

ESEA Director's Training Curriculum

2.3 Results-Based Monitoring–Level 1

The results-based monitoring (RBM) Level 1 instrument is required of all LEAs that were not identified for Level 2 or Level 3 monitoring. The Level 1 monitoring allows the LEA to assess itself for areas of concern in programmatic planning and implementation. The process enables the LEA to reflect on strengths, weaknesses, opportunities, and possible items of non-compliance. All LEAs will receive monitoring results as findings of non-compliance, corrections needed, and recommendations to strengthen programmatic supports to students.

Dates of Importance & Deadlines:

- **Jan. 4:** Available in ePlan
- **Feb. 15:** Completed instrument due in ePlan

Available Resources:

- [Divisional Coordinators](#)
- In ePlan.tn.gov > [TDOE Resources](#) > Monitoring > select Year > Results-Based Monitoring
- Results-Based Monitoring Office Hours: **Mondays from 1:00 – 2:00 p.m. CT | 2:00 – 3:00 p.m. ET.**
[Click here to join the meeting](#)
- FPO.Monitoring@tn.gov, FPO Monitoring Team
- Geneva.Taylor@tn.gov, Senior Director of Compliance and Operations (FPO)

Action Steps & Recommended Timeline:

- **December:** Start reviewing the monitoring instrument in ePlan and make a list of responsible stakeholders in the LEA.
- **January:** Meet with LEA-level leadership and staff members to divide the monitoring instrument into responsibilities by sections. Meeting topics may include roles and responsibilities, an internal timeline to review and revise the document, and a plan to meet the final submission deadline.
- **January – February:** Reach out to the LEA's assigned divisional coordinator for assistance and guidance as needed.
- **February:** Internally review and revise the monitoring instrument. Finalize the instrument and submit it in ePlan by changing the status from *Draft Started* to *Draft Completed* > *ESSA Director Reviewed* > *IDEA Director Reviewed* > *LEA Authorized Representative Approved*.