

 **FedMonitor**
for Pennsylvania

Department of Education
Division of Federal Programs



Quick Start Guide

for State Monitors

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"> 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

FedMonitor
for Pennsylvania
Department of Education
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[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 *District Menu* page displays.
 - You can narrow down the list of school districts that display by using the *Filter Criteria* section near the top of the screen. Do any of the following:
 - a. Select the desired criteria from the various drop-down menus
 - b. Enter at least the first letter of the school district in the *District* field
 - c. Enter at least the first AUN number in the *AUN* field.
 - d. Click a letter in the row of letters to denote the first letter in the school district's name or on the # sign to display a list of districts in numerical order.



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

Welcome, Chris Pontius. You have successfully logged into FedMonitor for Pennsylvania.

Please select a district below to administer:

AUN	District	Assessment Docs	CAV	CAV Docs	Status	View Only
0000C00000	00 Leader Demo District					No
	2015-2016 Assessment				Open	
	2014-2015 Assessment	Draft			Open	
123456789	Leader SD					No
	2016-2017 Assessment	Draft			Open	
0000C00000	00 Leader Demo District					No
	2013-2017 Priority and Focus School Online Monitoring					
	• (2016-2017)				Open	
	• (2015-2016)				Open	
123456789	Leader SD					No
	2013-2017 Priority and Focus School					

Session Time Remaining: Districts 1 to 7 of 7 First Previous Next Last Page Size: 25

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 state 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



My Account

1. From the **Main Navigation Area**, click the [My Account](#) link. The *Your Account Information* page displays.
2. Complete all required fields that 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**.

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Chris Pontius, State Monitor – 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.

Username * statemonitor
New Password *
Confirm New Password *
Title * Chairperson
First Name * Chris
Last Name * Pontius
Email Address cpontius@leaderservices.com

* Required to change your Password
* Required

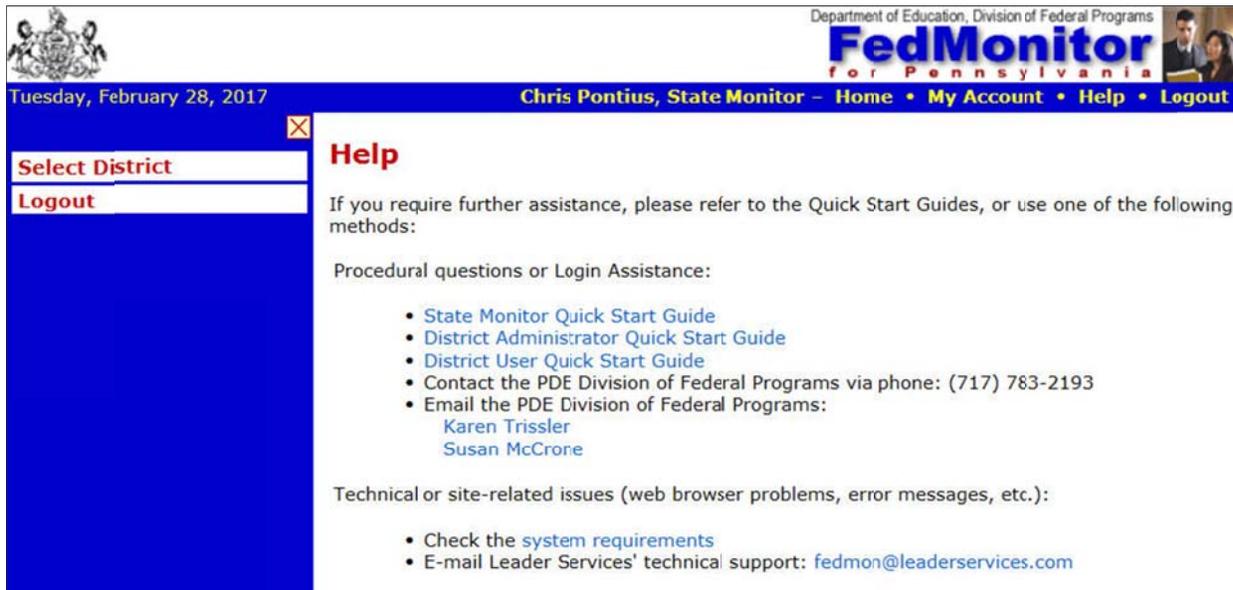
Session Time Remaining: 00:00:00
Save Changes Cancel



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.



The screenshot shows the FedMonitor website interface. At the top left is the state seal of Pennsylvania. The date "Tuesday, February 28, 2017" is displayed. The user is identified as "Chris Pontius, State Monitor" with navigation links for "Home", "My Account", "Help", and "Logout". A blue sidebar on the left contains "Select District" and "Logout" buttons. The main content area is titled "Help" and provides instructions on how to get further assistance, including links to quick start guides and contact information for Karen Trissler and Susan McCrone.

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

Help

If you require further assistance, please refer to the Quick Start Guides, or use one of the following methods:

Procedural questions or Login Assistance:

- [State Monitor Quick Start Guide](#)
- [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](#)

Technical or site-related issues (web browser problems, error messages, etc.):

- Check the [system requirements](#)
- E-mail Leader Services' technical support: fedmon@leaderservices.com



Assessment Home

To Begin Entering Information

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

The screenshot shows the 'Assessment Home' page for a LEA. The page header includes the date 'Tuesday, February 28, 2017' and the user 'Chris Pontius, State Monitor'. The main content area is titled 'Assessment Home' and 'This is the 2016-2017 Assessment for Leader SD'. It contains a form for entering contact information for the LEA's Federal Program's Coordinator (FPC). The form has two columns for entering details for the LEA representative and the FPC. 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 various assessment components with their respective question counts. The 'School Level' section shows 'Title I: School Level (No Institutions/Schools Intered)'. The 'Documents' section shows a 'Draft Instrument' generated on February 23, 2017, 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

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 (First/Last): Joe Smith
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: Federal Program's Coordinator
Name (First/Last):
Email:
Phone Number:

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

If a state monitor 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 * Demo
First Name * Leader
Last Name * Services
Email Address * leaderquy@leaderservices.com
* Required



6. As the state monitor, 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.

Tuesday, February 28, 2017
Chris Pontius, State M

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

Program(s) Reviewed:

Title I

Title II Part A

Title III

Fiscal Requirements

Ed-Flex Waiver Review

Title VI-B REAP

Program Reviewer(s):

Program Review Date: mm/dd/yyyy

Session Time Remaining:



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 the selected school district.



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Chris Pontius, State Monitor - [Home](#) • [My Account](#) • [Help](#) • [Logout](#)

School District, Assessment Leader SD, 2016-2017 Assessment

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
- 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.

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 monitor, within the *Assessment Details* section, you can add and/or edit the names and phone numbers of all of your assessment coordinators. You may set restrictions on which program assessment sections district level users can complete within FedMonitor. On the *Assessment Details* page, you or the state administrator should set these restrictions before district users begin entering assessment data into FedMonitor.

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

2. 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.
3. Check a district user's *Check if Interviewed* checkbox if you have interviewed that district user.
4. 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.
5. 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.
6. Click **Save Changes**.



Assessment Summary

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

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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		Edit Delete

[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.

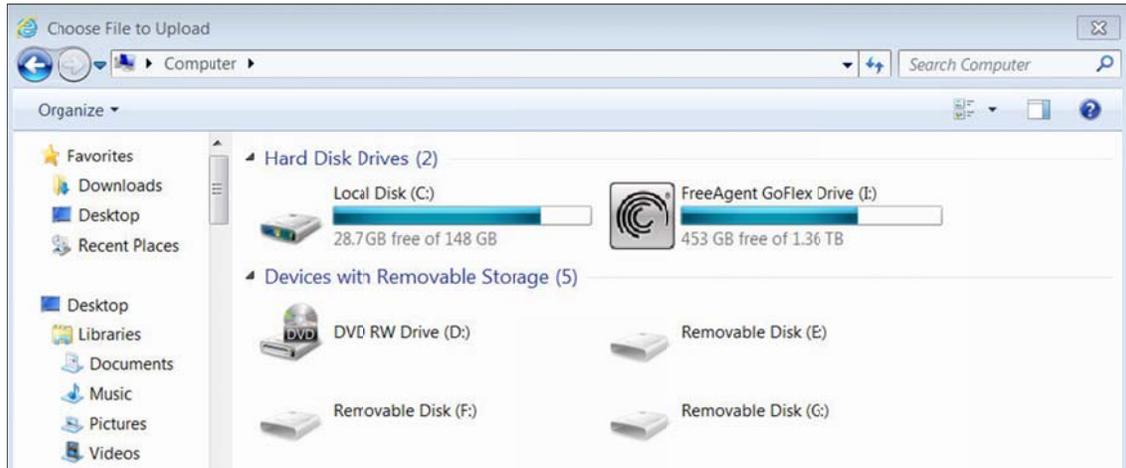
Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence	Comments
1. The LEA has a plan in place to ensure all teachers working in a Title I program will be appropriately certified. <i>Sec. 1111(2)(j) and Sec. 2101 (c)(4) (B)(III)</i>	<input type="radio"/>	<input type="radio"/>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

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

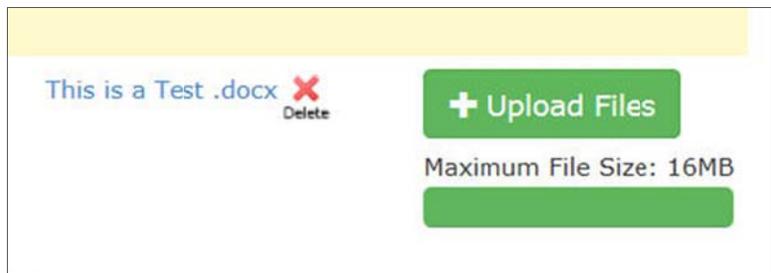
[+ Upload Files](#)

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



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 'Comments' page in the FedMonitor system. At the top, there is a navigation bar with the date 'Tuesday, February 28, 2017' on the left and the user 'Chris Pontius, State Monitor' with links for 'Home', 'My Account', 'Help', and 'Logout' on the right. The page title is 'Comments'. Below the title, there is 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 the note, it says 'Indicate below any comments about the program(s) reviewed.' There is a section labeled 'General Comments:' followed by a large, empty yellow text area with a vertical scrollbar on the right. At the bottom of the page, there is a 'Session Time Remaining:' indicator on the left and three buttons: 'Spell Check', 'Save Changes', and 'Cancel & Return' on the right.



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.

Edit an Assessment

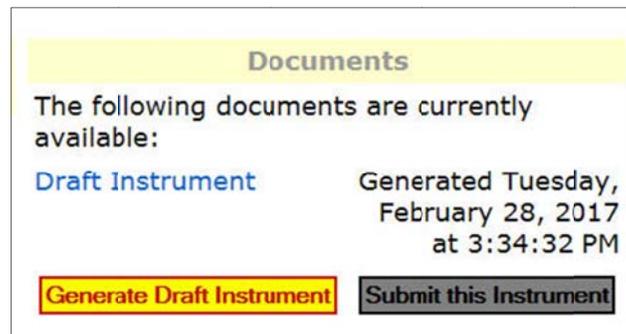
After generating a document(s), the state administrator may still enter/edit district assessment data, and regenerate document drafts. All edits made to assessment data at the state level can be viewed at the district level.



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 monitor, 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, the 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 link displays under the CAV column on the school district's *District Menu* page.

Wednesday, March 01, 2017
Chris Pontius, State Monitor - Home • My Account • Help • Logout

Welcome, Chris Pontius. You have successfully logged into FedMonitor for Pennsylvania.

Please select a district below to administer:

AUN	District	Assessment Docs	CAV	CAV Docs	Status	View Only
0000000000	00 Leader Demo District					No
	2015-2016 Assessment				Open	
	2014-2015 Assessment	Draft			Open	
123456789	Leader SD					No
	2016-2017 Assessment	Draft Closed Locked	CAV		Locked	
0000000000	00 Leader Demo District					No
	2013-2017 Priority and Focus School Online Monitoring					
	• (2016-2017)				Open	
	• (2015-2016)				Open	
123456789	Leader SD					No
	2013-2017 Priority and Focus School					



1. 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.

Department of Education, Division of Federal Programs
FedMonitor
for Pennsylvania

Wednesday, March 01, 2017 Chris Pontius, State Monitor - Home • My Account • Help • Logout

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.

PIMS Appropriately Certified Teacher Report

CA Due: 3/31/2017
Ext Date:
Closed:
CA Not Required:

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).

Monitor Comments
3/1/2017 10:48:26 AM
PDE 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)

policy
 self-disclosure form
 resolution form or other evidence of how it was resolved

CA Due: 3/31/2017
Ext Date:
Closed:
CA Not Required:

Session Time Remaining: [Progress Bar]

Generate Draft CAV | Spell Check | Save Changes

2. Enter the corrective action that will be taken for the issue. If no corrective action is required, check the *CA Not Required* checkbox.
3. If the issue has been resolved, enter the resolution date in the *Closed* text field.
4. When finished with the page, do one of the following:
 - Click **Save Changes**.
 - Click **Generate Draft CAV** to save your changes and generate a draft of the CAV document.

Logout

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