

Consolidated Program Review (CPR) 2017-18

Purpose and Authority

The Consolidated Program Review (CPR) monitors multiple federally funded programs under the Elementary and Secondary Education Act (ESEA). This process fulfills OSPI's compliance monitoring requirements under federal regulations (2 CFR 200). Washington is responsible for monitoring LEA activities for reasonable assurance and to confirm that state/federal awards are administered in compliance with requirements.

Programs Reviewed

For the 2017-18 school year, the OSPI review will reflect the full implementation of ESSA.

1. Title I, A
2. LAP (Learning Assistance Program)
3. Title I, C – Migrant Ed
4. Title I, D – Neglected and Delinquent
5. Test Fee Reduction
6. Title II, A – Teacher and Principal Quality
7. Title III / TBIP (Transitional Bilingual Instructional Program)
8. Gun-Free Schools Act
9. Title V, B – Rural Education
10. Title IX – McKinney-Vento (Homeless)
11. Highly Capable
12. Perkins / CTE
13. Private Schools
14. Civil Rights
15. Fiscal
16. OSSI (Office of System and School Improvement)
17. Foster Care
18. Title IV, A – Student Support and Academic Enrichment

Annual Performance Data Review

Elements reviewed (sorted by score and district size):

- LEA Size
- Priority or Focus Status
- Annual Measurable Achievement Objectives (AMAO) 2015-16
- Graduation Rate (2015-16)
- Federal Funds Allocated by Programs under CPR per FTE (2015-16 funds and 2015-16 FTE)
- Risk Audit Ranking from 2015-16 Audit Finance and grant administration
- Math SBAC Score (2015-16)
- ELA SBAC Score (2015-16)

Desk Review Basics

- LEAs uploads all documentation for review to the online Program Monitor tool beginning *at least 12 weeks* (and *no later than 6 weeks*) prior to the review start date. OSPI may begin reviewing documentation 6 weeks prior to the review start date and may contact the LEA and relevant buildings prior to the review.
- Phone exit with CPR team lead on Friday or the following Monday to review noncompliant items, evidence needed, technical assistance, and commendations.
- Final report emailed to the district as early as possible prior to phone exit.

On-Site Review Basics

- LEAs uploads all documentation for review to the online Program Monitor tool beginning *at least 12 weeks* (and *no later than 6 weeks*) prior to the review start date. OSPI may begin reviewing documentation 6 weeks prior to the review start date and may contact the LEA prior to the review.

- Review includes an entrance meeting with all relevant program staff and interviews throughout the day with key individuals who oversee federal and state programs.
- While planned building visits will be announced prior to the review, programs may be required to visit additional buildings on the day of review – regardless of prior notice – and any school within the LEA is subject to possible review.
- Exit meeting to review noncompliant items, evidence needed, technical assistance, and commendations.

LEA Contacts

CPR Contact

- Responsible for coordinating the review for all monitored federal and state programs.
- All future communication will be sent to this individual and the LEA superintendent.

Fiscal Contact

- Point of contact for fiscal cross-cutting portion of review.

Civil Rights Contact

- Point of contact for Equity and Civil Right portion of review (including issues related to nondiscrimination and complaints, Title VI, Title IX, Section 504, and others) to coordinate responses from the diverse persons responsible for Civil Rights-related issues.
- For a comprehensive list of content reviewed under Civil Rights, please visit <http://www.k12.wa.us/Equity/LEAs/ConsolidatedProgramReview.aspx>.

Various Details and Reminders

- Provide documentation for all applicable programs (either a comment or document is required). Use the online Program Monitor tool checklists as a guide. Gun-Free, Highly Capable, Homeless, Civil Rights, and Fiscal documentation must be completed by every LEA. Fiscal section should include documentation for **each program** that is part of the review.
- Where programs ask for building-level documentation, please provide documentation from the buildings selected for review (as identified in the selection letter) or scaled for desk reviews.
- Programs may request further examples of documentation at need.
- Please tell your building principals and relevant staff that we are coming.

Follow-Up for All Reviews

- Exit report given to school LEA on day of review.
- LEAs are required to submit initial response to noncompliant items within **45 calendar days** of the visit. All responses are managed within the online Program Monitor tool.
- OSPI tracks follow-up documentation and notifies LEA via email regarding completion of the review **only after** review is closed and all noncompliant items are resolved.
- Reviews for 2017-18 must be completed and closed no later than October 1, 2018. Noncompletion may result in high risk designation and could impose limits on federal funds.

Resources

- OSPI Consolidated Program Review Website – <http://www.k12.wa.us/consolidatedreview/default.aspx>

Contacts

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