

 **FedMonitor**
for Pennsylvania

Department of Education
Division of Federal Programs



Quick Start Guide

for District Administrators

www.leaderservices.com/fedmonitor

 **LEADER**
SERVICES

© 2017 Leader Services
Version 2



Introduction

FedMonitor for Pennsylvania was developed for the Pennsylvania Department of Education's Division of Federal Programs. This document will explain how to use FedMonitor's web application. Questions on the monitoring process should be directed to your PDE contact.

System Requirements

Federal Monitor supports common web browsers including:

Microsoft Windows 7, 8, 10	Mac OS X (10.6 or higher)
<ul style="list-style-type: none"> • One of the following: <ul style="list-style-type: none"> ◦ The latest version of Firefox (recommended) ◦ The latest version of Google Chrome ◦ The latest version of Internet Explorer 	<ul style="list-style-type: none"> • One of the following: <ul style="list-style-type: none"> ◦ The latest version of Firefox (recommended) ◦ The latest version of Google Chrome ◦ The latest version of Safari
<ul style="list-style-type: none"> • High-speed Internet connection • The following browser plug-ins (latest version recommended): <ul style="list-style-type: none"> ◦ Adobe Reader 9 or higher 	
<p>Note: Microsoft Edge does not support the Acrobat Reader plug-in. Please use an alternate browser on Windows 10.</p>	

Settings for cookies, JavaScript, and pop-up blocking

Your web browser must be configured to accept cookies and allow JavaScript. These settings are generally enabled by default. Also, your web browser should NOT be set to cache pages (proxy servers at your school district should NOT be set to cache pages from this site). Instructions for configuring common browsers follow. If you are using third-party toolbars, or a cookie or pop-up blocking utility, check the product's documentation to change your settings to allow cookies and pop-ups for Leaderservices.com

Internet Explorer (IE): Click Tools > Internet Options. Click the *Security* tab. Click *Custom Level*. Scroll down to *Scripting* > *Active Scripting* and select *Enable*. Click *OK*. Click the *Privacy* tab, and select at least *Medium* (which is the default; if you otherwise customize your settings for cookies, you must allow first-party cookies). Be sure that the *Block Pop-ups* box is checked. Click *Settings*. In the Pop-up Blocker Settings dialog box, type https://www.federalmonitor.com/_pa in the text field provided. Click *Add*. Click *Close*. Click *OK*. **Cache:** Click Tools > Internet Options. On the *General* tab, click *Settings* under *Browsing History*. Select the *Every time I visit the page* radio button. Click *OK* twice.



Google Toolbar and Internet Explorer: If you are using Google Toolbar, you must disable its popup blocker for this site.

To disable Popup Blocker using Google Toolbar for Internet Explorer, visit the FedMonitor web site and click the *Popup Blocker* button on the Google Toolbar. This will disable popups only for the desired web site and will remember the setting for this web site during future visits, allowing popups to display.

To completely disable the Popup Blocker using Google Toolbar for Internet Explorer: Click the *Settings* button on the Google Toolbar and select *Options*. Click the *More* tab. Uncheck the box next to *Enable Popup Blocker*. Click *Apply*. Click *OK*.

For previous versions of Google Toolbar without a Settings button: Click *Options* on Google Toolbar and uncheck the box next to *Popup Blocker*.

Firefox: Click *Tools > Options* (on a Mac, *Firefox > Preferences*). Click the *Privacy* icon in the *Options* dialog box. Check the *Accept cookies from sites* checkbox and select *they expire* from the *Keep until* dropdown menu. To enable JavaScript, click the *Content Button*, and check the *Enable JavaScript*, and *Block Popup Windows*. **Pop-ups:** Next to the *Block pop-up windows* item, click the *Exceptions* button. Type *https://www.federalmonitor.com/_pa* in the text field provided. Click the *Allow* button. Click the *Close* button.

Cache: Firefox checks for the newest version of every page visited in FedMonitor; if you believe that Firefox is opening stale pages in FedMonitor, you should empty the cache. Click *Tools > Options*. Click the *Privacy* icon. Click the *Clear Now...* button (in the Private Data section). Make sure the Cache box is checked and click *Clear Private Data Now*.

Apple Safari: Click *Safari > Preferences*. Click the *Security* icon. Check the *Enable Plugins* and *Enable JavaScript* checkboxes, and under *Accept Cookies*, select *Always* or *Only from sites you navigate to* from the radio button group. **Be sure to uncheck the Block Popups checkbox.** Close the dialog box.

Cache: Safari checks for the newest version of every page visited in FedMonitor. There are no settings to configure for its caching process. If you believe that Safari is opening stale pages in FedMonitor, you should empty the cache: Click *Safari > Empty Cache*. Confirm the action by clicking the *Empty* button in the dialog box.



Firefox's Built in PDF Viewer

For those of you who use Firefox, you may have noticed that it uses its own built-in PDF viewer by default, instead of the Acrobat plugin used previously. This new viewer has caused some problems for our users when viewing and printing files generated by FedMonitor.

To switch back to the Acrobat plug-in, follow these steps from within Firefox:

1. Click Tools > Options (on a Mac, click Firefox > Preferences).
2. In the Options dialog box, click the "Applications" icon.
3. Scroll down to "Portable Document Format."
4. Click where it says "Preview with Firefox" and select "Use Adobe Reader (in Firefox)."
5. Click OK.



Logging In

Type the following in your browser's Address or Location field to display the FedMonitor login page:

<http://www.leaderservices.com/fedmonitor>

Monday, February 20, 2017 Login • Help

Login

Help

System Requirements

Welcome to FedMonitor for PA

FedMonitor for PA was developed by the Pennsylvania Department of Education to assist school districts in complying with the monitoring requirements of federal grants applied for through the eGrants system. This site allows your district to complete a self-assessment that will be reviewed by PDE staff prior to and during a site review.

Authorized users may log in below.

Username:

Password:

[Forgot username/password?](#)

LEADER SERVICES

This application was developed by Leader Services for the Pennsylvania Department of Education Division of Federal Programs. Use of this site is restricted to authorized users only. © 2004-2017 Leader Services, a division of LDP Inc. All rights reserved. E-mail webmaster.

1. Enter the username and password that have been set up for you by Leader Services.
2. Click **Login**.
3. The *Assessment menu* page displays.

Monday, February 20, 2017 Steven Smith, District User – Home • My Account • Help • Logout

School District
Leader SD

Welcome, Steven Smith. This is the Assessment menu for Leader SD.

Please select an assessment below to continue:

Assessment	Status
2016-2017 Assessment	Open
2008-2009 Assessment	Open
2007-2008 Assessment	Closed
2006-2007 Assessment	Open
2005-2006 Assessment	Open
2004-2005 Assessment	Open
2013-2017 Priority and Focus School Online Monitoring	
• (2016-2017)	Open
2007-2008 Reading First Assessment	Open
2007-2008 SC/SES Assessment	Open
2006-2007 SC/SES Assessment	Open
2016-2021 School Improvement Grant (SIG 1003g)	
• (2016-2017)	Open



If the *Login Failed* page displays, click the [try again](#) link and retype your username and password into the corresponding text fields. Click **Login**.

If the *Login Failed* page displays again:

1. Click the [try again](#) link.
2. On the *Login* page, click the [Forget username/password?](#) link.
3. On the page that displays, enter your email address in the field provided and click **Email Username and Password**. Leader Services will email you your username and password for FedMonitor. If the email address that you entered is not found on file, contact your district administrator and request your user account information.

Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.

The system cannot be accessed without a username and password. After you log on, if there is no activity for 20 minutes (either by clicking a link or submitting information), your session will time out and you will need to log back on to the application.

Tip: To extend the amount of time that remains in your session, click the *Clock* icon below the **Task Navigation Area**.

Note: After 18 minutes of inactivity, the FedMonitor timer will alert you with a two-minute warning. A dialog box displays and, at this point, you can either request more time or logout.



Navigation

Task Navigation Area



Along the left side of every page is the **Task Navigation Area**, where you may jump to common tasks by clicking on the link for the task you would like to accomplish.

On the *Assessment menu* page, the **Task Navigation Area** displays three options: *Administration*, *Select Assessment* and *Logout*.

Main Navigation Area

In the top-right section of each page is the **Main Navigation Area**, with links to the *Home* page; the *My Account* section, the *Help* section, which includes a link to download this guide; and a *Logout* page for when you're finished entering data.



Breadcrumbs Navigation

Along the top of some pages, "breadcrumbs" navigation is available, which is a series of links that traces the path you took to display the page you are on. Click one of the links to return to a prior page rather than using the *Back* button on your web browser.

[2016-2017 Assessment](#) > [Title I](#) > [I. Appropriately State Certified](#)



Setting up the System

1. From the **Task Navigation Area**, click the *Administration* link.
2. On the *Administration* page, two links display:
 - ◆ District Data – This section is where you maintain your district address and primary district contact information, including first name, last name, title, and email address.
 - ◆ User Accounts – This section is where you add, edit or delete district users. *More information on this section follows below.*

Note: A district administrator's information cannot be edited from the *User Accounts* section, only from the *My Account* page. See the next section in this guide.

User Accounts

This section is where you add, edit, or delete user accounts.

1. Click [User Accounts](#).
2. The *User Accounts* page displays a list of all user accounts.

Thursday, February 23, 2017

School District
LeaderSD

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Robert Johnson, District Administrator – [Home](#) • [My Account](#) • [Help](#) • [Logout](#)

User Accounts

Administration > User Accounts

Your existing user accounts are listed below. [Add User Account](#)

[Show Inactive Users](#)

User (click to edit)	Access Level	Added On	Delete
Lisa Jamison	User	2/22/2008 9:33:12 AM	Delete this user
Robert Johnson rjohnson@leaderservices.com	Administrator	11/22/2004	Cannot delete an administrator
Stever Smith	User	11/22/2004	Cannot be deleted * Deactivate this User Account

* Users who have entered data cannot be deleted. You may deactivate a user if you no longer want that user to have access to the FedMonitor system.



To add a user account:

1. Click the [Add User Account](#) link. The *User Accounts* page displays.

Monday, February 27, 2017 Robert Johnson, District Administrator - Home • My Account • Help • Logout

User Accounts

Administer > User Accounts > Add

Please use the form below to add a user. Usernames should be a minimum of 8 alpha-numeric characters; passwords should be a minimum of 8 alpha-numeric characters and should include at least 1 number and 1 letter.

First name * E-mail address
 Last name * Username *
 Title * Password *
 Active *

User Access by Section *

<input type="checkbox"/> Assessment Details (42600)	<input type="checkbox"/> Reading First (40900)
<input type="checkbox"/> Assessment Details (43200)	<input type="checkbox"/> Reading First Assessment (41600)
<input type="checkbox"/> Assessment Summary (42700)	<input type="checkbox"/> SC SES Review (41300)
<input type="checkbox"/> Comprehensive School Reform (40600)	<input type="checkbox"/> School Level (42300)
<input type="checkbox"/> Delinquent (40800)	<input type="checkbox"/> School Level (42400)
<input type="checkbox"/> Ed-Flex Waiver Review (41500)	<input type="checkbox"/> Supplemental Education Services (41000)
<input type="checkbox"/> Ed-Flex Waivers (41100)	<input type="checkbox"/> Tier 2 Monitoring - Striving Readers (42800)
<input type="checkbox"/> Fiscal Requirements (41400)	<input type="checkbox"/> Title I (40100)
<input type="checkbox"/> Fiscal Requirements (43500)	<input type="checkbox"/> Title I Neglected (41700)
<input type="checkbox"/> LEA Level (42200)	<input type="checkbox"/> Title I Part D (41200)
<input type="checkbox"/> LEA Level (42500)	<input type="checkbox"/> Title I Part D (Delinquent) (41900)
<input type="checkbox"/> Neglected (40700)	<input type="checkbox"/> Title I. Nonpublic schools (43300)
<input type="checkbox"/> Program Review (41800)	<input type="checkbox"/> Title I: School Level (42900)

This user will have access to the areas in **bold** based on your selections above:

2016-2017 Instruments	2016-2017 Intermediate Unit Assessment
2016-2017 Assessment	Assessment Details
Assessment Details	Title I. Nonpublic schools
Title I	Title IIA Requirements
Title II Part A	Fiscal Requirements
Title III	Uniform Grants Guidance
Fiscal Requirements	
Uniform Grants Guidance	
Ed-Flex Waiver Review	
Title VI-8 REAP	
Assessment Summary	

2. Complete at least all required fields, which are indicated with an asterisk (*).
 - The *Active* checkbox is checked by default. If you want to make a district user inactive, uncheck the *Active* checkbox. Inactive users cannot log into FedMonitor.



- Under **User Access by Section ***, select the areas to which the user will have access, using the checkbox beside each. The areas to which the user will have access will then appear in **bold** below each assessment.

User Access by Section *

- Assessment Details (42600)** ⓘ
- Assessment Details (43200) ⓘ
- Assessment Summary (42700)** ⓘ
- Comprehensive School Reform (40600) ⓘ
- Delinquent (40800) ⓘ
- Ed-Flex Waiver Review (41500) ⓘ
- Ed-Flex Waivers (41100) ⓘ
- Fiscal Requirements (41400)** ⓘ
- Fiscal Requirements (43500) ⓘ
- LEA Level (42200) ⓘ
- LEA Level (42500) ⓘ
- Neglected (40700) ⓘ
- Program Review (41800) ⓘ

This user will have access to the areas in **bold**

2016-2017 Instruments

2016-2017 Assessment

Assessment Details

- Title I
- Title II Part A
- Title III

Fiscal Requirements

- Uniform Grants Guidance
- Ed-Flex Waiver Review
- Title VI-B REAP

Assessment Summary

- Title I: School Level

Note that hovering over the info icon ⓘ will display the document that uses the section(s).

- Click **Add User**.
- The user you added displays in the *User Accounts* table.



To edit a user account:

1. Click the name of the desired user; the *User Accounts* page displays.
2. Make edits as necessary and click **Update User**.

To delete a user account:

1. Click the *Delete this user* link in the desired user's row; the *User Accounts* page displays.
2. Click **Delete User**.

My Account

1. From the *Main Navigation Area*, click *My Account*. The *Your Account Information* page displays.
2. You may enter or change your title, first and last name, and email address. You cannot change your username and password, which are assigned by PDE.
3. Click **Save Changes**.

Thursday, February 23, 2017

School District
Leader SD

Administration
Select Assessment
Logout

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Robert Johnson, District Administrator - Home • My Account • Help • Logout

Your Account Information

You may change your personal information or your username and password below. You do not need to enter a new password unless you wish to change your password. Usernames should be a minimum of 8 alpha-numeric characters. Passwords should be a minimum of 8 alpha-numeric characters and should include at least 1 number and 1 letter.

Your username and password are assigned by PDE and cannot be changed.

Username * leaderadmin

Title * Administrator

First Name * Robert

Last Name * Johnson

Email Address rjohnson@leaderservices.com

* Required to change your Password
* Required

Session Time Remaining: 00:00:00

Save Changes Cancel

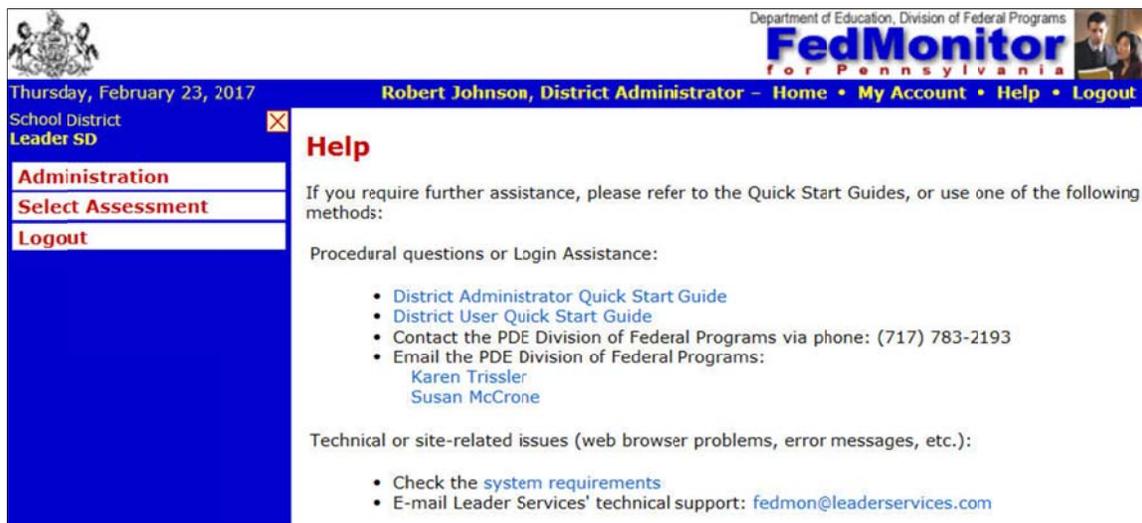


Help

Answers to common questions, as well as a downloadable copy of this guide, are available on the site by clicking [Help](#) from the **Main Navigation Area**.

Leader Services can be contacted by email at fedmon@leaderservices.com concerning questions on how to use this website.

If you have content questions that are not answered in this guide or in the online help, please contact your state monitor for help.



The screenshot shows the FedMonitor website interface. At the top left is the state seal of Pennsylvania. The top right features the Department of Education, Division of Federal Programs logo and the FedMonitor for Pennsylvania logo. Below the logo is a navigation bar with the text "Robert Johnson, District Administrator - Home • My Account • Help • Logout". The main content area is titled "Help" and contains the following text: "If you require further assistance, please refer to the Quick Start Guides, or use one of the following methods: Procedural questions or Login Assistance: • District Administrator Quick Start Guide • District User Quick Start Guide • Contact the PDE Division of Federal Programs via phone: (717) 783-2193 • Email the PDE Division of Federal Programs: Karen Trissler, Susan McCrone". Below this, it says "Technical or site-related issues (web browser problems, error messages, etc.): • Check the system requirements • E-mail Leader Services' technical support: fedmon@leaderservices.com". On the left side, there is a blue sidebar with a search box and a menu with the following items: "Administration", "Select Assessment", and "Logout". The date "Thursday, February 23, 2017" is displayed in the top left corner of the page content.



Assessment Home

To Begin Entering Information

1. Click [Home](#) from the **Main Navigation Area**; the *Assessment menu* page displays.
2. From the *Assessment* table, click an assessment school year link. The *Assessment Home* page displays.

Monday, February 27, 2017
School District, Assessment
Leader SD, 2016-2017
Assessment

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Robert Johnson, District Administrator - [Home](#) • [My Account](#) • [Help](#) • [Logout](#)

Administration

Select Assessment

Assessment Home

• Assessment Details

• Title I

• Title II Part A

• Title III

• Fiscal Requirements

• Uniform Grants Guidance

• Ed-Flex Waiver Review

• Title VI-B REAP

• Title I: School Level

Logout

Assessment Home

This is the 2016-2017 Assessment for Leader SD

In case the Division of Federal Programs and/or your Monitor would need to reach your LEA regarding this Self-Assessment please enter/verify the name and contact information of the person at your LEA to be contacted.

Title: Superintendent
Name: Joe Smith
(First/Last):
Email: jsmith@leaderservices.com
Phone Number:

If the individual on the left is not the LEA's Federal Program's Coordinator (FPC), please enter/verify the FPC's name and contact information below:

Title:
Name:
(First/Last):
Email:
Phone Number:

If the above information is incorrect, please click below and correct the information.

Contact Information has not been Entered/Verified. You will not be able to submit this assessment until you update/verify the contact information.

[Edit/Verify Contact Info](#)

The following sections are available for edit/review:

LEA Level:

- [Assessment Details](#) (3 Unanswered Question(s))
- [Title I](#) (14 Unanswered Question(s))
- [Title II Part A](#) (9 Unanswered Question(s))
- [Title III](#) (23 Unanswered Question(s))
- [Fiscal Requirements](#) (21 Unanswered Question(s))
- [Uniform Grants Guidance](#) (5 Unanswered Question(s))
- [Ed-Flex Waiver Review](#) (7 Unanswered Question(s))
- [Title VI-B REAP](#) (2 Unanswered Question(s))

School Level:

- [Title I: School Level](#) (No Institutions/Schools Entered)

Completing the process

After all sections have been completed, you must submit your self assessment. By submitting your self-assessment, you certify that the document is completed. After submitting, you will no longer be able to edit your self-assessment.

Your self-assessment must be submitted 30 calendar days prior to the date of the onsite visit.

Documents

The following documents are currently available:

Draft Instrument	Generated Thursday, February 23, 2017 at 11:45:04 AM
------------------	--

[Generate Draft Instrument](#)
[Submit this Instrument](#)

Desk Monitoring Uploads

Session Time Remaining:



- Click on the **Edit/Verify Contact Info** button to verify this information. District contact information must be updated and verified before submitting an assessment.

Monday, February 27, 2017
School District, Assessment
Leader SD, 2016-2017
Assessment

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Robert Johnson, District Administrator - Home • My Account • Help • Logout

Assessment Home

This is the 2016-2017 Assessment for Leader SD

In case the Division of Federal Programs and/or your Monitor would need to reach your LEA regarding this Self-Assessment please enter/verify the name and contact information of the person at your LEA to be contacted.

If the individual on the left is not the LEA's Federal Program's Coordinator (FPC), please enter/verify the FPC's name and contact information below:

Title: Superintendent
Name (First/Last): Joe Smith
Email: jsmith@leaderservices.com
Phone Number: _____

Title: Federal Program's Coordinator
Name (First/Last): _____
Email: _____
Phone Number: _____

If the above information is incorrect, please click below and correct the information.

Contact Information has not been Entered/Verified. You will not be able to submit this assessment until you update/verify the contact information.

[Cancel Edit](#) [Save/Verify Contact Info](#)

The following sections are available for edit/review:

LEA Level:

- Assessment Details (3 Unanswered Question(s))
- Title I (14 Unanswered Question(s))

Completing the process

After all sections have been completed, you must submit your self assessment. By submitting your self-assessment, you certify that the document is completed. After submitting, you will no longer be able to edit your self-assessment.

If a District Admin hasn't updated the account information for six months or more, this page will be presented upon logging in. After verification, the user will automatically be redirected to the Home page.

Monday, February 27, 2017
School District
00 Leader Demo District

Leader Services, District Administrator - Logout

Please Update and Verify Your Account Information

Please update and verify your account information below. A valid email address is required in order for you to receive submission and final report notices. In order to assure proper delivery of important notifications you will need to verify this information annually.

Title * Demo
First Name * Leader
Last Name * Services
Email Address * leaderguy@leaderservices.com

* Required

Session Time Remaining: 18 minutes

[Verify and Save](#)



- As the district administrator for your school district, you also have the option of maintaining assessment details by clicking the *Assessment Details* link. Within the *Assessment Details* section, you can add and/or edit the names and phone numbers of all of your assessment coordinators.



Department of Education, Division of Federal Programs

FedMonitor
for Pennsylvania



Thursday, February 23, 2017 Robert Johnson, District Administrator – [Home](#) • [My Account](#) • [Help](#) • [Logout](#)

Assessment Details

Assessment > Assessment Details

Superintendent, Business Manager, and Title I Coordinator (if applicable) must be entered before this assessment can be submitted.

	Name	Phone Number
Superintendent:	<input type="text"/>	<input type="text"/>
Business Manager:	<input type="text"/>	<input type="text"/>
Title I Coordinator:	<input type="text"/>	<input type="text"/>
Title II Part A Coordinator:	<input type="text"/>	<input type="text"/>
Title III Coordinator:	<input type="text"/>	<input type="text"/>
Fiscal Requirements Coordinator:	<input type="text"/>	<input type="text"/>
Ed-Flex Waiver Review Coordinator:	<input type="text"/>	<input type="text"/>
Title VI-B REAP Coordinator:	<input type="text"/>	<input type="text"/>

Session Time Remaining:



From the *Assessment Home* → assessment school year links, the page displays links to the program assessment sections your state administrator or state monitor has made editable for you. You can add to and/or edit any section at any time, and you do not have to complete the assessment in a specific order.

A *Title I* sample page is provided below; other assessment types are similar and are therefore not detailed in this guide.

1. From the *Assessment Home* page, click the *Title I* link; the *Title I* page displays a list of links specific to your school district.

Thursday, February 23, 2017
School District, Assessment
Leader SD, 2016-2017
Assessment

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Robert Johnson, District Administrator – Home • My Account • Help • Logout

Title I

Assessment > Title I

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).

Select section of Title I

- I. Appropriately State Certified (1 Unanswered Questions)
- II. Parent Involvement (1 Unanswered Questions)
- III. Schoolwide Programs (2 Unanswered Questions)
- IV. Nonpublic Schools (9 Unanswered Questions)
- V. Comparability (1 Unanswered Questions)

Comments

Document Generation

You may click the link below to generate a draft of the Title I section for review.

[Generate Title I Draft](#)

[Click here to view your Title I Draft Document](#)



2. Continuing with our example, click the [I. Appropriately State Certified](#) link. The [Appropriately State Certified](#) page displays.

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Thursday, February 23, 2017 Robert Johnson, District Administrator - Home • My Account • Help • Logout

I. Appropriately State Certified

2016-2017 Assessment > Title I > I. Appropriately State Certified

Note: **you must click the Save button at the bottom of the page to save your data.**

For any box that is checked under suggested evidence of implementation you MUST provide documentation. If you do not provide the appropriate checked documentation you may be found out of compliance.

The Local Education Agency (LEA) designs and implements procedures that ensure the hiring and retention of qualified teachers and paraprofessionals.

[Section 1111\(h\)\(6\)\(A\)](#)
[Section 1119\(a\)\(1-2\)\(c\)\(1\)](#)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments
1. Utilizing the most recent PIMS data, all core content area teachers employed by the LEA are appropriately certified. (Core content teachers in ALL schools, not just Title I.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> PIMS Appropriately Certified Teacher Report	<input type="checkbox"/> Other:	Add a Comment

If you have additional comments to make about this section, enter them here:

Complete the questions using the available radio buttons, checkboxes, and *Comments* textboxes.

To view a specific policy relating to a program assessment, click the link. For example, on the *Assessment > Title I > Highly Qualified* page, click the [Section 1111\(h\)\(6\)\(a\)](#) link or the [Section 1119\(a\)\(1-2\)\(c\)\(1\)](#) link.

Note: In order to add a comment, you must first click on the [Add a Comment](#) link.



This will open the Add a Comment box.



Comments

Add a Comment

Please Note: After entering text, the comment must be saved, using the **Save** button under the text box, Comments must be saved **before** clicking Save Changes at the bottom of the page.

When finished, click **Save Changes**. The page will refresh.

All pages within FedMonitor have similar page elements to that of the previous sample. Ensure that your data is saved by always clicking **Save Changes** on any data entry pages before navigating to another page. If you click the *Back* or *Forward* button in your web browser to navigate to another page before you save the data that you entered, your data will be lost.



State-Level Only Sections

Some sections of FedMonitor cannot be edited at the district level. These sections can be viewed by all users, but only state administrators and state monitors may edit them, such as the *Comments/Concern* pages. Non-editable sections are always specified with a note.

The screenshot shows the FedMonitor web interface. At the top, there is a navigation bar with the date 'Friday, February 22, 2008' and the user name 'Robert Johnson, District Administrator'. The main content area is titled 'Title I' and contains a breadcrumb trail 'Assessment > Title I > Comments'. A note states: 'Note: Only State Monitors may enter/change information on this page.' Below this, there is a section for 'General Comments' with a large yellow text area. At the bottom left, a clock icon indicates 'Session Time Remaining: 8 minutes'. A 'Return' button is located at the bottom right.



Desk Monitoring

When an LEA is selected for a Desk Monitoring, Fedmonitor will require users to upload files. For example: under Title IIA -> Requirements, when being Desk Monitored, you **MUST** provide the supporting documentation indicated or you may be found to be out of compliance..

Underneath each listed requirement, you will see a green **Upload Files** button to handle the file uploads that correspond to that particular requirement.

Requirements

2016-2017 Assessment > Title II Part A > Requirements

Note: you must click the Save button at the bottom of the page to save your data.

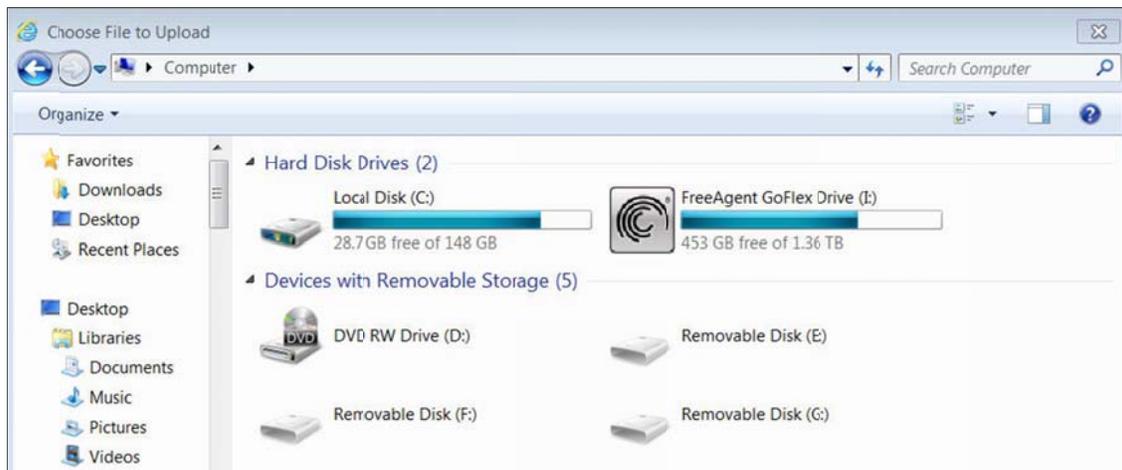
For any box that is checked under suggested evidence of implementation you MUST provide documentation. If you do not provide the appropriate checked documentation you may be found out of compliance.

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments
1. The LEA has a plan in place to ensure all teachers working in a Title I program will be appropriately certified. Sec. 1111(2)(1) and Sec. 2101 (c)(4) (B)(III)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> PIMS Appropriately Certified Teacher Report from two most recent years	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Add a Comment

Desk Monitoring Only: Upload PIMS Staff and Student report for two most recent years.

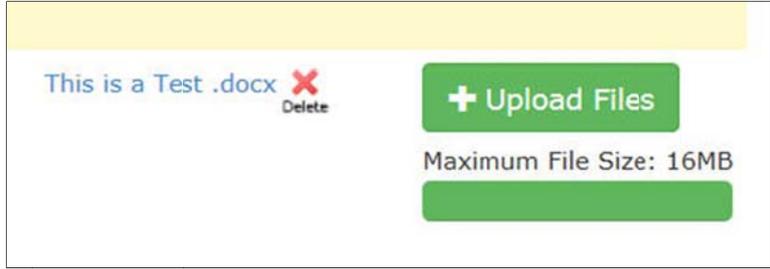
[+ Upload Files](#)
Maximum File Size: 16MB

Clicking on this button will open a window on your computer through which you can browse for and select the required files.





Once a file or files have been uploaded, they will appear next to the Upload Files button and can be deleted, as needed.



In addition, a summary table of all Desk Monitoring uploads will appear at the bottom of a user's Assessment Home page.

Desk Monitoring Uploads			
Section	SubSection	Requirement #	Uploaded File(s)
Title II Part A	Requirements	1	This is a Test .docx



Document Generation

Within each available program assessment section of FedMonitor, you can generate and save or print the assessment.

For example, on the *Title I* page, click the yellow **Generate Title I Draft** button to generate a draft of the Title I document. A second browser window displays, notifying you that the document is being created. Please don't click on any links or buttons while the report is being created.

If the second browser window stays open for longer than 5 minutes, an error may have occurred. Click the [Support](#) link in the second browser window to notify Leader.

When the document generation is completed, the second browser window closes. In the first browser window, click the [Click here to view your Title I Draft Document](#) below the **Generate Title I Draft** button to display the draft document in another browser window.

Document Generation

You may click the link below to generate a draft of the Title I section for review.

Generate Title I Draft

[Click here to view your Title I Draft Document](#)

To save the draft document to your system, right-click the [Click here to view your Title I Draft Document](#) link (Macintosh users option-click the link) and select *Save Target As* or *Save Link As* from the pop-up menu.



Generate a Draft Assessment

After your school district completes all necessary program assessment sections of FedMonitor, you must close your self-assessment to certify that the document is completed. *Your self-assessment must be completed 30 calendar days prior to the date of the onsite visit.*

1. From the *Assessment Home* page, click **Generate Draft Instrument** near the bottom of the page.
2. A [Draft Instrument](#) link will display near the bottom of the page. Click this link to generate and view the most recent draft of the entire assessment.

Completing the process

After all sections have been completed, you must submit your self assessment. By submitting your self-assessment, you certify that the document is completed. After submitting, you will no longer be able to edit your self-assessment.

Your self-assessment must be submitted 30 calendar days prior to the date of the onsite visit.

Documents

The following documents are currently available:

[Draft Instrument](#)

Generated Thursday, February 23, 2017 at 11:45:04 AM

Generate Draft Instrument

Submit this Instrument

Submit the Assessment

You must then submit the assessment, after which the district can no longer edit the data. *The assessment must be submitted 30 calendar days prior to the date of the onsite visit.*

1. From the *Assessment Home* page, click **Submit this Instrument** near the bottom of the page. Note that the district contact information must be updated and before an assessment can be submitted.
2. An automated message displays, stating that you completed your federal self-assessment. Click the [Next Page](#) link to close the message and display the *Assessment Home* page.
3. A [Submitted Instrument](#) link will display near the bottom of the page. Click the link to view the instrument that you submitted to the state administrator/monitor.



Locked Assessment

Once the state administrator or monitor has reviewed your submitted assessment, he/she may make edits to it and lock it. A [Reviewed Instrument](#) link will then display at the bottom of the page. Click the link to view the final copy of the entire assessment.

Logout

At the end of each session, click [Logout](#) in the **Main Navigation Area** to exit the application.