

**MDE Office of Field Services Special Populations Unit
McKinney-Vento Homeless Education Monitoring Responsibilities
2013-14**

MV ON SITE REVIEW TASKS	TIMELINE	MDE Homeless Educ. Consultant	MDE Special Pops Manager	MDE MV Monitors	MV Grant Coordinator	LEA Team & Liaison
GEMS notifies LEA Teams and Fiscal Agents that MV Self-Assessment is available in GEMS	Once every 3 years	X	X			
LEA Teams and Fiscal Agents download and complete MV Self-Assessment, compile evidence, and submit all to OFS Special Pops via GEMS	Once every 3 years				X	X
MDE MV Team reviews Self-Assessments, evidence and data submitted by LEAs via GEMS	Once every 3 years, following due date for Self Assessments	X		X		
MDE MV Team prioritizes risk factors, sorts by consortium	Once every 3 years, following due date for Self Assessments	X		X		
Schedule On Site Reviews (OSRs) and Desk Reviews (DRs), via GEMS	Annually, July & August	X	X	X		
GEMS notifies LEAs that they have been selected for monitoring during the current school year	Upon selection by MDE-OFS		X			
MDE MV Team compiles OSR Pre-Selection Checklists (request for documents), via GEMS	Upon selection by MDE-OFS	X		X		
Notify selected <u>LEA Teams</u> of OSR selection, via GEMS: <ul style="list-style-type: none"> ▶ Announcing Letter sent 3 months in advance of OSR ▶ Date, time, location, LEAs, & participants required ▶ Evidence and data needed 3 weeks before OSR ▶ Evidence and data needed to bring to OSR 	<ul style="list-style-type: none"> ▶ Based on OSR schedule, three (3) months before OSR date ▶ LEAs notified of week selected ▶ LEAs work with monitors to select specific day for OSR 		X	X		
Notify selected <u>MV FISCAL AGENTS</u> of OSR date, via GEMS: <ul style="list-style-type: none"> ▶ Announcing Letter sent 3 months in advance of OSR ▶ Date, time, location, LEAs, & participants required ▶ Evidence and data needed 3 weeks before OSR ▶ Evidence and data needed to bring to OSR 	<ul style="list-style-type: none"> ▶ Based on OSR schedule, three (3) months before OSR date ▶ Fiscal Agents notified of week selected ▶ LEAs work with monitors to select specific day for OSR 	X	X			
MDE MV Team reviews submissions, prepares OSR Qs	Based on OSR schedule, 3 months before OSR date	~X~		X		

~X~ indicates possible involvement in this step

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Conduct On Site Review (OSR) of MV Consortium LEAs, with MV Team providing observations & general findings	As scheduled	~ X ~		X	X	X
Draft individual LEA MV Compliance Reports, submit to MDE, via GEMS	Within 30 days of OSR date	X		X		
Review and approve MV Compliance Reports, via GEMS	Within 30 days of OSR date	X	X			
MV Compliance Report and Report Letter sent to reviewed LEA Teams and MV Monitors, via GEMS	Within 30 days of OSR date		X			
LEA Team completes Action Plan Steps for changes required in MV Compliance Plan, with MV Monitor and/or MV Coordinator assistance, and <u>submits PLAN ONLY</u> to MDE, via GEMS - <u>no evidence needed at this time</u> <ul style="list-style-type: none"> ▶ Plan may be returned to LEA for revisions ▶ Process repeated until Plan is accepted by MDE, below 	Within 30 days of receiving MV Compliance Report No evidence needed at this time			~X~	~X~	X
Completed final MV Compliance Plan is reviewed and approved <ul style="list-style-type: none"> ▶ Plan may be returned to LEA for revisions ▶ Process repeated until Plan is accepted by MDE, below 	Upon receipt of completed MV Compliance Plan	X	X			
Plan Accepted Letter sent to LEA Team & MV Monitors, via GEMS	Upon receipt of completed MV Final Compliance Plan		X			
LEA HAS ONE YEAR FROM THE OSR DATE TO SUBMIT EVIDENCE OF COMPLIANCE, based on Action Steps in approved MV Compliance Plan	One year from original OSR date			~X~	~X~	X
Evidence submitted by <u>LEA Team</u> is reviewed and approved	During the year from original OSR date	~X~		X		
Evidence submitted by <u>FISCAL AGENT</u> is reviewed and approved	Upon receipt, during the year from original OSR date	X		~X~		

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<u>Guidance</u> in implementation of Final Compliance Plan is provided to LEA Teams to reach compliance by one-year due date	As needed during the year from original OSR date	~X~		X	X	
<u>Technical assistance</u> provided to MV Consortia to reach compliance by one-year due date	As needed during the year from original OSR date	X				
Compliance Complete Letter sent to LEA Team & MV Team, via GEMS	Upon receipt of evidence of full MV compliance, up to one year from original OSR date		X			
MV DESK REVIEW TASKS	TIMELINE	MDE Homeless Educ. Consultant	MDE Special Pops Manager	MDE MV Monitors	MV Grant Coordinator	LEA Team & Liaison
GEMS notifies LEAs with Self Assessments indicating strong compliance that they have been selected for Desk Reviews during current year ▶ Fiscal Agents will have On Site Reviews, rather than Desk Reviews	▶ LEAs - Once every 3-5 years, following due date for Self Assessments ▶ Fiscal Agents – Once per 3-yr MV grant cycle		X			
MV Monitor will review Self Assessments, evidence and data submitted and complete a MV Compliance Report, via GEMS	Once every 3-5 years, following due date for Self Assessments			X		
▶ If additional documentation/evidence is needed, Liaison will receive notice from MV Monitor requesting additional submission ▶ Liaison may be requested to schedule a phone meeting with monitor to review documentation/evidence	Once every 3-5 years, following due date for Self Assessments			X		X
Draft LEA MV Compliance Reports, submit to MDE	Following completion of Desk Review process			X		
Review and approve MV Compliance Reports	Following completion of Desk Review process	X	X			
MV Compliance Report and Report Letter sent to reviewed LEA Team & MV Monitors, via GEMS	Within 30 days of OSR date		X			

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MV DESK REVIEW TASKS	TIMELINE	MDE Homeless Educ. Consultant	MDE Special Pops Manager	MDE MV Monitors	MV Grant Coordinator	LEA Team & Liaison
LEA Team completes Action Plan Steps for changes required in MV Compliance Plan, with MV Monitor and/or MV Coordinator assistance, and <u>sends PLAN ONLY</u> to MDE, via GEMS - <u>no evidence needed at this time</u> ▶ Plan may be returned to LEA for revisions ▶ Process repeated until Plan is accepted by MDE, below	Within 30 days of receiving MV Compliance Report No evidence needed at this time.			~X~	~X~	X
Completed final MV Compliance Plan is reviewed & approved ▶ Plan may be returned to LEA for revisions ▶ Process repeated until Plan is accepted by MDE, below	Upon receipt of completed MV Compliance Plan	X	X			
Plan Accepted Letter sent to LEA Team & MV Monitors, via GEMS	Within 30 days of receiving revised Compliance Report		X			
LEA Team HAS ONE YEAR FROM THE OSR DATE TO SUBMIT EVIDENCE OF COMPLIANCE, based on Action Steps in approved MV Compliance Plan	One year from original OSR date					X
Evidence submitted by <u>LEA</u> is reviewed and approved	During the year from original OSR date	~X~		X		
<u>Guidance</u> in implementation of Final Compliance Plan is provided to LEA Teams to reach compliance by one-year due date	As needed during the year from original OSR date	~X~		X	X	
<u>Technical assistance</u> provided to MV Consortia to reach compliance by one-year due date	As needed during the year from original OSR date	X				
Compliance Complete Letter sent to LEA Team & MV Monitors, via GEMS	Upon receipt of evidence of full MV compliance, up to one year from original OSR date		X			

~X~ indicates possible involvement in this step