. The header includes the Missouri Department of Elementary and Secondary Education logo. A left sidebar contains 'Info' (District: MIAMI R-1, CDC: 097116, Logged in as: Hope Test, User ID: HOPETEST1) and 'Navigation' (Federal Monitor Home, Web Application Menu, Logon/Logout). The main content area is titled 'Federal Monitor - LEA Home' and includes sections for 'Desk Monitoring' (with a table showing 'Federal Charter Schools Self-Assessment' in progress, due 8/31/2013) and 'Audit Checklists' (with a note: 'There are no actions to display.'). A 'Utilities' menu is located on the right, with a red arrow pointing to it. The Utilities menu includes: Calendar view, Global document repository (uploads), and Maintain user security.

Section	Status	Due
Federal Charter Schools Self-Assessment	In Progress	8/31/2013

## Global Repository

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Menu

**Info**  
District: MIAMI R-I  
CDC: 097118  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logon/Logout

Federal Monitor - LEA Home

### Global Document Repository

[+ Upload a file]

All documents uploaded by MIAMI R-I are listed here; many can also be accessed on the Individual Self-Assessment Documents page.

There are no documents to display.

## Upload Screen

There are no documents to display.

### File Upload

Document Type:

Do you want to paste a link to an external file?

File:

File Description:

## Choosing A Program

There are no documents to display.

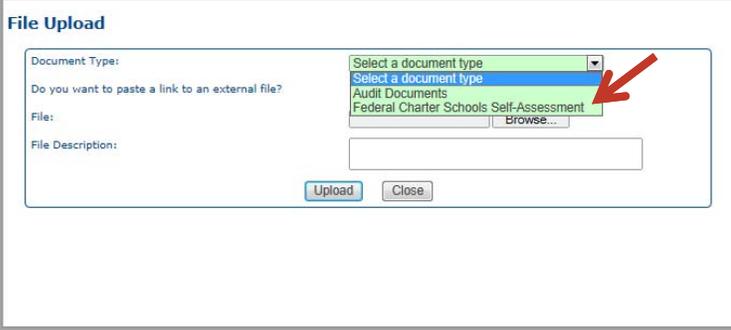
### File Upload

Document Type: Select a document type 

Do you want to paste a link to an external file?

File: Select a document type  
Audit Documents  
Federal Charter Schools Self-Assessment Browse...

File Description:



## Select A Section

### File Upload

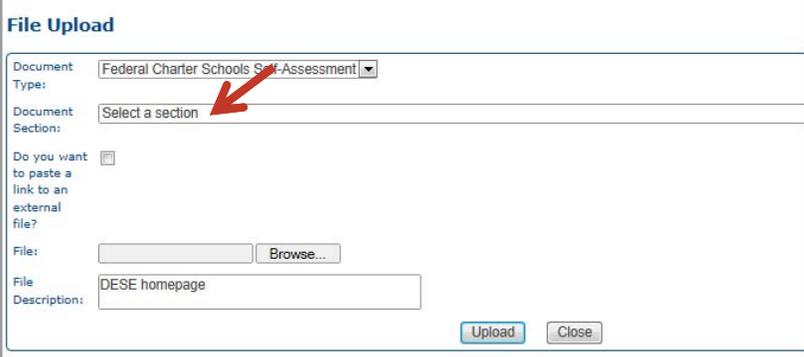
Document Type: Federal Charter Schools Self-Assessment

Document Section: Select a section 

Do you want to paste a link to an external file?

File:  Browse...

File Description:



## Submitting a Web Link

There are no documents to display.

### File Upload

Document Type: Federal Charter Schools Self-Assessment

Document Section: Select a section

Do you want to paste a link to an external file?  

Link:

File Description:



## Upload Successful

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Menu

Info:  
District: MIAMI R-I  
GOC: 097116  
Logged in as: Hope Test  
User ID: H09071.311

Navigation  
- Federal Monitor Home  
- Web Application Menu  
- Login/Logout

Federal Monitor - LEA Home >

### Global Document Repository

[\[+ Upload a file\]](#)

All documents uploaded by MIAMI R-I are listed here; many can also be accessed on the Individual Self-Assessment Documents page.

**Your file has been uploaded.**

Date uploaded in	Description	Document	Related to	Status
7/24/2013 11:36:00 AM	DESE homepage	Federal Charter Schools Self-Assessment	Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant	X



## Conducting The Desk Monitoring

**Missouri EDUCATION**  
DEPARTMENT OF ELEMENTARY AND SECONDARY

**Federal Monitor - LEA Home**

**Desk Monitoring**

Section #	Status	Due
Federal Charter Schools Self-Assessment	In Progress	8/31/2013

**Audit Checklists**

There are no options to display.

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security

**Info**  
District: MAMM R.I  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Login/Logout

**Missouri**  
We want public schools...the best choice...the best results!

## Self-assessment Sections

**Federal Monitor - LEA Home**

**Federal Charter Schools Self-Assessment**

Document Status: **In Progress**  
Initial Due Date: **8/31/2013**  
Last Action: **n/a**  
DESE Reviewed Monitoring: **n/a**  
Closed Monitoring: **n/a**  
PDF Generation History: [Click here](#)

Name: \_\_\_\_\_  
DESE Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please select the section you want to work on from these options (Note: you must click the Save button at the bottom of each page to save your data for that section and return to this page).

Section	Documents	Section Due
<b>Records Management</b> - Documentation is on file locally that verifies the following requirements for the records related to the grant (6 unanswered questions)	Documents (1 required) (0 optional)	8/1/2013 <a href="#">Answer Remaining Questions</a>
<b>Internal Controls</b> - District has adequate internal controls surrounding grant activity (1 unanswered questions)	Documents (0 required) (0 optional)	8/8/2013 <a href="#">Answer Remaining Questions</a>
<b>Period of Availability</b> (1 unanswered questions)	Documents (0 required) (0 optional)	8/15/2013 <a href="#">Answer Remaining Questions</a>
<b>Allowable Costs/Use of Funds</b> - Documentation is on file locally that verifies the following requirements for the allowability of costs paid from the grant (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
<b>Time and Effort Reporting</b> - Documentation is on file locally that verifies the following requirements for employees paid from the grant (4 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
<b>Equipment</b> - Documentation is on file that verifies the following requirements for the purchase of equipment with an acquisition and cost of \$1,000 or more (12 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
<b>Charter Operations</b> (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
<b>Activities and Evaluation</b> (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>

[Generate Overall Draft](#)

Your session will expire in 57 minutes

## Overview of the Self-assessment Screen

**Desk Monitoring**

Document: **Federal Charter Schools Self-Assessment**  
Section: **Records Management** -- Documentation is on file locally that verifies the following requirements for the records related to the grant.  
For School: **2012-2013**  
Year:  
Section: **In Progress**  
Status:

**Regulation Links**  
Laws and Pages for Charter Schools

Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant.	Evidence	LEA Comments	Y	N	NA
1. Question Heading for #1	<input type="checkbox"/> Suggested Evidence #88 for Question heading #1 <input type="checkbox"/> Suggested Evidence Adding new for Question #1		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. CSP expenditures can be traced back to a source document.	<input type="checkbox"/> Receipts, purchase orders or invoices, and source document		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. CSP financial records show the district spent the Federal funds within 3 days of receipt as required by the Cash Management Improvement Act (CMIA).	<input type="checkbox"/> Expenditures supporting total payment (budget prior to FER).		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Final Expenditure Report (FER) is submitted no later than October 30th and agrees with General Ledger.	<input type="checkbox"/> Financial reports, ledgers, or accounts		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Charter School has an audit detailing the CSP grant as part of their yearly independent audit.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. All records are kept on file for three years after the close of the fiscal year in which funds were expended, until any findings and recommendations from audits or monitoring have been completed or resolved.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Done Cancel

## Answering the Self-assessment Questions

**Desk Monitoring**

Document: **Federal Charter Schools Self-Assessment**  
Section: **Records Management** -- Documentation is on file locally that verifies the following requirements for the records related to the grant.  
For School: **2012-2013**  
Year:  
Section: **In Progress**  
Status:

**Regulation Links**  
Laws and Pages for Charter Schools

Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant.	Evidence	LEA Comments	Y	N	NA
1. Question Heading for #1	<input checked="" type="checkbox"/> Suggested Evidence #88 for Question heading #1 <input type="checkbox"/> Suggested Evidence Adding new for Question #1	Uploaded web link for Suggested Evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. CSP expenditures can be traced back to a source document.	<input type="checkbox"/> Receipts, purchase orders or invoices, and source document		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. CSP financial records show the district spent the Federal funds within 3 days of receipt as required by the Cash Management Improvement Act (CMIA).	<input type="checkbox"/> Expenditures supporting total payment (budget prior to FER).		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Final Expenditure Report (FER) is submitted no later than October 30th and agrees with General Ledger.	<input type="checkbox"/> Financial reports, ledgers, or accounts		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Charter School has an audit detailing the CSP grant as part of their yearly independent audit.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. All records are kept on file for three years after the close of the fiscal year in which funds were expended, until any findings and recommendations from audits or monitoring have been completed or resolved.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Done Cancel

## Saving the Self-assessment Questions

The screenshot shows the 'Desk Monitoring' interface. On the left, there is a navigation menu with 'Info' (MIAMI, CDC, WFTS, etc.) and 'Navigation' (Federal Monitor Home, Web Application Menu, Logout). The main content area displays 'Desk Monitoring' with a document title 'Federal Charter Schools Self-Assessment' and a section 'Records Management - Documentation is on file locally that verifies the following requirements for the records related to the grant.' Below this is a table with 6 rows, each representing a question. The table has columns for 'Evidence' and 'LEA Comments'. A red arrow points to the 'Save' button at the bottom right of the table.

Question	Evidence	LEA Comments
1. Question Heading for #1	<input type="checkbox"/> Suggested Evidence Site for Question Heading #1 <input type="checkbox"/> Incorporated Evidence Adding New for Question #1	<input type="text" value="Uploaded web site for Suggested Evidence"/>
2. CSP expenditures can be traced back to a source document.	<input type="checkbox"/> Regulations, purchase orders or invoices, and source document.	<input type="text" value="Not in file"/>
3. CSP financial records show the district spent the Federal funds within 3 days of receipt as required by the Cash Management Improvement Act (CMIA).	<input type="checkbox"/> Expenditures supporting bid payment instructions prior to PER.	<input type="text"/>
4. Final Expenditure Report (FER) is submitted no later than October 30th and agrees with General Ledger.	<input type="checkbox"/> Financial reports, budgets, or accounts.	<input type="text"/>
5. The Charter School has an audit detailing the CSP grant as part of their yearly independent audit.		<input type="text"/>
6. All records are kept on file for three years after the close of the fiscal year in which funds were expended, until any findings and recommendations from audits or monitoring have been completed or resolved.		<input type="text"/>

## Navigating To A Section

The screenshot shows the 'Desk Monitoring' interface after a successful save. A yellow banner at the top reads 'This Desk Monitoring has been saved successfully. Click here to go to the next section.' A red arrow points to the 'Next' button in the banner. Below the banner, the 'Desk Monitoring' section is visible, showing the same table of questions and evidence upload options as in the previous screenshot.

## Submitting Documents

**Missouri EDUCATION**

Federal Monitor - LEA Home >

### Federal Charter Schools Self-Assessment

Document Status: **In Progress**  
 Initial Due Date: **8/31/2013**  
 Last Action: **07/24/2013**  
 DESE Reviewed Monitoring: n/a  
 Closed Monitoring: n/a  
 RFP Generation History: [Click here](#)

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please select the section you want to work on from these options. (Note: you must click the **Submit** button at the bottom of each page to save your data for that section and return to this page).

Section	Documents	Section Due
Records Management - Documentation is on file locally that verifies the following requirements for the records related to the grant. (0 unanswered questions)	Documents (1 required) (0 optional)	8/1/2013 <a href="#">Submit</a>
Internal Controls - District has adequate internal controls surrounding grant activity. (1 unanswered questions)	Documents (0 required) (0 optional)	8/8/2013 <a href="#">Answer Remaining Questions</a>
Period of Availability (1 unanswered questions)	Documents (0 required) (0 optional)	8/15/2013 <a href="#">Answer Remaining Questions</a>
Allowable Cost/Use of Funds - Documentation is on file locally that verifies the following requirements for the allowability of costs paid from the grant. (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
Time and Effort Reporting - Documentation is on file locally that verifies the following requirements for employees paid from the grant. (4 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
Equipment - Documentation is on file that verifies the following requirements for the purchase of equipment with an acquisition and cost of \$1,000 or more. (12 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
Charter Operations (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>
Activities and Evaluation (3 unanswered questions)	Documents (0 required) (0 optional)	8/31/2013 <a href="#">Answer Remaining Questions</a>

[Generate Overall Draft](#)

## Upload of Required Documents

Federal Monitor - LEA Home > Sections >

### Upload Files for Section

Document: **Federal Charter Schools Self-Assessment**  
 Section: **Records Management - Documentation is on file locally that verifies the following requirements for the records related to the grant**  
 For School: **2012-2013**  
 Year: \_\_\_\_\_  
 Section: **In Progress**  
 Status: \_\_\_\_\_

**Documents:**

File Description	Required	Files
Retention Schedule	Y	There are no uploads for this document. <a href="#">upload file</a>

**Other documents:**

There are no other uploads for this document.  
[upload file](#)

## Adding Comments to Uploads

The screenshot shows the 'Upload Files for Section' page for the 'Federal Charter Schools Self-Assessment'. A yellow banner at the top states 'Your file has been uploaded.' Below this, a document summary box shows: Document: Federal Charter Schools Self-Assessment; Section: Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant; For School Year: 2012-2013; Section Status: In Progress.

The 'Documents' table is as follows:

File Description	Required	Document uploaded	Comments	Delete
Retention Schedule	Y	Document uploaded	[+ add a comment]	X

A red arrow points to the '+ add a comment' link in the 'Comments' column. Below the table, there is an 'Other documents:' section with an 'upload file' button.

## Submitting the Desk Monitoring

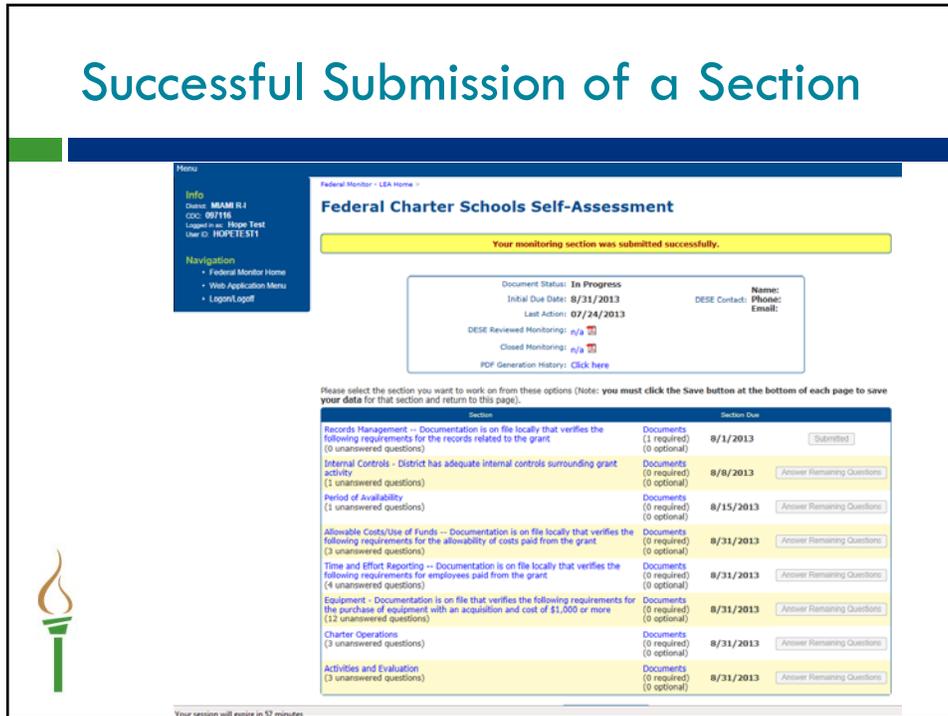
The screenshot shows the 'Federal Charter Schools Self-Assessment' page. A dialog box titled 'Message from webpage' is open, asking: 'Are you sure you want to submit this section to DESE? This will lock this section from further changes pending DESE's review.' The dialog has 'OK' and 'Cancel' buttons.

The background page shows a 'Document Status: In Progress' box with 'Initial Due Date: 8/31/2013' and 'Last Action: 07/24/2013'. Below this is a list of assessment sections with their respective document requirements and due dates:

Section	Documents	Due Date
Period of Availability (1 unanswered questions)	(0 required) (0 optional)	8/15/2013
Allowable Costs/Use of Funds -- Documentation is on file locally that verifies the following requirements for the allowability of costs paid from the grant (3 unanswered questions)	(0 required) (0 optional)	8/31/2013
Time and Effort Reporting -- Documentation is on file locally that verifies the following requirements for employees paid from the grant (4 unanswered questions)	(0 required) (0 optional)	8/31/2013
Equipment - Documentation is on file that verifies the following requirements for the purchase of equipment with an acquisition and cost of \$1,000 or more (12 unanswered questions)	(0 required) (0 optional)	8/31/2013
Charter Operations (3 unanswered questions)	(0 required) (0 optional)	8/31/2013
Activities and Evaluation (3 unanswered questions)	(0 required) (0 optional)	8/31/2013

A red arrow points to the 'Submit' button on the right side of the page.

## Successful Submission of a Section



**Successful Submission of a Section**

**Federal Charter Schools Self-Assessment**

Your monitoring section was submitted successfully.

Document Status: **In Progress**  
 Initial Due Date: **8/31/2013**  
 Last Action: **07/24/2013**  
 DESE Reviewed Monitoring: **4/3**  
 Closed Monitoring: **4/3**  
 PDF Generation History: [Click here](#)

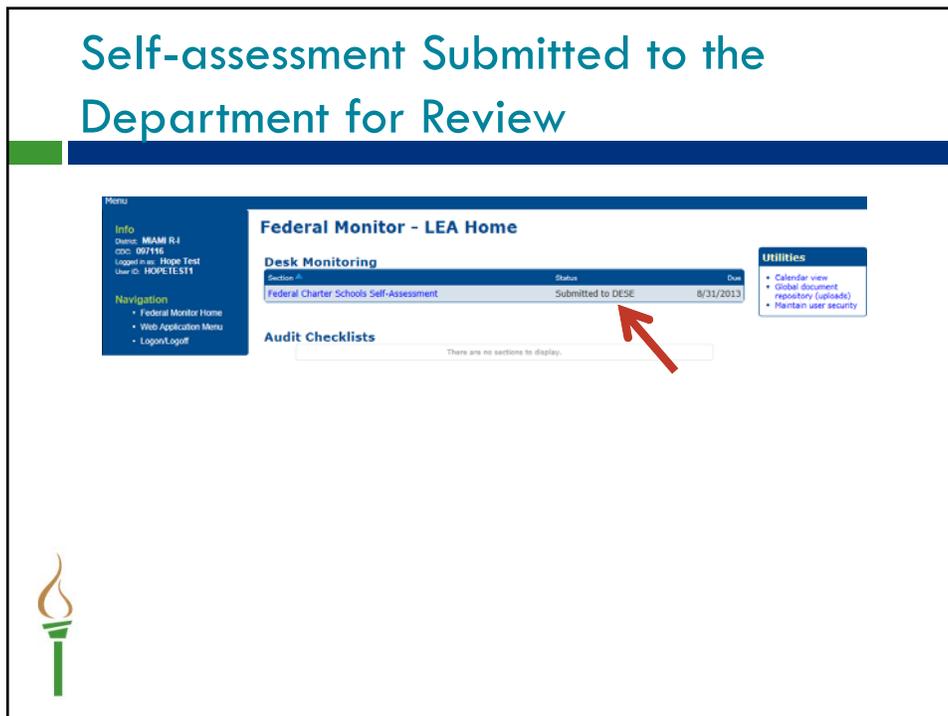
Name: \_\_\_\_\_  
 DESE Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please select the section you want to work on from these options (Note: you must click the Save button at the bottom of each page to save your data for that section and return to this page).

Section	Documents	Section Due	Action
Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant (0 unanswered questions)	(1 required) (0 optional)	8/1/2013	Submitted
Internal Controls - District has adequate internal controls surrounding grant activity (1 unanswered questions)	(0 required) (0 optional)	8/8/2013	Answer Remaining Questions
Period of Availability (1 unanswered questions)	(0 required) (0 optional)	8/15/2013	Answer Remaining Questions
Allowable Costs/Use of Funds -- Documentation is on file locally that verifies the following requirements for the allowability of costs paid from the grant (3 unanswered questions)	(0 required) (0 optional)	8/31/2013	Answer Remaining Questions
Time and Effort Reporting -- Documentation is on file locally that verifies the following requirements for employees paid from the grant (4 unanswered questions)	(0 required) (0 optional)	8/31/2013	Answer Remaining Questions
Equipment - Documentation is on file that verifies the following requirements for the purchase of equipment with an acquisition and cost of \$1,000 or more (12 unanswered questions)	(0 required) (0 optional)	8/31/2013	Answer Remaining Questions
Charter Operations (3 unanswered questions)	(0 required) (0 optional)	8/31/2013	Answer Remaining Questions
Activities and Evaluation (3 unanswered questions)	(0 required) (0 optional)	8/31/2013	Answer Remaining Questions

Your session will expire in 57 minutes.

## Self-assessment Submitted to the Department for Review



**Federal Monitor - LEA Home**

**Desk Monitoring**

Section #	Status	Due
Federal Charter Schools Self-Assessment	Submitted to DESE	8/31/2013

**Audit Checklists**

There are no sections to display.

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security

A red arrow points to the 'Submitted to DESE' status in the table.

## Reporting and Corrective Action

**Menu**

**Info**  
District: MIAMI R.1  
CDC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

**Federal Monitor - LEA Home**

**Desk Monitoring**

Section #	Status	Due
Federal Charter Schools Self-Assessment	CAP: LEA Review	8/31/2013

**Audit Checklists**

There are no sections to display.

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security



## Corrective Action Screen

**Menu**

**Info**  
District: MIAMI R.1  
CDC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

**Federal Monitor - LEA Home**

**Federal Charter Schools Self-Assessment: Corrective Action Plan**

Document Status: CAP: LEA Review  
Initial Due Date: 8/31/2013  
Last Action: 07/24/2013  
DESE Reviewed Monitoring: 7/26/2013  
Closed Monitoring: n/a  
PDF Generation History: [Click here](#)

Name: \_\_\_\_\_  
DESE Contact: Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The following sections of your Federal Charter Schools Self-Assessment review require corrective action.

**Topic: Records Management** - Documentation is on file locally that verifies the following requirements, for the records related to the grant

I. Question Heading for #1

Corrective Action: School must submit evidence of items required in Question Heading for #1

LEA Response:

CA Due: 08/2/2013  
Exit Date: \_\_\_\_\_  
Closed: \_\_\_\_\_  
CA Not Required:

Uploaded Files:  
[Add File](#)

[Save](#) [Save and Generate Draft CAP](#) [Submit CAP](#)



## Submitting the CAP

Info  
District: MIAMI R.I.  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

Navigation  
• Federal Monitor Home  
• Web Application Menu  
• Logout Logoff

Federal Monitor - LEA Home -  
**Federal Charter Schools Self-Assessment: Corrective Action Plan**

Your responses to DESE's CAP for this monitoring have been saved successfully.

Document Status: CAP: LEA Review  
Initial Due Date: 8/31/2013  
Last Action: 07/24/2013  
DESE Reviewed Monitoring: [View](#)

DESE Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Message from webpage  
Are you sure you're ready to submit?  
OK Cancel

The following sections of your Federal Charter Schools Self-Assessment review require corrective action.

Topic: Records Management - Documentation is on file locally that verifies the following requirements for the records related to this grant.

Question Heading #1

Corrective Action: School must submit evidence of items required in Question Heading for #1

LEA Response: Response to DESE regarding this issue.

Uploaded Files: [This is how a link should appear. Copy and paste is the best practice.](#)  
Add File

CA Due: 08/22/2013  
Ext Date: \_\_\_\_\_  
Closed: \_\_\_\_\_  
CA Not Required:

Save Save and Generate Draft CAP Submit CAP

## Viewing Historical File Submissions

Info  
District: MIAMI R.I.  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

Navigation  
• Federal Monitor Home  
• Web Application Menu  
• Logout Logoff

Federal Monitor - LEA Home -  
**Federal Charter Schools Self-Assessment: Corrective Action Plan**

Document Status: CAP: LEA Review  
Initial Due Date: 8/31/2013  
Last Action: 08/09/2013  
DESE Reviewed Monitoring: 7/26/2013  
Closed Monitoring: n/a  
PDF Generation History: [Click here](#)

DESE Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The following sections of your Federal Charter Schools Self-Assessment review require corrective action.

Topic: Records Management - Documentation is on file locally that verifies the following requirements for the records related to this grant.

Question Heading for #1

Corrective Action: School must submit evidence of items required in Question Heading for #1

LEA Response: Response to DESE regarding this issue.

Uploaded Files: [This is how a link should appear. Copy and paste is the best practice.](#)  
Add File

CA Due: 08/22/2013  
Ext Date: \_\_\_\_\_  
Closed: \_\_\_\_\_  
CA Not Required:

Save Save and Generate Draft CAP Submit CAP

Your session will expire in 37 minutes

## Historical File List

**Menu**

**Info**  
District: MIAMI R.I  
CDC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logon/Logoff

Federal Monitor - LEA Home -

### PDF Generation History

All PDF documents generated for this assignment are listed here.

Document: **Federal Charter Schools Self-Assessment**  
For School Year: **2012-2013**  
Current Status: **CAP: DESE Review**

Status at Generation	DESE/LEA	Generated By	Date
CAP: LEA Review	LEA	Test, Hope	8/12/2013 9:10:59 AM
DESE Reviewed Monitoring	DESE	DESMOND, DANA	7/26/2013 12:25:39 PM



## Status Change

**Menu**

**Info**  
District: MIAMI R.I  
CDC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logon/Logoff

Federal Monitor - LEA Home

### Desk Monitoring

Section A:	Status	Due
Federal Charter Schools Self-Assessment	CAP: DESE Review	8/31/2013

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security

### Audit Checklists

There are no sections to display.



## Return of a Unapproved CAP

Menu

**Info**  
District: MIAMI R.1  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

### Federal Monitor - LEA Home

**Desk Monitoring**

Section #	Status	Due
Federal Charter Schools Self-Assessment	CAP: LEA Review	8/31/2013

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security

**Audit Checklists**

There are no sections to display.



## Unapproved CAP

Menu

**Info**  
District: MIAMI R.1  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

### Federal Charter Schools Self-Assessment: Corrective Action Plan

Document Status: CAP: LEA Review  
Initial Due Date: 8/31/2013  
Last Action: 08/12/2013  
DESE Reviewed Monitoring: 7/26/2013  
Closed Monitoring: n/a  
PDF Generation History: [Click here](#)

Name: \_\_\_\_\_  
DESE Contact: Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The following sections of your Federal Charter Schools Self-Assessment review require corrective action.

**Topic: Records Management** — Documentation is on file locally that verifies the following requirements for the records related to the grant

1. Question Heading for #1

Corrective Action: 8/12/2013 - This response and documentation does not meet the requirement. Please resubmit. 7/26/2013 - School must submit evidence of items required in Question Heading for #1

LEA Response: Response to DESE regarding this issue.

CA Due: 8/22/2013  
Ext Date: \_\_\_\_\_  
Closed: \_\_\_\_\_  
CA Not Required:

Uploaded Files: [This is how a link should appear. Copy and paste is the best practice.](#)

[Add File](#)

[Save](#) [Save and Generate Draft CAP](#) [Submit CAP](#)



## Providing Additional Information

**Info**  
District: MIAMI R.I  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

Federal Monitor - LEA Home -

### Federal Charter Schools Self-Assessment: Corrective Action Plan

Document Status: **CAP: LEA Review**

Initial Due Date: **8/31/2013**      DESE Contact: **Name:**  
**Phone:**  
**Email:**

Last Action: **08/12/2013**

DESE Reviewed Monitoring: 7/26/2013

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

The following sections of your Federal Charter Schools Self-Assessment review require corrective action.

**Topic: Records Management -- Documentation is on file locally that verifies the following requirements for the records related to the grant**

**1. Question Heading for #1**

**Corrective Action:** 8/12/2013 - This response and documentation does not meet the requirement. Please resubmit. 7/26/2013 - School must submit evidence of items required in Question Heading for #1

**LEA Response:** 8/12/2013 - I have uploaded the correct document. This should bring this issue into compliance. 8/12/2013 - Response to DESE regarding this issue.

Uploaded Files: [This is how a link should appear. Copy and paste is the best practice.](#) [User Manual](#)

CA Due: 8/2/2013

Ext Date:

Closed:

CA Not Required:



## CAP Status Change

**Info**  
District: MIAMI R.I  
COC: 097116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

Federal Monitor - LEA Home

### Desk Monitoring

Section #	Status	Due
Federal Charter Schools Self-Assessment	CAP: DESE Review	8/31/2013

**Audit Checklists**

There are no sections to display.

**Utilities**

- Calendar view
- Global document repository (uploads)
- Maintain user security



## Corrective Action is Complete

**Info**  
District: MIAMI R-I  
CDC: 007116  
Logged in as: Hope Test  
User ID: HOPETEST1

**Navigation**

- Federal Monitor Home
- Web Application Menu
- Logout/Logout

**Federal Monitor - LEA Home**

**Desk Monitoring**

Section #	Status	Date
Federal Charter Schools Self-Assessment	Completed	8/31/2013

**Utilities**

- Calendar view
- Global document repository (Uploads)
- Maintain user security

**Audit Checklists**

There are no sections to display.



## Questions?

- If you have any questions about system navigation or program requirements, please call the Department contact for the appropriate program.
  - Adult Education and Literacy – 573-751-1249
  - Extended Learning (Afterschool Programs) – 522-2627
  - Federal Finance (NCLB) – 573-751-2641
  - Federal Programs – 573-751-3468
  - Perkins Finance — 573-751-0449
  - Perkins Program — 573-751-3500
  - Special Education Finance – 573-751-0622
  - Special Education – 573-751-0699