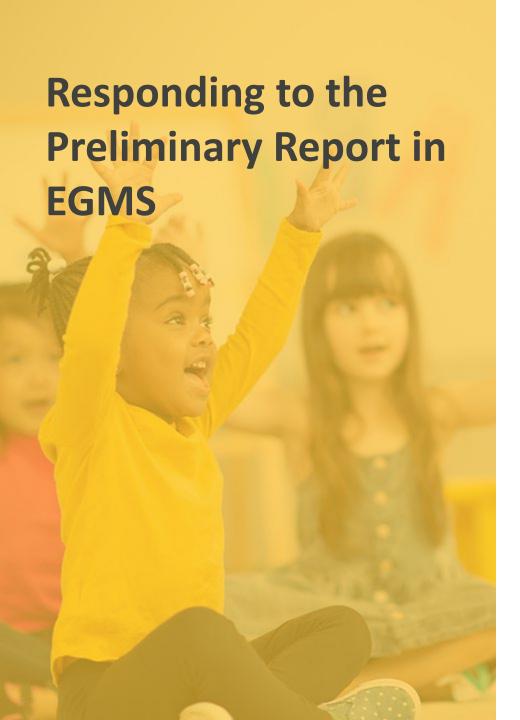
EGMS Program Reviews

Organizations and LEAs

Instructions Part 2:

Responding to the Preliminary Report in EGMS





Content

Instructions

- Accessing the Preliminary Report of Determinations
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- Reviewing Initial Determinations
- Responding to Items Not Fully Implemented
- Submitting Responses to Grantor (OSPI)
- When Additional Assistance is Needed



Accessing the Preliminary Report of Determinations

The OSPI Team
Lead will send the
Preliminary Report
through an email
notification to the
Team Lead.

This Preliminary
Report displays the
determinations for
each item, actions
required, and
general program
technical
assistance.

Sandbox: Notification to Organization: Program Review PreliminaryReport

① Deliverabilit







** "k12.wa.us" does't seem to be the real sender of this message OSPI Support Team <egms.support@k12.wa.us>

Friday, December 01, 2023 3:42:28 PM

Show pictures

12-1-2023

RE: Program Review Preliminary Report

This email is preliminary to the final closure report. This Preliminary Report includes technical assistance for items which current evidence indicates are not fully implemented.

Your organization will now have time to address the items remaining. Please work with your OSPI Team Lead to determine the time needed to address the remaining items.

Please provide additional evidence or descriptions for the remaining items at this link and found below.

Fully Implemented:

Program Name	Focus Area Name	Monitoring Item Number	Monitoring Item Title	Actions Required
Consolidated Grant Program Review Test	Title II, Part A	6.1	Teacher certification	
Consolidated Grant Program Review Test	Title IV, Part A	18.2	Distribution of Funds	

Exemplar:

Program Name	Focus Area Name	Monitoring Item Number	Monitoring Item Title	Actions Required
Program Review TestFiscal		15.2	Accounts Payable Charges	

Partially Implemented:

Program Name	Focus Area Name	Monitoring Item Number	Monitoring Item Title	Actions Required
Consolidated Grant Program Review Test	Title I, Part A	1.1	Ranking and Allocating	Please submit expenditure report for Title I Elementary School

Not Implemented:

Program Name	Focus Area Name	Monitoring Item Number	Monitoring Item Title	Actions Required
Consolidated Grant Program Review Test	Title IV, Part A	18.1	Comprehensive Needs Assessment	Please submit evidence that the district performed a comprehensive needs assessment

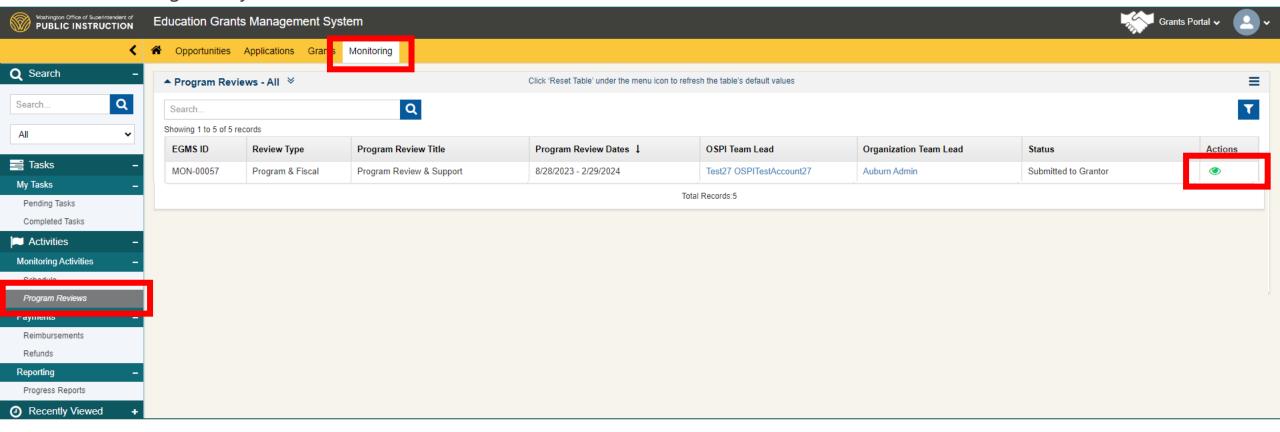
Technical Assistance:

Program Name	Focus Area Name	Technical Assistance
Program Review Test Fiscal		Please refer to our webpage for additional information about tracking expenditures under the correct funding source. https://www.k12.wa.us/policy-funding/grants-grant-management/consolidated-program-review/fiscal-guidance

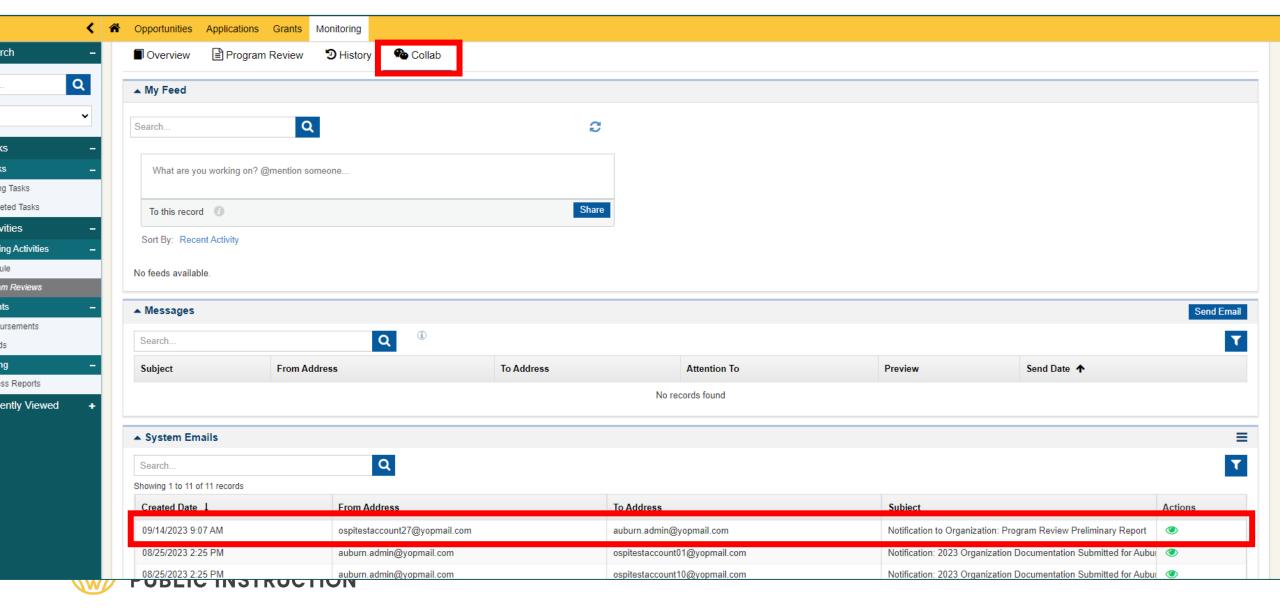


Organization/LEA users can also access the Preliminary Report email in the Collab tab with the Program Review.

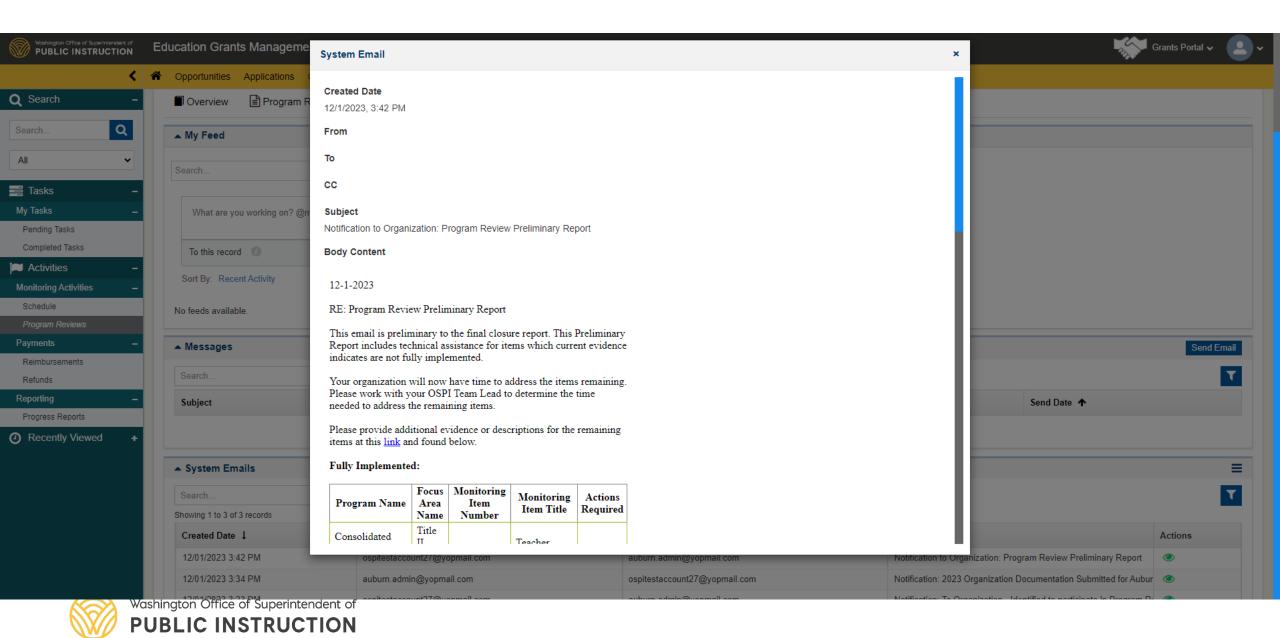
- 1. Click on Monitoring tab
- 2. Program Reviews (in left menu)
- 3. View icon (green eye)



- 4. Click on Collab tab
- 5. Find the Preliminary Report email notification in the System Emails section
- 6. Click on the View icon (green eye) to open it.



7. Preliminary Report email opens in a pop-up window.

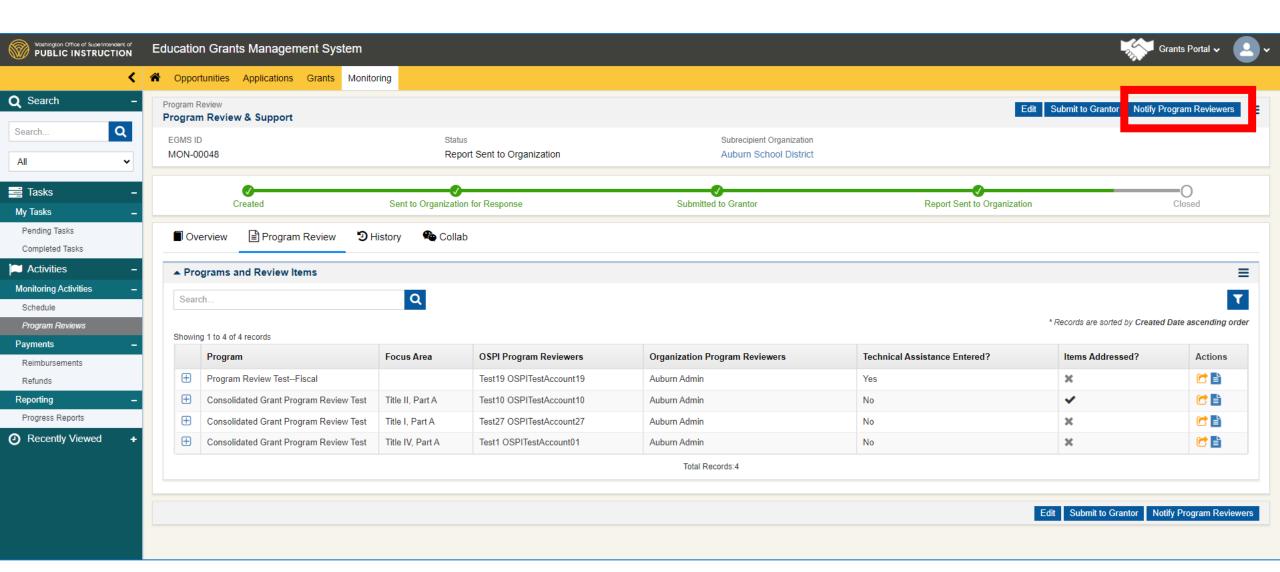




Notifying Organization/LEA Reviewers

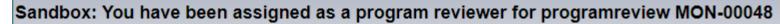
The LEA Team Lead will notify the staff assigned to a Program Checklist that the preliminary determinations have been made and there are items they need to respond to.

To do that click on the "Notify Program Reviewers" button at the top right of the screen.



This email notification will be sent to all those staff assigned to a Program Checklist.

If you need to notify only a small number of staff, you could also send an email through the Collab tab with more specific details.



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OSPI Support Team <egms.support@k12.wa.us>

Friday, December 01, 2023 2:56:25 PM



You have been assigned as a program reviewer for program review Program Review & Support. Please use this link to access the program review.

Please reach out to your Team Lead with any concerns or questions regarding this program review.

Thank you.

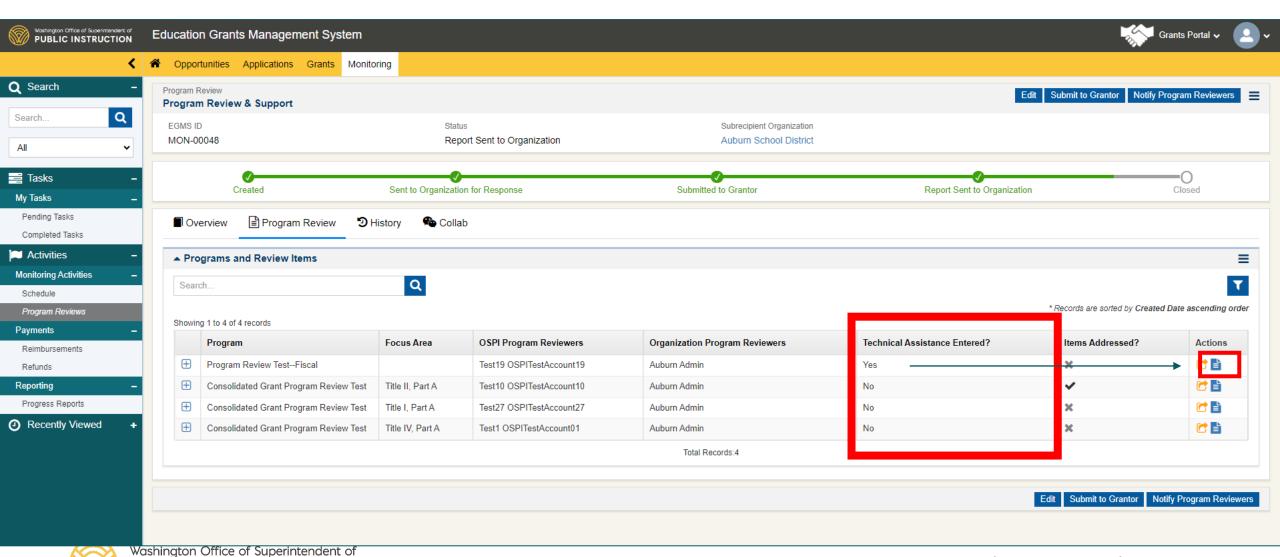




Accessing General Program Technical Assistance

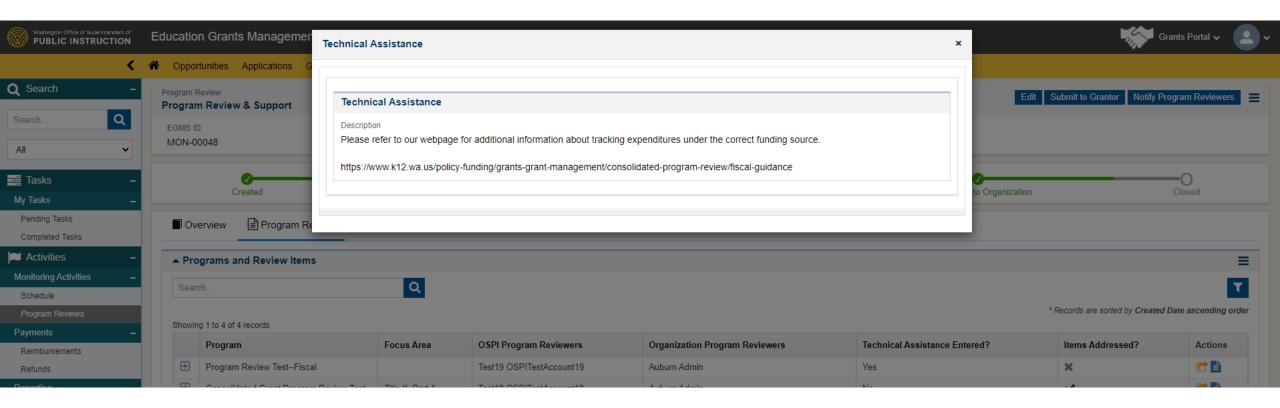
Some Programs may add general Technical Assistance with tips, resources, or recommendations for program improvement.

• To view any general Technical Assistance, click on the Technical Assistance icon (blue document) for any row with a "Yes" in the "Technical Assistance Entered?" column.



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After you click on the Technical Assistance icon (blue document) a window will pop-up with the Technical Assistance.

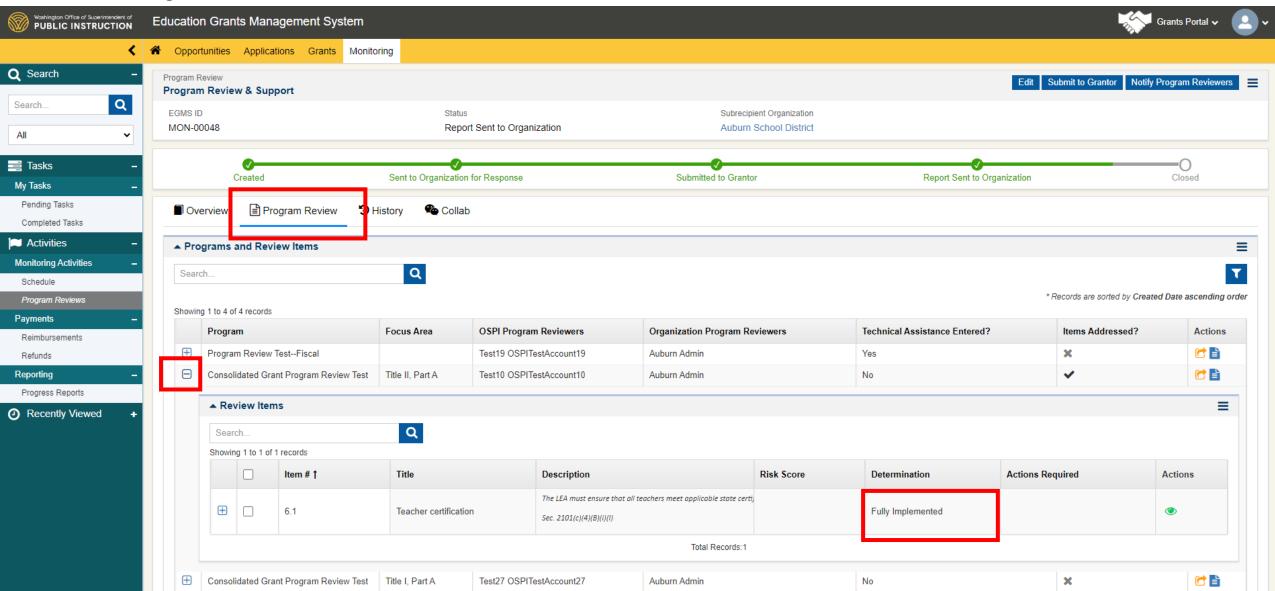


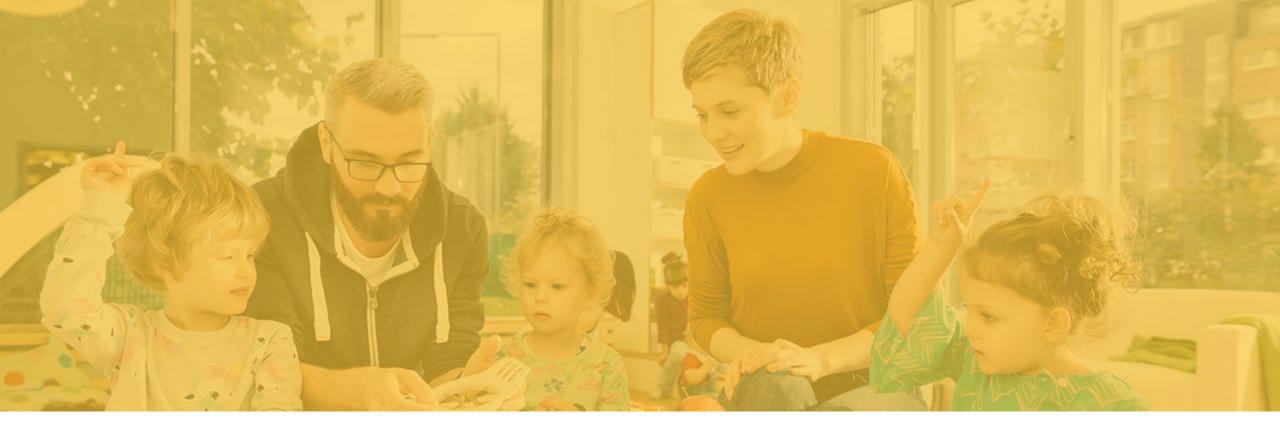


Reviewing Initial Determinations

To review the determinations, do the following:

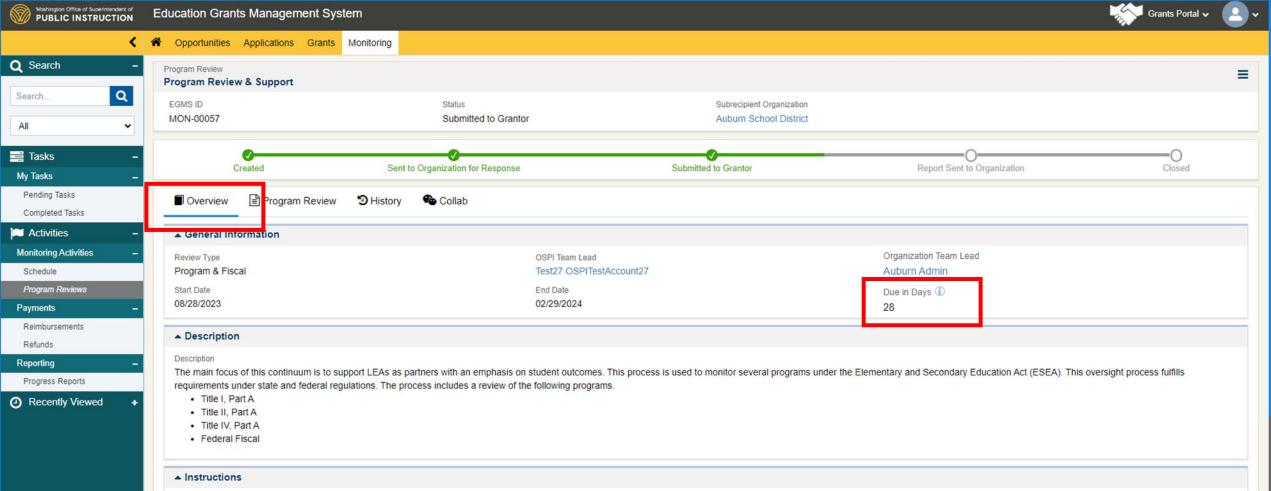
- 1. Click on the "Program Review" tab
- 2. Click on the plus sign icon to expand the program checklist.
- 3. Review the Determination and Actions Required as needed.
- 4. Scroll through the **Review Items** section to view determinations.





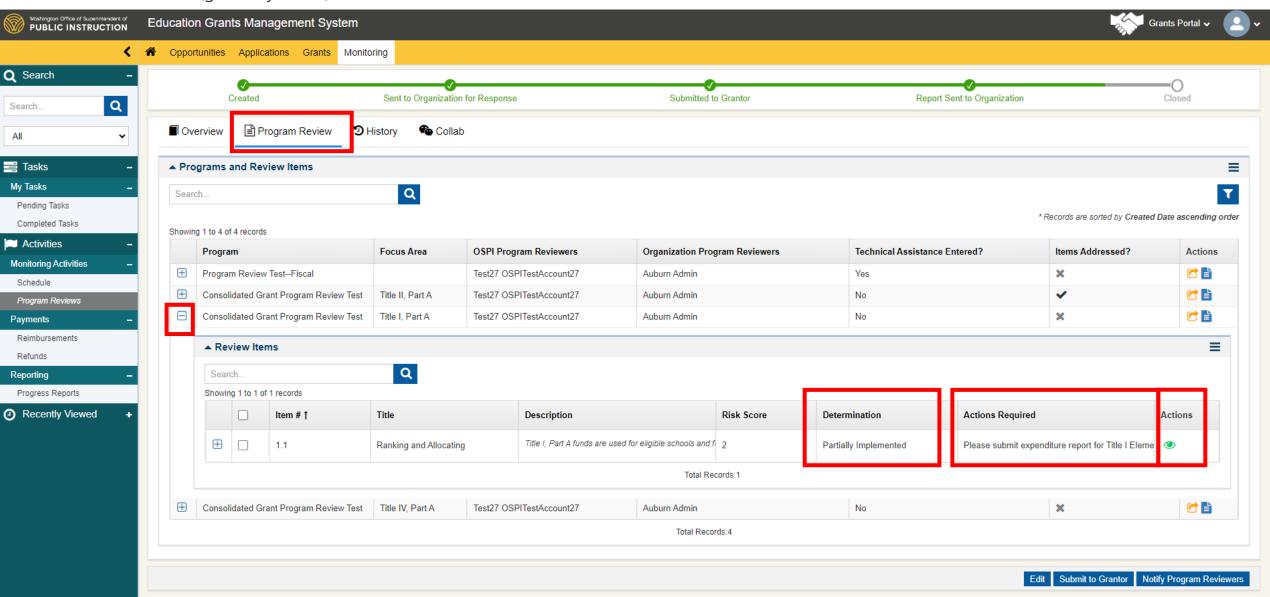
Responding to Items Not Fully Implemented

On the Overview tab, indicates the number of days to respond to the preliminary determinations (LEA Days).

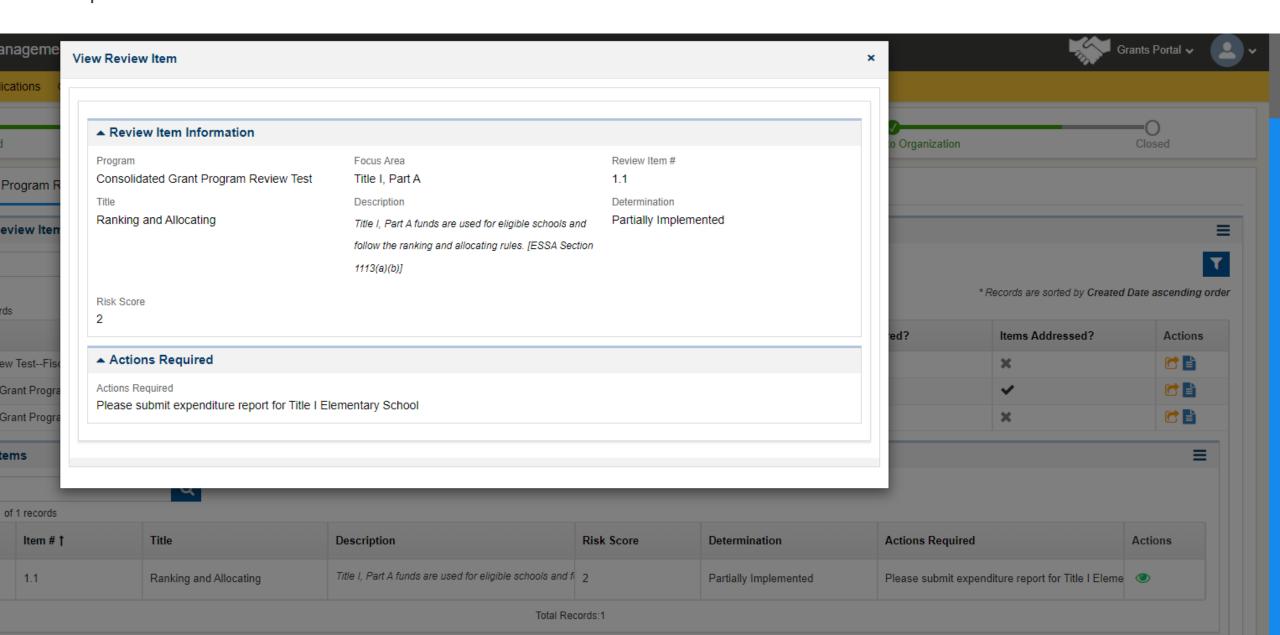


To respond to items not fully implemented do the following:

- 1. Click on the "Program Review" tab
- 2. Click on the plus sign icon to expand the program checklist.
- 3. Review the Determination and Actions Required as needed.
- 4. Click on Actions (green eye icon) to see details

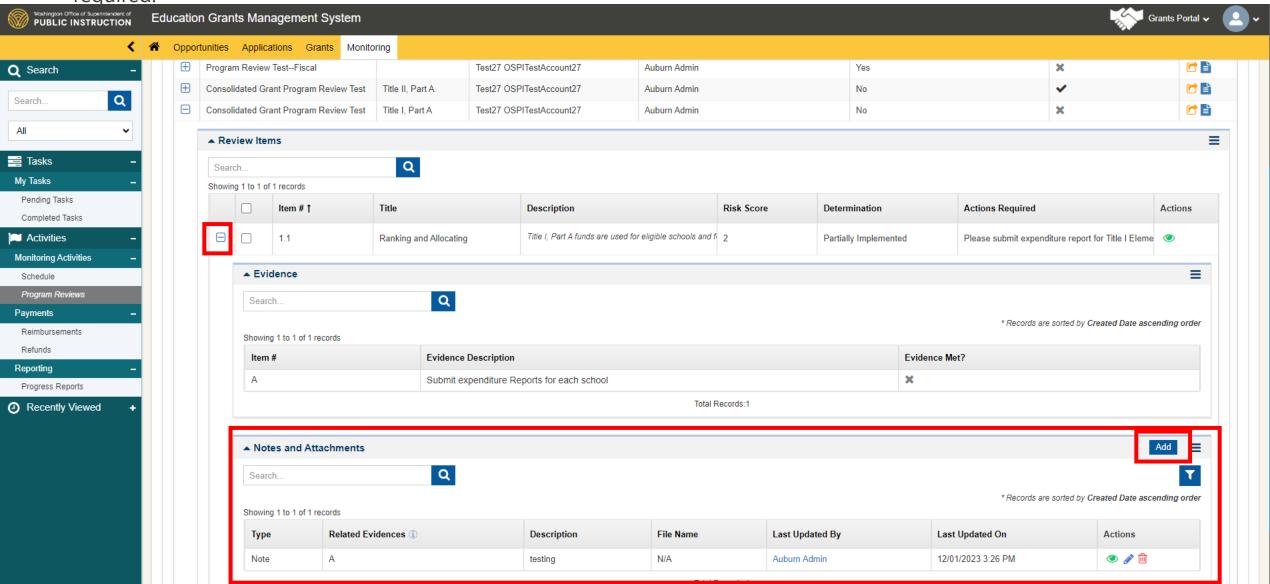


After clicking on Action icon, a window (View Review Item) will pop-up displaying the complete actions required.



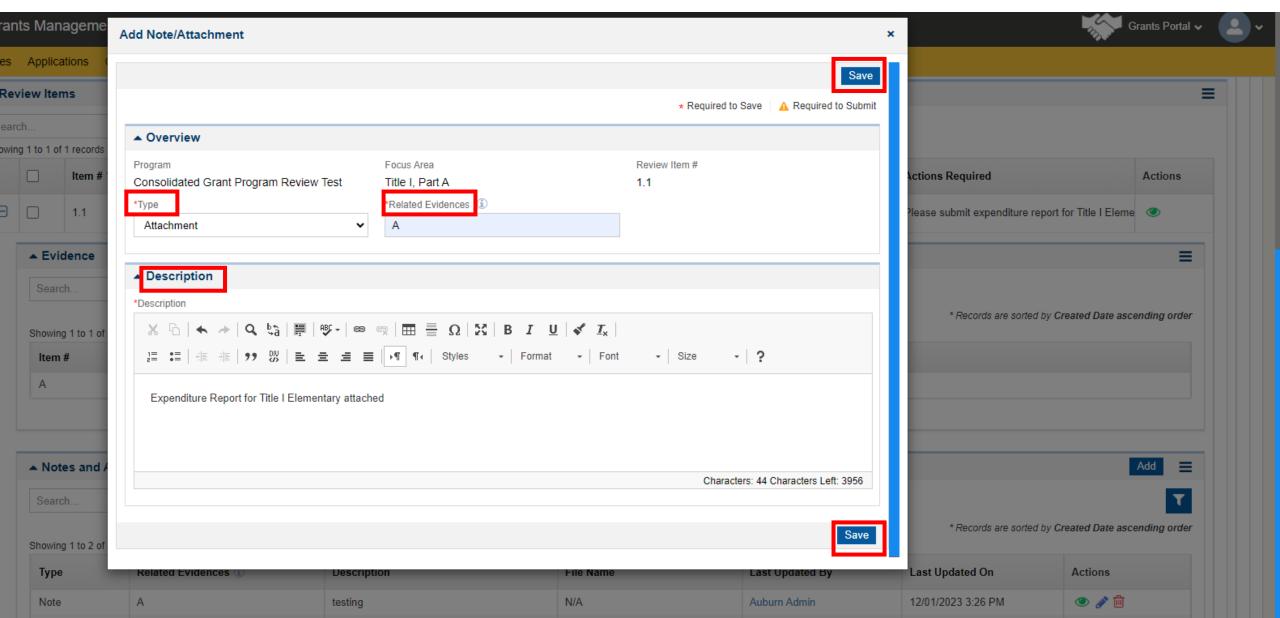
Once the Actions Required have been reviewed and the LEA is ready to upload Notes or Attachments in response to those requirements, the LEA can do the following:

- 1. Click on the plus icon to expand the Review Items, displaying the "Evidence" and the "Notes and Attachments" sections.
- 2. Click on the "Add" button in the "Notes and Attachments" to upload a note or an attachment that reflects the actions required.



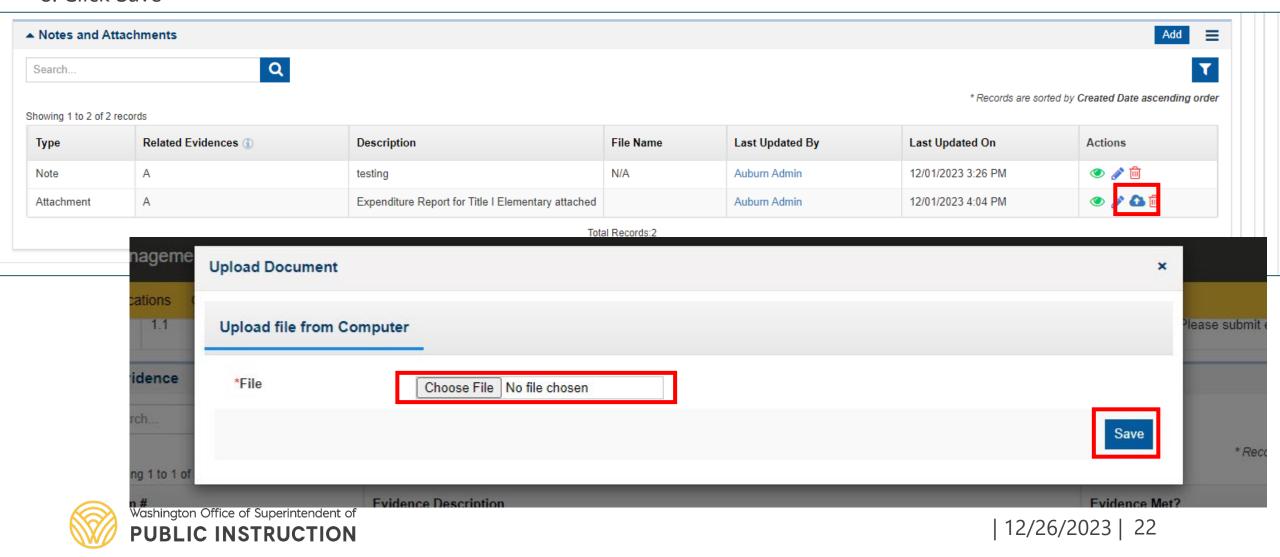
A window (Add Note/Attachment) will pop-up.

- 3. Complete each field (Type, Related Evidence, and Description) in the window and
- 4. Click Save



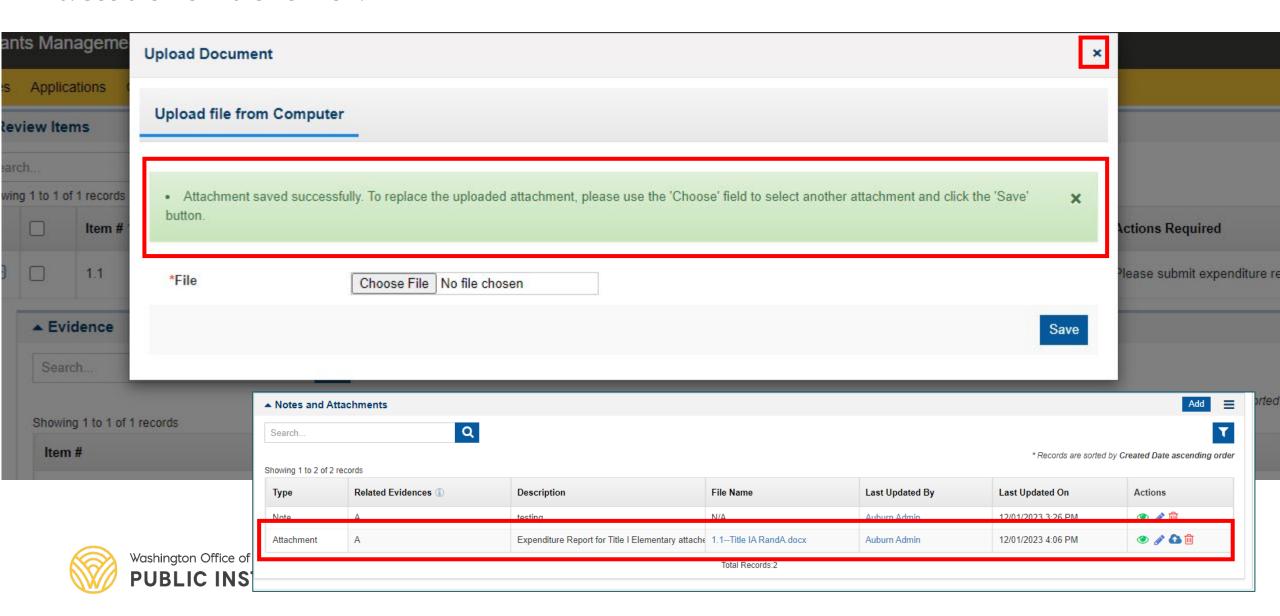
If selected "Attachment" in the Type field, a new action icon allowing to upload the file will pop-up.

- 5. Click on the Upload Document Actions icon (blue cloud with up arrow).
- 6. In the pop-up window click on "Choose File".
- 7. In the folder pop-up, select the appropriate document from your files.
- 8. Click Save



Pop-up window will confirm the attachment was uploaded successfully.

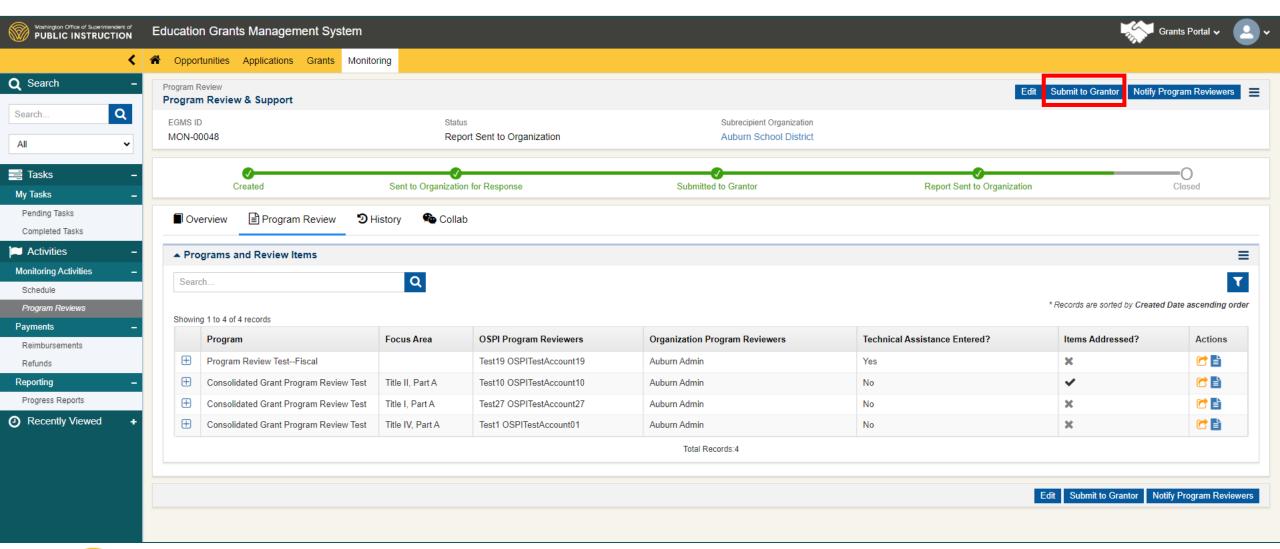
- 9. Close the pop-up window
- 10. See the file in the new row.



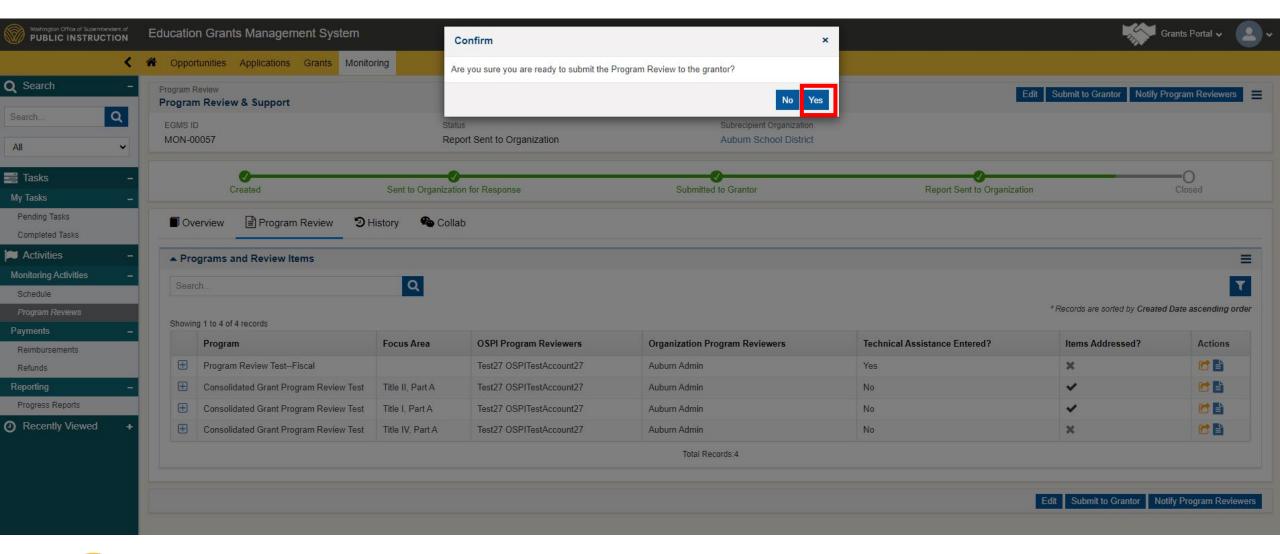


Submitting Responses Back to Grantor (OSPI)

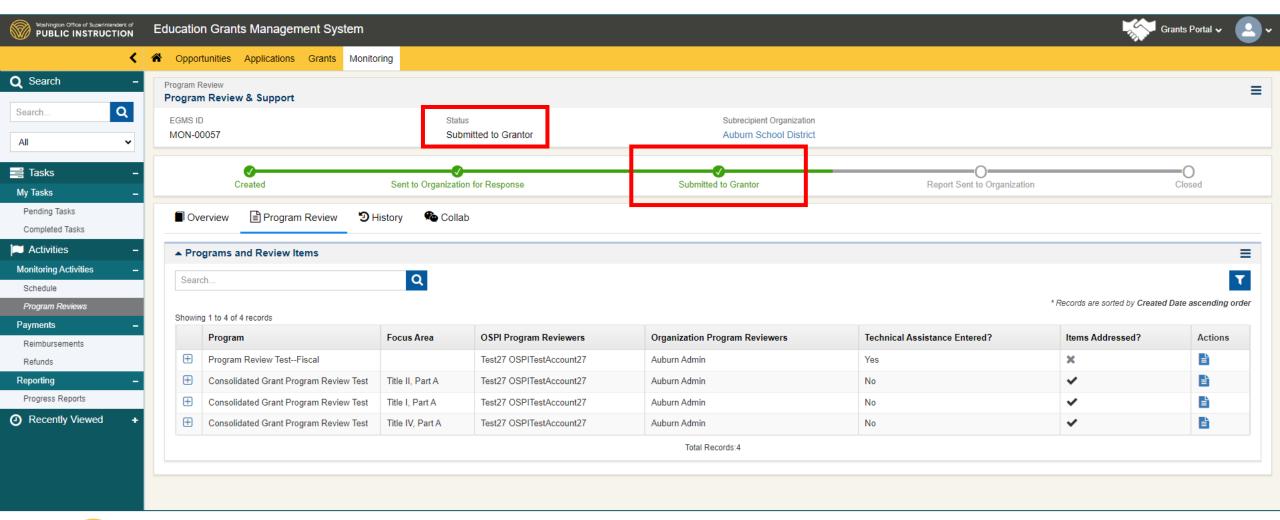
Once all the items Not Fully Implemented have a new response, the Organization (LEA) Team Lead can send it back to OSPI for review by clicking on the "Submit to Grantor" button on the top right.



Select Yes, to send it to OSPI.



The status will revert to "Submitted to Grantor."

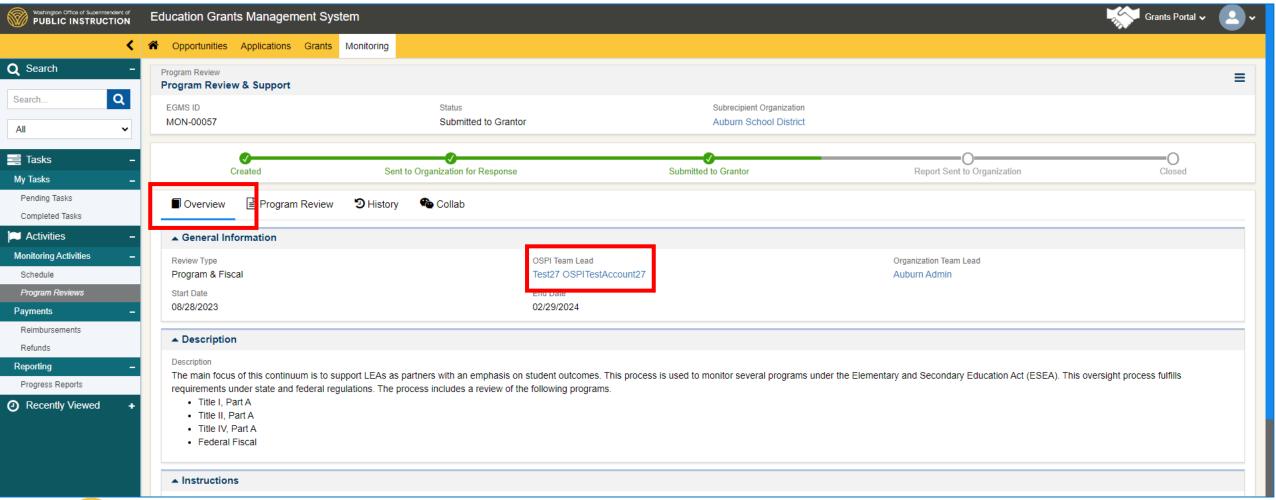




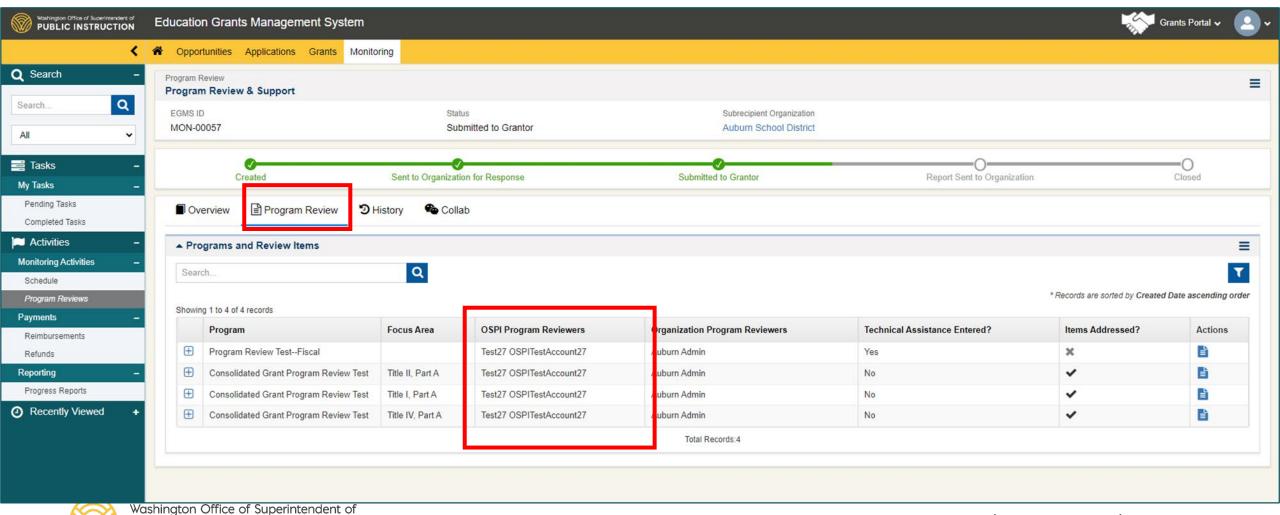
When Additional Assistance is Needed

If the LEA has any questions or concerns about the Program Review process or EGMS functionality, reach out to your OSPI Team Lead.

The OSPI Team Leads can be located on the Overview tab demonstrated below.



Any questions or concerns about a Program Review individual item, reach out to the OSPI Program Reviewer assigned to that Program noted under the OSPI Program Reviewers tab.



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