

 **FedMonitor**  
for Pennsylvania

Department of Education  
Division of Federal Programs



# Quick Start Guide

for State Administrators

[www.leaderservices.com/fedmonitor](http://www.leaderservices.com/fedmonitor)

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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"> <li>• One of the following:               <ul style="list-style-type: none"> <li>◦ The latest version of Firefox <b>(recommended)</b></li> <li>◦ The latest version of Google Chrome</li> <li>◦ The latest version of Internet Explorer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One of the following:               <ul style="list-style-type: none"> <li>◦ The latest version of Firefox <b>(recommended)</b></li> <li>◦ The latest version of Google Chrome</li> <li>◦ The latest version of Safari</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• High-speed Internet connection</li> <li>• The following browser plug-ins (latest version recommended):               <ul style="list-style-type: none"> <li>◦ Adobe Reader 9 or higher</li> </ul> </li> </ul>	
<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](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.



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## 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.

## 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**.

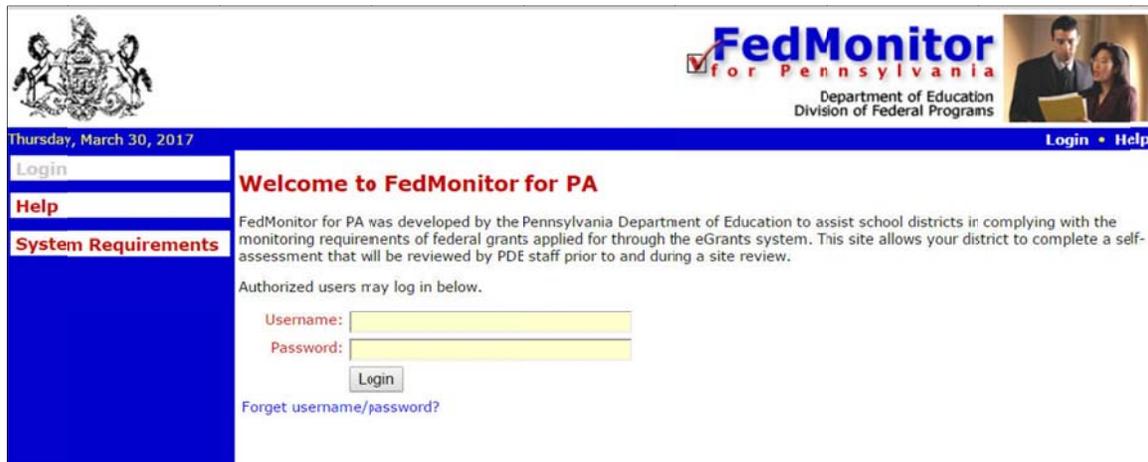
**Note:** After 18 minutes of inactivity, the FedMonitor timer will alert you with a two-minute warning. A dialog box displays and, at this point, you can either request more time or logout.



## Logging In

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

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



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

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 [Forgot 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, please email [federalmonitor@leaderservices.com](mailto:federalmonitor@leaderservices.com) for further assistance.



## Navigation

### Task Navigation Area



Along the left side of the *District Menu* 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 *District Menu* page, the **Task Navigation Area** displays three clickable options: *Administration*, *Select District* and *Logout*.

### Main Navigation Area

In the top-right section of each page is the **Main Navigation Area**, with links to return you 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**



## District List

After logging in, the district list page displays. Users can narrow down the list of school districts from the *Filter Criteria* section near the top of the screen. Select an option from the various drop-down menus, enter at least the first letter in the *District* field, or enter at least its first number in the *AUN* field. Alternately, click a letter in the row of letters to denote the first letter in the school district's name; a list of districts matching your selection will display.

In addition to navigation, this page offers the following functionality for state administrators:

- The ability to manage district data and the district administrator accounts (as these accounts are created and assigned by the state)
- The ability to regenerate documents (only to be used in the event that the original document did not print correctly)
- The ability to unlock and reopen assessments.
- The ability to delete an assessment from a district (as long as that district has not entered any data into the Assessment)

Thursday, March 30, 2017  
Richard Cordova, State Administrator - Home • My Account • Help • Logout

**Welcome, Richard Cordova. You have successfully logged into FedMonitor for Pennsylvania.**

Please select a district below to administer:

AUN	District	Assessment Docs	CAV	CAV Docs	Status	Delete
0000000000	#0 Leader Demo District					
Manage	2015-2016 Assessment				Open	*See note
	2014-2015 Assessment	Draft			Open	*See note
	2013-2017 Priority and Focus School Online Monitoring				Open	Delete
	• (2016-2017)				Open	*See note
	• (2015-2016)					
	2016-2021 School Improvement Grant (SIG 1003g)				Open	Delete
	• (2016-2017)					
	2014-2017 School Improvement Grant (SIG 1003g)				Open	Delete
	• (2015-2016)				Open	*See note
	• (2014-2015)	Draft				
	2016-2017 Intermediate Unit Assessment	Draft			Open	*See note
123456789	leader SD					
Manage	2016-2017 Assessment	Draft Closed <a href="#">(Regen)</a>	CAV		Locked	*See note
		Locked <a href="#">(Regen)</a>			Unlock	
	2013-2017 Priority and Focus School Online Monitoring				Open	Delete
	• (2016-2017)					
	2016-2021 School Improvement Grant					

Session Time Remaining: Districts 1 to 2 of 2 First Previous Next Last Page Size: 25



## System Administration

1. From the **Task Navigation Area**, click the *Administration* link; the *Administration* page displays with the following links:

- System Options
- Default Corrective Actions
- User Accounts
- Nonpublic Officials
- State Monitor Account List
- District Account List
- Add District(s)
- Bulk Assessment Assignment
- Bulk Assessment Maintenance\Multi-Year Document Continuation
- Out of Compliance Summary
- Out of Compliance Review

**Note:** A state administrator's information cannot be edited from the *User Accounts* section, only from the *My Account* page, which is explained later in this guide.

### System Options

Use this link to set a Required Comment Length. The default is 35 characters. Modify the default, as needed, and click Save.

### Default Corrective Actions

Use this link to specify the corrective action that is required for each component of an assessment. Select an assessment to modify, then select Edit/Delete to make changes.



Thursday, March 30, 2017 Richard Cordova, State Administrator - Home - My Account - Help

**Default Corrective Actions**

Administration > Default Corrective Actions > 2016-2017 Assessment

Search for a Record

Show Export Options

Drag a column header here to group by that column.

Section Name	Q#	Requirements	Default Corrective Action	# Days till CA Due	Edit/Delete
Title I I. Appropriately State Certified	1	Utilizing the most recent PIMS data, teachers working in a Title I program are appropriately state certified.	The district will submit a listing of all non-highly qualified teachers and the length of time each has been working in the position for which they are not highly qualified, along with the appropriate emergency permit (s) issued for this time period (if applicable).	30	
Title I II. Parent Involvement	1	LEA has a written parental involvement policy and evidence that it is reviewed and updated annually.	Provide copy of LEA/District parent involvement policy to PDE for review; provide evidence of parent involvement and input into the development of the policy.	90	
Title I III. Schoolwide Programs	1	LEA provides guidance, technical assistance and support to schools developing Schoolwide programs in the areas of needs assessment, comprehensive planning, implementation, and evaluation of the schoolwide program and requirements.	The LEA will develop a Technical Assistance Schedule for the following school year which includes: Schoolwide team planning times and dates, as well as Professional Development activities to support schoolwide team members with the annual schoolwide evaluation.	30	
Title I III. Schoolwide Programs	2	LEA has indicated which program funds have been consolidated in the Schoolwide program, if applicable, and how the intent and purposes of the individual consolidated programs are addressed.	Provide a preliminary list of expenditures for 15/16 fiscal year for each Title I building based on each school's allocation. Your regional coordinator will review and approve or disapprove the expenditures.	30	
Title I IV. Nonpublic Schools	1	LEA has public school ranking charts with per-pupil allocations identified.	The LEA is required to accurately rank their schools and identify per pupil allocations. The LEA will update their Title I project (within the Consolidated Application) to show corrected allocations for services to each nonpublic school. The LEA will submit evidence of correct allocations for private school children's services, such as financial reports, budgets or contracts for services.	30	

## User Accounts

Use this link to add, edit, or delete state monitors.

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

**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	Roster	Delete
Joseph Brennan	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Richard Brickley brickleyr@comcast.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Harrie Caldwell harriecaldwell@comcast.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Richard Cordova admin@pde.net	State Administrator	11/22/2004		Cannot delete an administrator
Samuel Craighead psjcraighead@aol.com	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
James Davis j3j4E9MT@Epix.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Jim DeChenza jdechenza@leaderservices.com	State Monitor	2/9/2005 12:20:56 PM	Roster	Delete this user
Alfred Fascetti Sfascetti@comcast.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Richard Force	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Nelson Glatfelter run5k@ptd.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Liane Heydt lheydt@comcast.net	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Kenneth Hirnisen	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user
Joseph Hiznay jrhiznay@aol.com	State Monitor	2/24/2005 2:53:37 PM	Roster	Delete this user



To add a state monitor:

1. Click the [Add User Account](#) link.
2. The *User Accounts* page displays. 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 state monitor inactive, uncheck the *Active* checkbox. Inactive users cannot log into FedMonitor.
3. Click **Add User**.
4. The user you added displays in the *User Accounts* table.

To edit a state monitor:

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 state monitor:

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

To assign a school district:

1. Click the [Roster](#) link in the desired user's row.
2. The *User Accounts* page displays.
3. Click a district name in the *Unassigned Districts* box or control-click (Macintosh users Apple-click) to select multiple districts.
4. Click **Assign Selected Districts** or **Assign Selected Districts as View Only**.

### User Accounts

Administer > User Accounts > **Joseph Brennan's Roster**

Use this form to assign or unassign districts for this user to monitor. The districts in the right hand column are those that have already been assigned to this user. The districts in the left hand column have not been assigned. You may select more than one district at a time by holding the control or shift keys while you click on the districts you wish to select.

Unassigned Districts	Assigned Districts
<div style="border: 1px solid gray; background-color: #ffffcc; padding: 5px; min-height: 100px;">                     00 Leader Demo District                      Academy                      Allegheny-Clarion Valley SD                      Allentown City SD                      Alliance for Progress CS                      Altoona - IU 8                      Ambridge Area SD                      Annville-Cleona SD                 </div>	<div style="border: 1px solid gray; background-color: #ffffcc; padding: 5px; min-height: 100px;">                     21st Century Cyber CS                      A W Beattie AVTS                      Abington SD                      Abington Heights SD                      Ad Prima CS                      Advanced Charter Enterprise School                      * Albert Gallatin Area SD                      * Aliquippa SD                 </div>
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Assign Selected Districts</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Assign Selected Districts as View Only</div> </div>	<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Return to User List</div> <div style="border: 1px solid gray; padding: 5px; margin: 5px;">Unassign Selected Districts</div> </div> <p style="color: red; font-size: small; margin-top: 5px;">* These Districts are View Only.</p>



- Assigned districts that are view only for a state monitor are specified with an asterisk (\*). If a school district is assigned as view only, the state monitor can view all sections of the school district's assessment and generate drafts of the assessment, but he/she cannot add, edit, or delete any data in the assessment.

To unassign a school district:

1. Click a district name in the *Assigned Districts* box or control-click (Macintosh users Apple-click) to select multiple districts.
2. Click **Unassign Selected Districts**.

### **Nonpublic Officials**

Use the steps details above in User Accounts to add a nonpublic official. Please note that officials who have entered data cannot be deleted. You may deactivate an official if you no longer want that official to have access to the FedMonitor system by clicking the official's name, unchecking the "Active" checkbox, then clicking the **Update Official** button.

### **State Monitor Account List**

Use this link to display a list of all state monitors, with details including title, name, email, username and password. This data can be exported to an Excel spreadsheet by selecting the [CSV Format for Excel](#) link.

### **District Account List**

This section allows you to view the AUN number, username and password for one or all school district accounts.

1. Click [District Account List](#).
2. From the drop-down menu, select a school district account to view or select View All to view every school district.
3. Click **View Account Information**.
4. On the *District Accounts* page, click [CSV Format for Excel](#) to export the list of district accounts to a .csv file format.

### **Add District(s)**

Use this link to add districts. Complete at least all required fields, which are indicated with an asterisk (\*).



## Bulk Assessment Assignment

This section allows you to assign multiple assessment sections and documents to a school district.

1. Select an assessment document to assign from the drop-down menu (Step 1).
2. Select all desired districts that you want to assign the document to (Step 2). **Tip:** To select all of the districts, click **Select All**. Click **Go to Step 3**.
3. Select the desired sections of the assessment you want to assign, and enter the date the visit(s) will take place. Click **Add these Assessments**.

## Bulk Assessment Maintenance

This section allows you to maintain multiple assessment sections and documents for a school district.

1. Select an assessment document to maintain from the drop-down menu (Step 1).
2. Select all desired assessment sections for each school district that you want to maintain and enter the date(s) the visit will take place (Step 2). Click **Update these Assessments**.

## Multi-Year Document Continuation

This section allows for multi-year document continuation. Use the dropdown to select a document to display the districts for which the document is assigned. Please note that Assessment Sections will be assigned based on the previous document assignments. If new Sections were added to the document for the current year, they will need to be assigned manually via [Bulk Assessment Maintenance](#) after assigning this document.

## Reports - Out of Compliance Summary

This link displays an Out of Compliance Summary, based on the Assessment selected. This data can be searched using the [Search for a Record](#) link and exported to an Excel spreadsheet by selecting the required export options and clicking the **Export** button.



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Tuesday, April 04, 2017 Richard Cordova, State Administrator - Home • My Account • Help • Logout

### Out of Compliance Summary

Administration > Out of Compliance Summary > 2016-2017 Assessment

Search for a Record

Hide Export Options

Section Name  SubSection Name  Q#  Requirements  # Out of Compliance

Export

Drag a column header here to group by that column.

Section Name	SubSection Name	Q#	Requirements
Title I	I. Appropriately State Certified	1	Utilizing the most recent PIMS data, teachers appropriately state certified.
Ed-Flex Waiver Review	Review	2	The LEA has evidence of how it will continue to serve populations served by program for which waiver is granted.
Ed-Flex Waiver Review	Review	3	The LEA has evidence of how the waiver will impact academic performance of students and how it will be monitored. Schools receiving Title I funds have a written policy with the District policy and evidence that it is distributed to parents. Required components: <ul style="list-style-type: none"> <li>describes how parents will be involved of the school's Parent Involvement Policy</li> <li>states that an annual meeting will be held for parent participation in the Title I program and their right to be involved.</li> <li>states that parent meetings, including parent meetings, including different times during the day.</li> </ul>

## Reports - Out of Compliance Review

This link displays an Out of Compliance Review, based on the Assessment selected. This data can be searched using the [Search for a Record](#) link and exported to an Excel spreadsheet by selecting the required export options and clicking the [Export](#) button.

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Tuesday, April 04, 2017 Richard Cordova, State Administrator - Home • My Account • Help • Logout

### Out of Compliance Review

Administration > Out of Compliance Review > 2016-2017 Assessment

Include N/A?

Search for a Record

Hide Export Options

District Name  Section Name  Q#  Corrective Action  CA Not Required

CA Due Date  Extension Date  Closed Date  Due In 30  Due In 15

Past Due  Requirements  Response

Export

Drag a column header here to group by that column.

District Name	Section Name	Q#	Corrective Action	CA Not Required	CA Due Date	Extension Date	Closed Date	Due In 30	Due In 15	Past Due	Edit
Leader SD	Title I I. Appropriately State Certified	1		No	05/30/2017			No	No	No	
Leader SD	Ed-Flex Waiver Review	2		No	05/30/2017			No	No	No	
Leader SD	Ed-Flex Waiver Review	3		No	05/30/2017			No	No	No	
Leader SD	Uniform Grants Guidance Conflict of Interest	1		No	05/30/2017			No	No	No	



## My Account

1. From the **Main Navigation Area**, click the [My Account](#) link. The *Your Account Information* page displays.
2. Complete at least all required fields, which are indicated with an asterisk (\*).
  - Usernames must be unique and must contain at least 8 alpha-numeric characters. You should set up strong passwords that contain a combination of numbers and letters. Passwords must contain:
    1. at least 8 characters,
    2. at least one number,
    3. at least one non-number,
    4. no whitespace,
    5. and none of the characters \ / : \* ? " < > | ' % + .
  - You do not need to enter a new password unless you wish to change your password.
3. Click **Save Changes**.

## 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**. If you have questions that are not answered in this guide or in the online help, please contact Leader Services by email at [federalmonitor@leaderservices.com](mailto:federalmonitor@leaderservices.com).



## Assessment Home

### To View or Edit a School District's Contact Information

1. Click *Home* from the **Main Navigation Area**.
2. From the *District Menu* page, search for the desired district and click the [Manage](#) link in the district's row; the *District Data* page displays.
3. Make all necessary changes and click **Save District**.

### To Begin Entering Information

1. Click *Home* from the **Main Navigation Area**.
2. From the *District Menu* page, search for the desired district and click the link. The *Assessment Menu* page displays links to assessments for the school district; click the desired assessment link.
3. The *Assessment Home* page displays, containing links to sections your school district has been assigned to edit.
4. Click an assessment link to display its page.

The screenshot shows the 'Assessment Home' page for Leader SD, 2016-2017. The page is titled 'This is the 2016-2017 Assessment for Leader SD'. It contains a navigation menu on the left with options like 'Select District', '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', 'Assessment Summary', 'Title I: School Level', and 'Logout'. The main content area has a header 'Assessment Home' and a sub-header 'This is the 2016-2017 Assessment for Leader SD'. Below this, there is a form for entering contact information for the LEA. The form includes fields for Name (First/Last), Title, Email, and Phone Number. A message states: 'Contact Information has not been Entered/Verified. You will not be able to submit this assessment until you update/verify the contact information.' There is an 'Edit/Verify Contact Info' button. Below the form, there are two sections: 'The following sections are available for edit/review:' and 'The following documents are currently available:'. The 'LEA Level:' section lists: 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)), and Assessment Summary. The 'School Level:' section lists: Title I: School Level (No Institutions/Schools Intered). The 'Documents' section lists: Draft Instrument, Generated Thursday, February 23, 2017 at 11:45:04 AM, with buttons for 'Generate Draft Instrument' and 'Submit this Instrument'.

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



**Assessment Home**

This is the 2016-2017 Assessment for Leader SD

<p>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.</p> <p>Title: <input type="text" value="Superintendent"/></p> <p>Name (First/Last): <input type="text" value="Joe"/> <input type="text" value="Smith"/></p> <p>Email: <input type="text" value="jsmith@leaderservices.com"/></p> <p>Phone Number: <input type="text"/></p>	<p>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:</p> <p>Title: <input type="text" value="Federal Program's Coordinator"/></p> <p>Name (First/Last): <input type="text"/> <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>
<p>Contact Information has not been Entered/Verified. You will not be able to submit this assessment until you update/verify the contact information.</p> <p><input type="button" value="Cancel Edit"/> <input type="button" value="Save/Verify Contact Info"/></p>	

If a state administrator 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.

**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 \*

First Name \*

Last Name \*

Email Address \*

**\* Required**



## Example -- Title I

An example of how to complete a *Title I* assessment is provided in this guide; other assessment types are similar and therefore are not detailed in this guide.

1. For the purpose of our example, click the [Title I](#) link; the *Title I* page displays a list of links specific to your school district.

The screenshot shows the FedMonitor for Pennsylvania interface. At the top, it says "Department of Education, Division of Federal Programs" and "FedMonitor for Pennsylvania". The user is identified as "Chris Pontius, State Monitor" with navigation links for Home, My Account, Help, and Logout. The date is "Tuesday, February 28, 2017" and the page title is "School District, Assessment Leader SD, 2016-2017 Assessment".

On the left is a navigation menu with the following items: Select District, Select Assessment, Assessment Home, Assessment Details (selected), Title I (selected), 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, and Logout.

The main content area is titled "Title I" and shows "Assessment > Title I". It includes a note: "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)."

Below this is a yellow box titled "Select section of Title I" containing a list of sections:
 

- 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)

 There is also a "Comments" link.

Below the list is a "Document Generation" section with the text: "You may click the link below to generate a draft of the Title I section for review." A yellow button labeled "Generate Title I Draft" is present, followed by a blue link: "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.



Tuesday, February 28, 2017 Chris Pontius, State Monitor - [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, teachers working in a Title I program are appropriately state certified.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> PIMS Appropriately Certified Teacher Report	<input type="checkbox"/> Other:	<a href="#">Add a Comment</a>

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

Session Time Remaining:

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.



## Assessment Details

As the state administrator, you may set restrictions on which program assessment sections district level users can complete within FedMonitor. On the *Assessment Details* page, you or a state monitor should set these restrictions before district users begin entering assessment data into FedMonitor.

1. You may change the names and phone numbers for any district level users that have been entered by a district administrator. Any changes that you make are reflected at the district level.
2. Check a district user's *Check if Interviewed* checkbox if you have interviewed that district user.
3. In the *Program(s) Reviewed* section, check all checkboxes that correspond to any program assessment sections that you have reviewed for the district.
  - Optionally, add program reviewers in the *Program Reviewers* text field.
4. A program review date is required and must be entered in the *Program Review Date* text field. By default, this text field contains the date on which the assessment was created by Leader. You can edit this date, if applicable.
5. Click **Save Changes**.



## Assessment Summary

1. From the *Assessment Home* page, click the [Assessment Summary](#) link; the *Assessment Summary* page displays.

Department of Education, Division of Federal Programs  
**FedMonitor**  
for Pennsylvania

Tuesday, February 28, 2017 Chris Pontius, State Monitor – Home • My Account • Help • Logout

### Assessment Summary

2016-2017 Assessment > Assessment Summary

Personnel Interviews

Building	Date	Staff Member Interviewed	Staff Member Position	Command
Green Building	2/28/2017	Lisa Jones		<a href="#">Edit</a> <a href="#">Delete</a>

[Add an Interview](#)

2. To add a personnel interview, click a [Click here to add an interview](#) link.
  - a. On the page that displays, enter data (you must enter at least an interview date).
  - b. Click **Add this Interview**.
  - c. The *Assessment Summary* page displays and the interview that you just added displays in the *Personnel Interviews* table.
3. When finished, click **Return**; the *Assessment Home* page displays.



## 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, users MUST provide the supporting documentation indicated or they may be found to be out of compliance..

Underneath each listed requirement, there is 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.

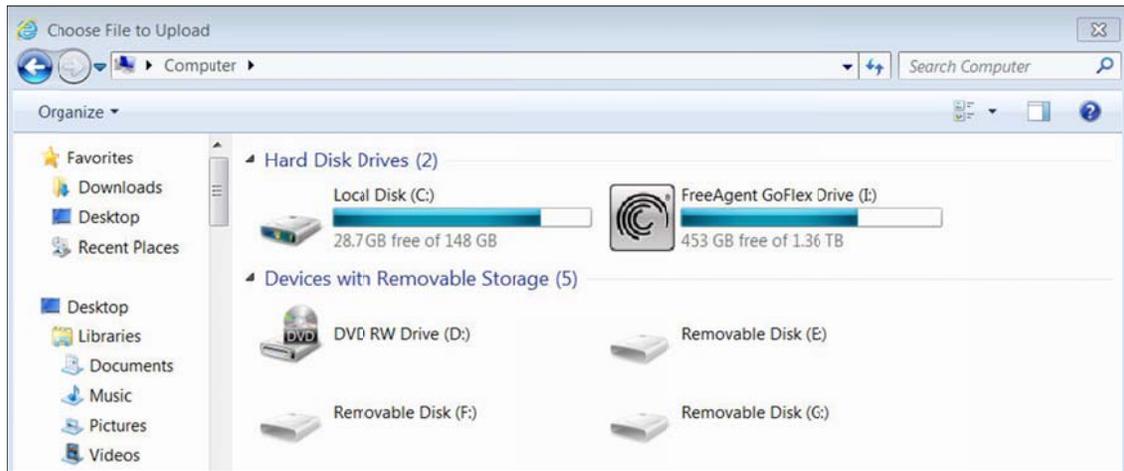
Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments
1. The LEA has a plan in place to ensure all teachers working in a Title I program will be appropriately certified. Sec. 1111(2)(j) and Sec. 2101 (c)(4) (B)(III)	<input type="radio"/>	<input type="radio"/>	<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>	<a href="#">Add a Comment</a>

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

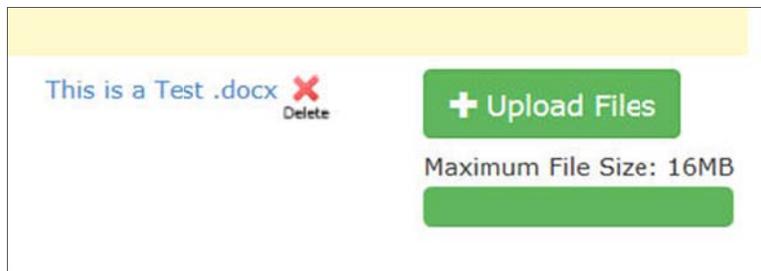
[+ Upload Files](#)

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



## State Level Only Sections

Some sections of FedMonitor can be viewed by all users, but only state administrators and state monitors may edit them, such as the *Comments/Concerns* pages found in several assessment sections, such as in our Title I example.

The screenshot shows the FedMonitor interface for a 'Comments' page. At the top left is the state seal of Pennsylvania. The top right features the 'FedMonitor for Pennsylvania' logo and the text 'Department of Education, Division of Federal Programs'. A blue navigation bar contains the date 'Tuesday, February 28, 2017', the user name 'Chris Pontius, State Monitor', and links for 'Home', 'My Account', 'Help', and 'Logout'. The main content area is titled 'Comments' and includes a breadcrumb trail '2016-2017 Assessment > Title I > Comments'. A note states: 'Note: you must click the Save button at the bottom of the page to save your data.' Below this, it says 'Indicate below any comments about the program(s) reviewed.' There is a section for 'General Comments:' with a large yellow text area. At the bottom left, there is a 'Session Time Remaining:' indicator. At the bottom right, there are three buttons: 'Spell Check', 'Save Changes', and 'Cancel & Return'.



## Generate a Document

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

For example, in the *Title I* section, 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](#) directly 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 this 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 to save the file to your computer.

## Editing an Assessment

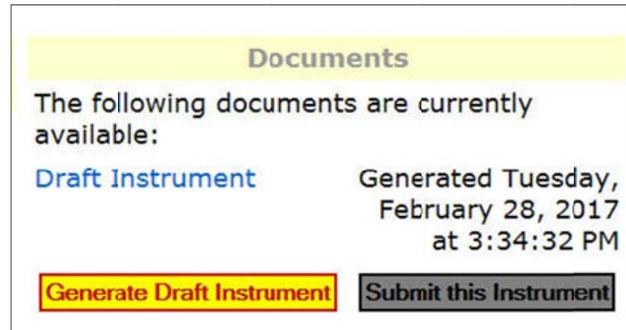
After generating a document(s), the state administrator may still enter/edit district assessment data, and regenerate document drafts. All edits made to assessment data at the state level can be viewed at the district level.



## Generate a Draft Assessment

After completing all necessary assessment sections, the school district generates a draft assessment, which allows state and district-level users to review a district's assessment progress at any step in the process. *Generating a draft assessment does not remove assessment access from any FedMonitor user.*

1. Select the desired district from the *District Menu* page.
2. Select the desired assessment.
3. Click **Generate Draft Instrument** (located near the bottom of the screen). A second browser window will open while the document is being created.
4. When the document is created, the second browser window will close. Click the [Draft Instrument](#) link to view the most recent draft of the entire assessment.



## Submit the Assessment

As a state administrator, if you are completing the review in lieu of the district administrator, you may need to submit the assessment before you can lock it. To submit an assessment:

1. From the *Assessment Home* page for the desired school district, click the [Submit This Instrument](#) link to review the submitted assessment from the district. If problems are found, a state administrator or state monitor may enter/edit data for the district.
2. An automated message notifies you that submitting the assessment prevents school district personnel from further editing the assessment. Click **OK**.
3. 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.
4. When the document is created, the second browser window closes. An automated message screen displays, stating that you completed your federal self-assessment. Click the [Next Page](#) link to close the message and display the *Assessment Home* page.

Note: After an assessment is submitted, the district can no longer edit the data.



## Lock the Assessment

The last step is to lock the assessment; at this point the assessment can no longer be edited at the district level. In the exceptional case that changes need to be made to the assessment after it is submitted or locked, a state administrator can roll back the assessment to allow further changes to be made, after which the process of submitting and/or locking the assessment must be repeated.

1. After following the steps above to submit the assessment, click **Lock this Instrument** to generate a final copy of the assessment.
2. A dialog box will prompt you to confirm. Click **OK**.
3. A second browser window will open while the document is being created.
4. When the document is created, the second browser window closes.
5. An automated message screen displays, stating that you completed the onsite monitoring and generated your final report, and where to access it. Click the [Next Page](#) link to close the message and display the *Assessment Home* page.

**Note:** This document link also displays at the bottom of the *Assessment Home* page at the district level. Any district-level user can review the reviewed instrument.



## CAV Document

Once a state administrator or state monitor locks the assessment, a CAV Document link displays on the school district's *Assessment Menu* page.

Wednesday, April 05, 2017  
Richard Cordova, State Administrator - Home - My Account - Help - Logout

Welcome, Richard Cordova. You have successfully logged into FedMonitor for Pennsylvania.

Please select a district below to administer:

AUN	District	Assessment Docs	CAV	CAV Docs	Status	Delete
900000000	00 Leader Demo District				Open	*See note
	Manage	2015-2016 Assessment			Open	*See note
		2014-2015 Assessment			Open	*See note
		2013-2017 Priority and Focus School Online Monitoring			Open	*See note
		• (2016-1017)			Open	*See note
		• (2015-1016)			Open	*See note
		2016-2021 School Improvement Grant (SIG 1003g)			Open	Delete
		• (2016-1017)			Open	Delete
		2014-2017 School Improvement Grant (SIG 1003g)			Open	Delete
		• (2015-1016)			Open	*See note
		• (2014-1015)			Open	*See note
		2016-2017 Intermediate Unit Assessment			Open	*See note
123456789	Leader SD				Locked	Unlock *See note
	Manage	2016-2017 Assessment	Draft	CAV	Open	Delete
		2013-2017 Priority and Focus School Online Monitoring			Open	Delete
		• (2016-1017)			Open	Delete
		2016-2021 School Improvement Grant (SIG 1003g)			Open	Delete
		• (2016-1017)			Open	Delete

\*Note: This assessment has data and cannot be deleted.  
\*\*This assessment is listed as part of a future scheduled review cycle, and is not currently editable.

Click the [CAV](#) link to display the *CAV Home* page. Any documents for issues that are out of compliance or for which a user answered "No" for a question on a Title I page display.

Wednesday, April 05, 2017  
Richard Cordova, State Administrator - Home - My Account - Help - Logout

School District, Assessment  
Leader SD,

**CAV Home**

This is the 2016-2017 CAV for Leader SD

Topic: Title I - I. Appropriately State Certified

Issue: 1. Utilizing the most recent PIMS data, teachers working in a Title I program are appropriately state certified.

Corrective Action:\*

The district will submit a listing of all non-highly qualified teachers and the length of time each has been working in the position for which they are not highly qualified, along with the appropriate emergency permit (s) issued for this time period (if applicable).

PIMS Appropriately Certified Teacher Report  
 CA Due: 5/5/2017  
 Ext Date:  
 Closed:  
 CA Not Required:

**Monitor Comments**

3/1/2017 10:48:26 AM  
 PDC Administrator Richard Cordova  
 Evidence of implementation is unavailable.

\* - A Default Correction Action has been loaded for this Issue. This CA is NOT saved until you press "Save Changes" below.

Topic: Uniform Grants Guidance - Conflict of Interest

Issue: 1. Conflict of Interest Requirement - the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with the applicable Federal awarding agency policy, which includes:

- Standards of Conduct - (covering conflicts of interest when governing the actions of its employees engaged in the selection award and administration of contracts)
- Organizational Conflicts- (relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization)
- Disciplinary Actions- (action taken against an individual who violates the standards of conduct)
- Mandatory Disclosure- (potential conflict disclosed in writing)

Corrective Action:\*

Uniform Grants Guidance (UGG) requires LEAs to have a written Conflict of Interest policy. LEAs must submit a copy of their written Conflict of Interest policy.

policy  
 self-disclosure form  
 resolution form or other evidence of how it was resolved (waived, or disciplinary actions taken)  
 CA Due: 5/5/2017  
 Ext Date:  
 Closed:  
 CA Not Required:

Session Time Remaining: Generate Draft CAV | Spell Check | Save Changes | Lock CAV

1. Enter the corrective action that will be taken for the issue. If no corrective action is required, check the *CA Not Required* checkbox.
2. If the issue has been resolved, enter the resolution date in the *Closed* text field.



3. When finished with the page, do one of the following:

- Click **Save Changes**.
- Click **Update Locked CAV** to save your changes and re-generate the final locked CAV document.
- Click **Generate Draft CAV** to save your changes and generate a draft of the CAV document.
- Click **Lock CAV** to save your changes and lock the CAV document.
- Click **Unlock CAV** to save your changes and unlock the CAV document.

**Note:** Only state-administrator level users see the **Update** buttons.

## Logout

At the end of each session, click **Logout** in the **Main Navigation Area** to exit the application.