

**TITLE I-C 2023-24 MONITORING OVERVIEW**

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) are in compliance with statutes, and state and federal regulations that guide services for migratory children.

In preparation for the Title I-C monitoring focused on 2023-24 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: 2023-24 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: Tuesday, ***September 27, 2023, 1:00-3:00 pm.***
* Self-Assessment submissions ***are due October 25, 2023,*** electronically, via OneDrive.
* 60-minute online Entrance Meeting to be scheduled during November.
* Documentation submission via OneDrive due: SDs, December 1, 2023, and ESDs, January 15, 2024.

\*Onsite visits, if applicable***: Spring 2023 (dates will be identified with regions)***

**Desk Monitoring Process**

The following is the desk monitoring process taking place between September 2023 to March 2024.

Step 1 – Communication (August-September 2023)

Your region (superintendent and coordinator) will receive confirmation via email about your participation in the Title I-C Monitoring on 2023-24 Regular Year and School Readiness.

Step 2 –Monitoring Training (September 27, 2023)

Prior to the training session, the 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 (October 25, 2023)

Self-assessment submissions are ***due October 25,* 2023**, electronically, via OneDrive. Your region will access in OneDrive these documents, which include a set of questions for your regional personnel. Your region will upload the responses via OneDrive as well.

Step 3 – Entrance Meeting (Dates in November to be arranged)

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 2023-24 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 4 –Documentation Submissions (SDs, December 1, 2023,and ESDs, January 15, 2024)

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 can be found on our website [Oregon Department of Education : Monitoring for Title I-C : Title I-C Migrant Education : State of Oregon](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Migrant/Pages/Monitoring.aspx). ODE staff will review submitted materials in OneDrive by using a fiscal and programmatic checklist to determine district compliance.

Step 5 – Exit Meeting

An exit meeting will occur within 30 days your region submits desk monitoring documentation. During the exit meeting, ODE staff will share the initial report, which might include:

* Comments on your regional’s exemplary practices;
* Observations and recommendations on practices for the regional staff’s consideration;
* Potential issues of non-compliance (Findings); and
* Tentative required action steps your region must take (Resolutions).

During this meeting, your region is welcome to pose questions, highlight concerns, and respond to preliminary findings.

Step 6 – Monitoring Report (within 30 days after the on-site visit)

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

**\***Note that your regions is not required to have an on-site visit. The online Exit Meeting will occur during winter 2023-24.

**On-site visit, if applicable (Spring 2024)**

Onsite Visit, see here the [Guide to Title I-C Monitoring](https://docs.google.com/document/d/1wprImqQW6J3wKn-1p5DQtlRKvsZSoKkm/edit) for more detailed onsite visit components. The on-site visit will include an entrance meeting with the regional Migrant Ed team; interviews with administrators, migrant education personnel, migrant parents and students; observations; record reviews; and an exit meeting.

In case of required on-site visit, the exit meeting will occur after the site visit is completed.

For questions about the submission process, please contact Leslie Casebeer at [leslie.casebeer@ode.oregon.gov](mailto:natalia.piar@ode.oregon.gov), and for technical assistance and support about the monitoring process, please contact Yuliana Kenfield at [yuliana.kenfield@ode.oregon.gov](mailto:yuliana.kenfield@ode.oregon.gov)