

MCKINNEY-VENTO HOMELESS EDUCATION CONSORTIUM MONITORING PROCESS

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TODAY'S AGENDA

- ▶ Monitoring requirements in MV Law
- ▶ Background on Michigan districts
- ▶ Protocol for MV Monitoring
- ▶ Process for an On Site Review (OSR)
- ▶ Preparing for an OSR
- ▶ Grants Electronic Monitoring System (GEMS)
- ▶ Q & A

MV MONITORING REQUIREMENTS

Section 722 (f) – FUNCTIONS OF THE OFFICE OF COORDINATOR

The Coordinator for Education of Homeless Children and Youths established in each State shall--

- (1) gather reliable, valid, and comprehensive information on... any progress made by the State educational agency and local educational agencies in the State in addressing such problems and difficulties, and the success of the programs under this subtitle in allowing homeless children and youths to enroll in, attend, and succeed in, school
- (6) provide technical assistance to local educational agencies in coordination with local educational agency liaisons... to ensure that local educational agencies comply with the requirements of section 722(e)(3) and paragraphs (3) through (7) of subsection (g).

Section 722 (g) – STATE PLAN

- (2) COMPLIANCE– (A) IN GENERAL– Each plan adopted under this subsection shall also describe how the State will ensure that local educational agencies in the State will comply with the requirements of paragraphs (3) through (7).

BACKGROUND ON MICHIGAN

Number of LEAs in MI: 874+

Includes:

- ▶ 291 LEAs to monitor each yr. in a 3-year grant cycle
- ▶ 32 EHCY Grant Fiscal Agents, monitored individually on-site
- ▶ 56 Regional intermediate school districts or educational service agencies
- ▶ 786 Local school districts (including charters/PSAs)
- ▶ New monitoring process evolved from the Regional EHCY Grant Consortium process

MDE HOMELESS EDUCATION MONITORING STAFF

- ▶ McKinney–Vento Homeless Education Monitors
 - Jon Behrens
 - Ray Leighton
 - Susan Whitener
- ▶ Monitors review Homeless Education Consortium Fiscal Agents, as well as member and non-member districts
- ▶ State Coordinator attends 1–2 reviews with each monitor to observe, followed by random observations over the school year of each monitor

PROTOCOL FOR MV MONITORING

CONSORTIUM ON SITE REVIEW

- ▶ Self Assessment submitted with evidence
- ▶ Self Assessments and MV Data reviewed
- ▶ Prioritize consortium/district risk factors
- ▶ Schedule On Site Reviews and Desk Reviews
- ▶ Notify districts/grant coordinators of OSR
 - Two months in advance of OSR date
 - Date, time, location, participants required
 - Evidence and data needed in advance of OSR
 - Evidence and data needed to bring to OSR
- ▶ Conduct OSR
- ▶ Compliance Reports sent to districts/coordinator

PROTOCOL FOR MV MONITORING

CONTINUED

CONSORTIUM ON SITE REVIEW continued

- ▶ District Team completes Compliance Action Plan
 - Reviewed by MV Monitors
 - Approved by MDE and returned to district
- ▶ District Liaison submits evidence of completion of Compliance Plan activities over next school year
- ▶ MV Monitors review evidence of compliance
- ▶ MV Monitors follow up with District Liaisons
- ▶ Compliance Complete Letters sent to districts/coordinator/monitors by MDE

PROTOCOL FOR MV MONITORING

INDIVIDUAL DISTRICT DESK REVIEW

- ▶ MV Monitors select Self Assessments from Consortia with evidence of strong compliance
- ▶ MDE sends Desk Review Notice to those districts
 - Letters may be sent to districts throughout school year
 - Desk Reviews may or may not require participation of the District Liaison
 - If participation required, Liaison will receive call from Monitor to schedule phone appointment to discuss evidence
 - If evidence is complete and sufficient, Monitor will write Compliance Report and Plan, submit to MDE for approval
- ▶ Compliance Reports sent to District Teams, Grant Coordinator and MV Monitors

MV DISTRICT SELF ASSESSMENTS

- ▶ ALL LEAs, PSAs, and ISDs are required to submit a completed MV Self Assessment ONCE PER 3-YR GRANT CYCLE
 - Includes fiscal agents/grantees/consortium leads
 - Next one sent out end of 2013, DUE SPRING 2014
- ▶ Relevant evidence and documentation MUST ACCOMPANY the Self Assessment
 - Self Assessment document will be fully electronic
 - Evidence will be submitted once and stored online
 - Any additional information or documentation needed will be requested in the OSR Announcing Letter to districts

REGIONAL CONSORTIUM MONITORING PROCESS: PRIORITIZING RISK FACTORS

Risk Factors and TA needs

- ▶ Based on district MV Self Assessments, submitted once per 3-yr grant cycle
- ▶ Highest risk –
 - Reporting zero (0) homeless students
 - Failure to submit a completed EHCY Self Assessment
 - Failing to report MV data (even if zero-0) to MV Consortium Grant Coordinator
 - Complaints to MDE from homeless parents/youth
- ▶ Self-Assessments documenting exemplary programs receive Desk Review, rather than On-Site Review

REGIONAL CONSORTIUM MONITORING PROCESS: SCHEDULING

- ▶ **Sub-Grantees/Fiscal Agents/Consortium Leads**
 - Reviewed once during 3-year grant cycle
 - More detailed program review, includes financial review

- ▶ **Regional MV Grant Consortia**
 - Sampling of districts
 - Selected by risk factors AND last OSR date
 - 6 – 10 districts reviewed per day/visit
 - AM & PM groups

REGIONAL CONSORTIUM MONITORING PROCESS: SCHEDULING

CONTINUED

- ▶ OSR brings 6–10 districts together at each visit (within same MV Grant Consortium)
- ▶ Consortium reviews are typically conducted at the Intermediate School District
- ▶ Grant Coordinator observes LEA teams from consortium
 - LEA teams include the MV Liaison, Superintendent or School Leader, Title I Coordinator, and any MV grant–supported staff
- ▶ Monitors collaborate in advance to select questions for each district, based on individual strengths/weaknesses
- ▶ Monitors may still do impromptu or scheduled school visits with a Liaison following consortium review, if deemed necessary

MCKINNEY–VENTO OSR TEAMS

MDE Monitoring Team

- ▶ Two MV Monitors
- ▶ MV Grant Consortium Coordinator
- ▶ Possible Additions –
 - Homeless Education Consultant/State Coordinator
 - Special Populations Manager
 - OFS Regional Consultant (to observe)
 - New monitors in training

CONSORTIUM AND DISTRICT TEAMS

District Monitoring Team

- ▶ MV Homeless Education Liaison
- ▶ Superintendent (or designee, for at least a portion of the meeting)
- ▶ State & Federal Programs / Title I Coordinator

Grantee/Fiscal Agent / Consortium Lead Monitoring Team

- ▶ MV Grant Coordinator and any grant staff
- ▶ Business office official
- ▶ Superintendent (or designee, for at least a portion of the meeting)

PROCESS FOR AN ON SITE REVIEW (OSR)

Notify selected districts and MV Grant Coordinators of OSR

- ▶ Announcing Letter sent two months in advance of OSR date, includes –
- ▶ Date, time, location, participants required
- ▶ Evidence and data needed in advance of OSR
- ▶ Evidence and data needed to bring to OSR

PROCESS FOR AN ON SITE REVIEW (OSR)

CONTINUED

Monitors Prepare Grant Coordinator & Liaisons

- ▶ Inform of process and details
- ▶ Share district Self Assessments, if Coordinator has not received copies
- ▶ Respond to any advance questions from districts

SAMPLE OSR AGENDA

Consortium Overview & Highlights

9:00 – 9:30 a.m.

MDE Team: Welcome & Review of Agenda

District MV Liaisons: Highlights of District MV Programs

Consortium Member Districts Review

9:30 – 11:45 a.m.

MV Monitors: Policy questions to Superintendent

MV program questions to Liaisons

On Site Review Reporting

11:45 a.m. – 12:00

MDE Team: General Review Comments

Overview of Reporting & Compliance Plan Process

All:

Q & A

Review of monitoring process

PREPARING FOR THE ON SITE REVIEW

Submit documentation requested to MDE

- ▶ Completed self assessment (if not previously submitted with attachments)
- ▶ District procedures for identification of homeless students, including preschool, Unaccompanied Youth and out of school youth
- ▶ District's enrollment form & residency questionnaire
- ▶ Dispute Resolution Procedures
- ▶ Number of homeless students currently identified
- ▶ Number of students currently enrolled in free and reduced lunch program
- ▶ Title I set aside template, budget, expenditures (or district general fund expenditures on homeless)

PREPARING FOR THE ON SITE REVIEW

Just prior to the OSR date, the District Team should –

- ▶ Review documentation submitted, identify possible concerns and prepare to address them
- ▶ Select MV program “Points of Pride” to share
- ▶ Consider special programs and resources used by the school to address the needs of students (not just homeless students)
- ▶ Prepare to discuss agencies, organizations and other resources who are potential sources of support for homeless (or at risk) students.

EVALUATION OF MV CONSORTIUM MONITORING PROCESS

RESULTS:

WHAT MDE HAS SEEN...

- ▶ **Districts, grant coordinators AND the monitors approve:**
 - Less time out of school for Liaisons, away from regular job responsibilities
 - Grant coordinators attend their consortium district's reviews to observe and gain info on needed TA for districts
 - Monitors coordinate in advance on questions; afterward on reports and follow up
- ▶ **District staff say that they LEARN A LOT FROM EACH OTHER!**
 - They all take notes on other districts' program details
 - Offers Grant Coordinator a chance to assess Liaisons' and LEA needs

COMMON MV COMPLIANCE ISSUES

- ▶ Incomplete MV Self Assessment or none submitted
- ▶ District Liaison not identified in EEM
- ▶ MV Rights posters only in schools, not community
- ▶ No listing provided of specific locations of posters
- ▶ Enrollment forms:
 - Missing identification of living situations
 - Foster care placement not included as living situation
- ▶ Proof of residency requirement (not waived)
- ▶ Homeless student numbers significantly less than 10% of free and reduced lunch count
- ▶ No evidence of staff PD on homeless identification

GRANTS ELECTRONIC MONITORING SYSTEM (GEMS)

GEMS provides an easy to use, Web-based, paperless process to:

- ▶ Schedule monitoring reviews
- ▶ Collect requested documents
- ▶ Create monitoring reports
- ▶ Submit corrective action plans

GEMS will make the monitoring process easier and more efficient for grantees, as well as significantly reduce the use of paper.

GRANTS ELECTRONIC MONITORING SYSTEM (GEMS)

- ▶ Current GEMS users include –
 - Office of Career and Technical Education
 - Office of Field Services
 - Office of Great Start, Early Childhood Education and Family Services
 - Office of School Support Services
- ▶ User access and training documents will be provided for districts as GEMS engagement begins
- ▶ Each agency is allowed up to two Administrators and multiple Users
- ▶ Additional GEMS and user role information is provided at <http://michigan.gov/mde/0,4615,7-140-5236---,00.html>
- ▶ Questions regarding GEMS can be directed to the Grants Coordination and School Support Unit at (517) 373-1806

GEMS SCREEN SHOT HERE???

QUESTIONS?



CONTACT INFORMATION

Homeless Education Program Office
517-241-1162

www.michigan.gov/homeless

*Use our Interactive Map to get contact information for
M-V Grant Coordinators for every county in Michigan!*

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