**PREPARING FOR TITLE I-C 2022-2023 RY and PreK MONITORING**

Monitoring Title I-C regions provides ODE with an opportunity to examine how Title I-C regions have instituted policies, systems, and procedures to ensure their Title I-C regions (Educational Service Districts or School Districts) compliance with statutes, and state and federal regulations that guide services for migratory children.

In preparation for the Title I-C Desk Monitoring focused on 2022-23 practices, the following will serve as a guide for this process. An effort has been made to consolidate the monitoring for two of the Title I-C funded programs: 2022-23 Regular Year and School Readiness.

**Mark your calendars with the following dates:**

Please be mindful of the set of dates and times that you need to allocate for the following:

● A two-hour online monitoring training will be offered in the following date: Thursday, ***October 20, 2022, at 10:00 am***. During this training, all aspects of monitoring will be covered.

● Self-Assessment submissions ***are due November 15, 2022,*** electronically, via OneDrive. Your region will access this document in OneDrive and upload the responses via OneDrive as well.

● 60-minute online Entrance Meeting scheduled for: November 30, 2022.

● Documentation submission is ***due January 15, 2023,*** electronically, via OneDrive.

● Onsite visits***: February-April (this date was established with the Title I-C coordinator).***

**Monitoring Process**

The following is the ‘snapshot’ of the monitoring process taking place between October 2022 to May 2023. The entire process can be found in the Guide to Title I-C Monitoring.

1. **Prior to the on-site visit**

Step 1 – Communication (October 7, 2022)

Your region (superintendent and coordinator) will receive confirmation notification via email about your participation in the Title I-C Monitoring on 2022-23 Regular Year and School Readiness.

Step 2 – Training (October 20, 2022)

Title I-C coordinator in your region will be emailed the access information to their regional OneDrive, account which is the repository for submissions. During the training all aspects of Monitoring will be covered.

Step 3 - Self-Assessments (November 15, 2022)

Both Regular Year and PreK self-assessment submissions are ***due November 15,* 2022**, electronically, via OneDrive. Your region will access these documents in OneDrive, which include a set of questions for your regional personnel. Your region will upload the responses via OneDrive as well.

Step 4 – Entrance Meeting (November 30, 2022)

At the Entrance Meeting, ODE and your regional staff will discuss your regional’s responses to the self-assessments. The purpose of this conversation is to learn more about your region’s Title I-C 22-23 Regular Year and School Readiness services and answer any questions your team might have. ODE staff will make sure that your regional staff have access to all tools and templates to support submission of documentation.

Step 5 –Documentation Submissions (January 15, 2023)

Using OneDrive provided by ODE, your regional coordinator can upload evidence into your regional account that can be accessed by both ODE and district staff. All templates, see the list of items here, will be found on our website.

Submitted materials in OneDrive will be reviewed by ODE staff by using a programmatic checklist to determine district compliance.

1. **On-site visit (Spring 2023)**

Step 6 – Onsite visit, see here the Guide to Title I-C Monitoring for more detailed onsite visit components

The on-site visit will include an entrance conference with the regional migrant education team; interviews with administrators, migrant education personnel, migrant parents and students; observations; record reviews; and an exit conference.

An Exit Meeting will occur during the last day of the on-site visit. During the Exit Meeting, ODE staff will share the final report which might include: comments on your regional’s exemplary practices, observations and recommendations on practices for the regional staff’s consideration, specific issues of non-compliance (Findings), and required action steps your region must take (Resolutions). During this meeting your region is welcomed to pose questions, highlight concerns, and respond to preliminary findings.

1. **After the On-site visit**

Step 7 – Finalizing Compliance (within 30 days after the onsite visit)

Your region receives either a letter of compliance or a copy of the report outlining the additional evidence needed to demonstrate compliance.

For questions about the submission process, please contact Leslie Casebeer at leslie.casebeer@ode.oregon.gov, and for technical assistance and support about the monitoring process, please contact Yuliana Kenfield at yuliana.kenfield@ode.oregon.gov