

**Expanded Learning in California  
Grantee Orientation Video  
Federal Program Monitoring  
Audio Transcript**

Hello and welcome to the Expanded Learning in California Grantee Orientation video on Federal Program Monitoring, brought to you by the California Department of Education Expanded Learning Division and The California Afterschool Network.

This video will cover the following topics:

The Before and After School Program BASP Federal Program Monitoring Instrument  
The California Monitoring Tool  
The Seven Dimensions of the BASP Federal Program Monitoring Instrument  
Common Before and After School Program Federal Program Monitoring findings  
And frequently asked Federal Program Monitoring questions

What is Federal Program Monitoring or (FPM)?

Federal law requires the California Department of Education (CDE) to monitor the implementation of categorical programs operated by Local Education Agencies (LEA's) and Community Based Organizations (CBO's).

It is the primary vehicle for monitoring appropriate implementation of programs and expenditure of funds in compliance with requirements of each categorical program.

The BASP FPM Instrument contains program-specific federal and state legal requirements that will be tested during the monitoring process. It contains seven dimension and 24 items, which we will review later in this video.

The instrument also includes examples of evidence needed satisfy the review requirements and demonstrate compliance, and is developed and reviewed by the CDE on an annual basis and may change from year to year to respond to changes in federal or state law, regulations, or court cases.

It is important for grantees to become familiar with the instrument for reporting purposes.

The FPM instrument that is used contains 24 items that are comprehensive of three Expanded Learning Programs that CDE administers

The After School Safety and Education (ASES) Program  
21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)  
And After School Safety and Enrichment for Teens (ASSETs)

Some items being reviewed are applicable to all three programs, others pertain to specific programs. To determine which items of the FPM instrument pertain to your program, each item is labeled with the applicable program or programs.

On the screen is an image of BASP 03: Serves Eligible Pupils in Appropriate Grade Levels. As highlighted in the image, all three programs (ASES, 21<sup>st</sup> CCLC and ASSETs) are reviewed for compliance in this area.

FACT or FICTION?

FPM is the acronym for “Financial Program Monitoring.”

FICTION: FPM stands for Federal Program Monitoring

The California Monitoring Tool or CMT is a new web-based tool developed by the CDE which allows the monitoring of local educational agencies LEA to ensure that they meet fiscal and program requirements of federal categorical programs and state funding they receive.

The BASP FPM instrument is completed by grantees in the CMT located on the CDE web server.

The BASP FPM Instrument is broken down into 7 Dimensions.

The first dimension is Involvement, which covers the first two BASP items:

1. Collaboration with Schools

## 2. On-Going Consultation with Private Schools

Dimension two covers items relating to Governance and Administration. The items in this section are:

3. Serves Eligible Pupils in Appropriate Grades
4. Operates Program Required Hours and Days
5. Early Release and Late Arrival Policies
6. Daily Nutritious Snack and/or Supper
7. Physical Activity Element
8. Submits Data and Maintains Records
9. Effective Use of Public Resources
10. Inventory
11. Program Plan Review

Dimension three relates to Funding and include the following items:

12. Funding Direct Services to Pupils
13. Fiscal and Auditing Standards
14. Local Contribution of Cash or In-Kind
15. Supplement Not Supplant

Dimension four relates to Standards, Assessment and Accountability

Item 16. Evaluation Requirements

Item 17. Data Driven Quality Improvement Process are reviewed under this dimension

Dimension five, Staffing and Professional Development pertains to the following items:

18. Provides Staff Training
19. Student-to-Staff Ratio
20. Staff Minimum Qualifications

Opportunity and Equal Educational Access is the sixth dimension. The items in this section are:

- 21. Safe Access to Facilities
- 22. Information in Parents' Languages

The 7<sup>th</sup> and final dimension is Teaching and Learning, and covers the remaining two BASP items:

- 23. Provides Academic Enrichment
- 24. Provides Literacy Education for Families

FACT or FICTION?

The system you will use to upload your FPM documents is the California Monitoring Tool, also known as the CMT.

FACT. Find the link to the CMT on the resources page at the end of this video

The California Department of Education's Expanded Learning Division has created a list of common FPM findings. The top six most common findings are:

Item 1 - Collaboration with Schools

Item 5 - Early Release

Item 10 - Inventory

Item 12 - Funding Direct Services

Item 14 - Local Contribution of Cash or In-kind

Item 15 - Supplement not Supplant

Please contact your regional consultant for additional information on these items.

Now we want to review some important notes for grantees who are going through Federal Program Monitoring.

We only monitor the before and after school program grants. If your agency also has an ASES Transportation, Equitable Access or Family Literacy grant, we will not ask for documentation for those specific programs.

Unfortunately, we are not allowed to provide grantees technical assistance during FPM's; however, we can provide compliance assistance.

Compliance Assistance is information given to the LEAs or agencies about the statutory requirements for each BASP item and sub-item in the program instrument.

Technical assistance is advice on different program options, related to research, or recommendations based on the reviewers professional and educational experiences.

Many times, we will contact grantees after the FPM to provide technical assistance and broker resources accordingly. However, grantees can reach out their System of Support of Expanded Learning Lead for any technical assistance during the FPM process.

As you know, we administer on-site visits FPMs as a way to gather more information to verify compliance.

It is important to note that when we administer the on-visits FPM, we are not allowed to conduct student interviews. However, it is common for us to interview a variety of stakeholders including: parents, staff, teachers and administrators.

As a grantee going through this process, it is important to submit evidence as soon as possible. As mentioned previously, reviewers are allowed to provide compliance assistance throughout the process of the FMP in order to eliminate any unnecessary findings. As a promising practice, you may want to keep separate folders for each BASP item as you're uploading and keep them for evidence.

It is important to note that we review all fiscal items for the prior year, and all programmatic items for the current year.

Examples of fiscal items would be Item 12: Direct Funding to Pupils or BASP or Item 14: Local Contribution of Cash or In Kind.

An example of a programmatic item for the current year is Item 20: Staff Qualifications.

The only instance where this will not apply is if we are monitoring programs very early on in the school year and they do not have the necessary program items to upload. In this case, we will look at the program items from the prior year.

FACT or FICTION?

Staff Qualifications is a programmatic item that is reviewed for the current year.

FICTION: Staff Qualifications is programmatic document reviewed during the current year.

Let's take a moment to review some CMT document uploading tips to help ensure a smooth review for before and afterschool programs grantees.

As previously mentioned, the system you will use to upload your documents is called the California Monitoring Tool, or CMT.

Please do not provide any information that goes beyond what is required to provide evidence that you are meeting a specific requirement. We do want to see a variety of evidence, but we are generally able to make a determination if the program is in compliance after reviewing 5 or 6 different pieces per item.

Number each page of the documents consecutively. This may be done by hand and it is not necessary to eliminate page numbers that already exist on your documents. If possible, we also ask that you upload all documents for each item as one piece of evidence as opposed to uploading them all separately.

Prior to uploading, highlight the section in each document that pertain to the item you are providing evidence for. Note the page numbers of the highlighted sections at the beginning of the document. Ask questions and clarify items if needed.

We get a lot of questions about the level of detail that we want as evidence, we don't need a lot. For example, if you are providing evidence for professional

development offered or attended, the date, items covered, and participant names of who attended for your organization will suffice. We do not need to see the PowerPoint presentation of the training.

Lastly, for privacy reasons, students names must be redacted from all pieces of evidence uploaded. Uploading staff names is okay.

FACT or FICTION?

The level of detail provided for FPM evidence must be extensive and exhaustive.

FICTION. The level of detail can be as simple as providing an agenda and the names of the individuals in attendance.

On the screen you will find links to resources on the California Department of Educations Expanded Learning Division website that will assist you during the FPM Process.

Frequently Asked Questions

The BASP Instrument

The California Monitoring Tool (CMT)

We encourage you to stay in close communication with your reviewer during the FPM process. We are here to help support you whether you are going through an FPM, or just wanting to become familiar with the process and identify strategies to prepare.

Each California region has a California Department of Education Expanded Learning Division consultant, analyst and regional lead available to provide you with the necessary support to ensure your success.

We hope that this video has given you a better understand of the Federal Monitoring Review Process and we would like to thank you for all the work that you do to serve the students and families in your community.

This video is one of four videos providing information regarding program requirements and expectations.

Other Expanded Learning in California topics that you can access include Grants 101, The Quality Standards for Expanded Learning, and Continuous Quality Improvement.

Thank you for watching. This video has been brought to you by the California Department of Education Expanded Learning Division and the California Afterschool Network.

We would like to give a special Thank you to the schools and regional professionals for their assistance in the creation of these videos.