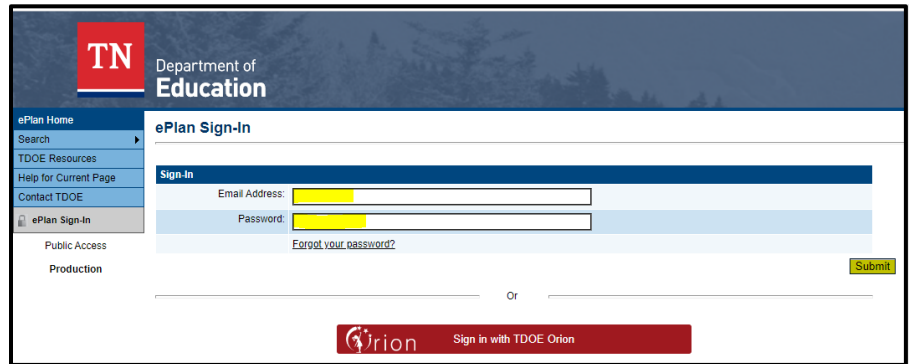
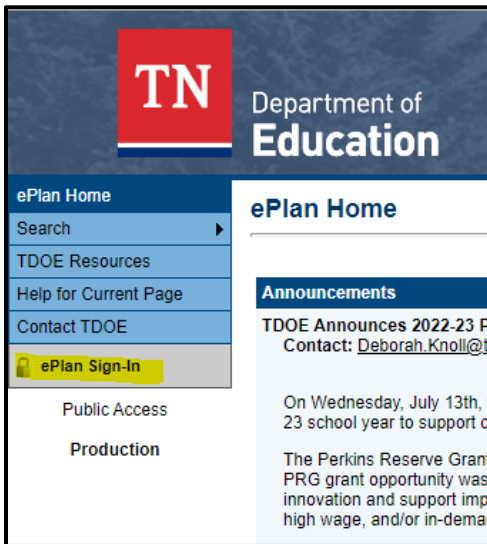


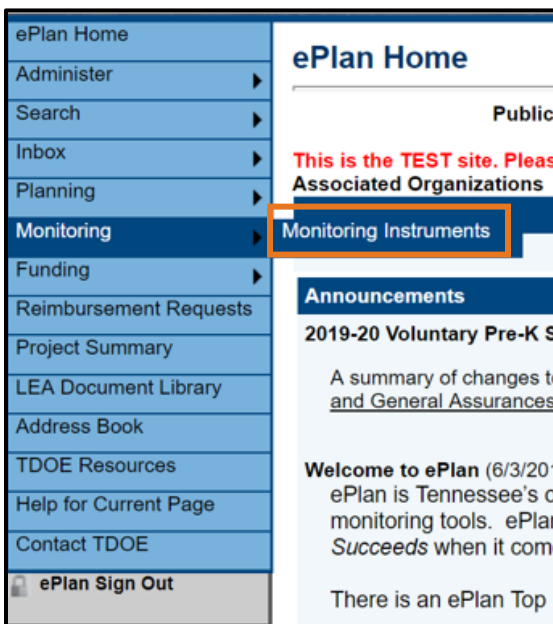
# Non-Traditional Educational Program (NEP) Monitoring 2024-25 Technical Guide for Title I, Part A-Neglected; Title I, Part D, Subpart 2; and Juvenile Detention Centers

## Accessing the Monitoring Instrument

1. Log onto ePlan using the following link: <https://eplan.tn.gov/>.



2. Use the left navigation to select Monitoring > Monitoring Instruments.



- Ensure Fiscal Year **2025** and **Active** are selected and choose **Non-Traditional Educational Programs Monitoring**.

**Monitoring Instruments**

Davidson County (190) Public District

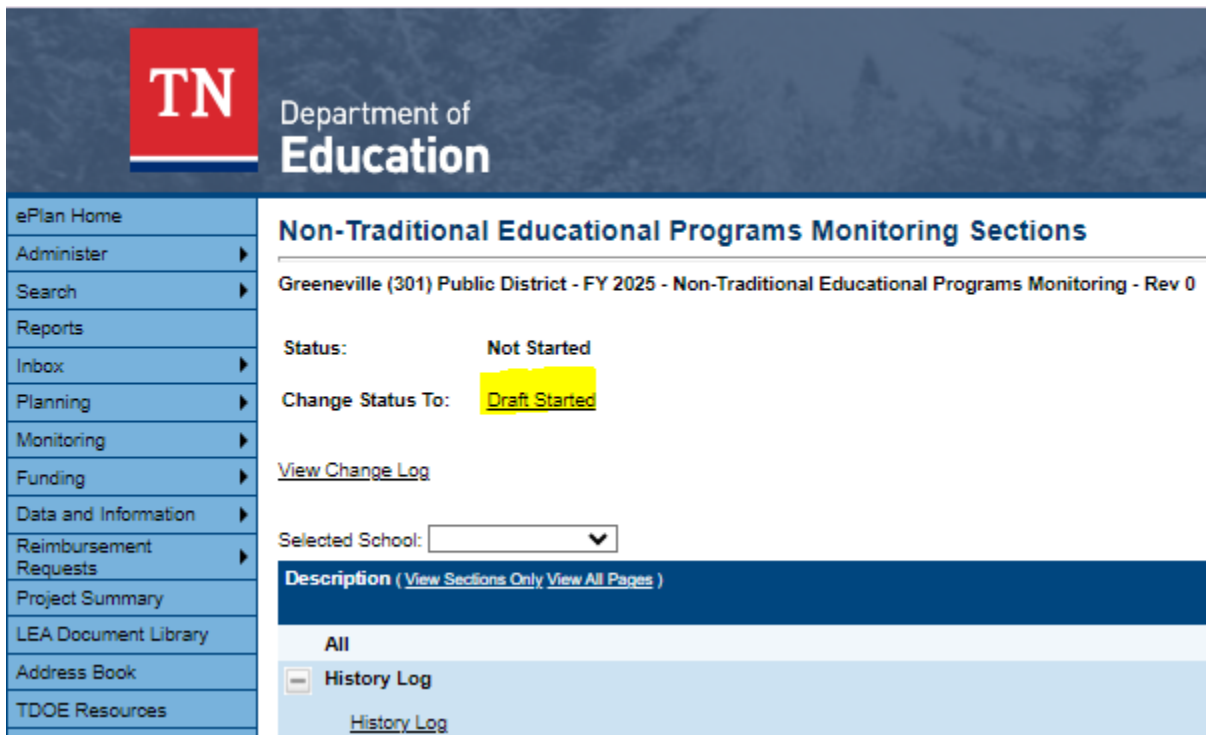
This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Sep 23 2024 8:26AM.

2025 Active

Monitoring Instrument
<a href="#">3. Level 3 Results-Based Monitoring</a>
<a href="#">5. Size, Scope, and Quality Indicator (SSQI) Review</a>
<a href="#">Innovative School Models (ISM) Monitoring - Fall</a>
<a href="#">Non-Traditional Educational Programs Monitoring</a>
<a href="#">Supplement Not Supplant</a>

### Local Educational Agency (LEA) Level Questions

- Click **Draft Started**.



**TN Department of Education**

ePlan Home  
 Administer  
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 TDOE Resources

**Non-Traditional Educational Programs Monitoring Sections**

Greeneville (301) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0

Status: Not Started

Change Status To: **Draft Started**

[View Change Log](#)

Selected School: [Dropdown]

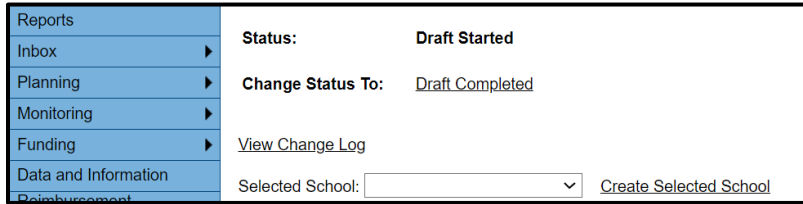
**Description** ( [View Sections Only](#) [View All Pages](#) )

All

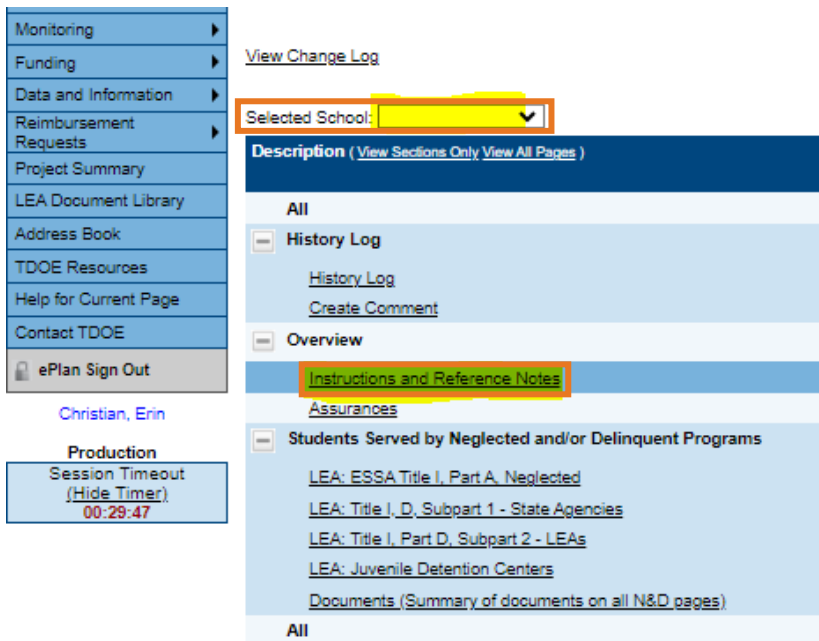
History Log

[History Log](#)

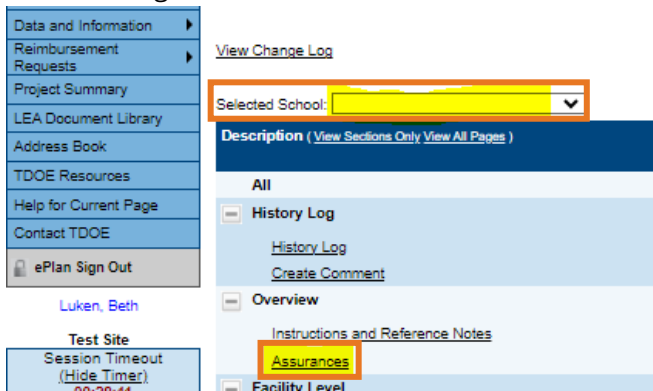
5. The screen will refresh and look like the one below.



6. Leave the selected school blank as highlighted and go to the *Instructions and References Notes* page. Read the instructions provided to learn how to respond to questions appropriately. Click **Go To**, then **Sections**. This will return you to the original screen.



7. Leave the selected school blank as highlighted and go to the *Assurances* page. Read the assurances. Check the box to agree. Click **Go To**, then **Sections**. This will return you to the original screen.





## Marking Pages as N/A

- 8. A new feature has been added to the monitoring document in ePlan. Only TDOE staff members will use the box at the top of the monitoring pages to make the page “not applicable” by marking N/A. LEA-level staff, if you believe a page should be marked not applicable, please contact a NEP manager.

**LEA: ESSA Title I, Part A, Neglected**


Greenville (301) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0

Go To 

 **N/A** Only TDOE staff members will use this box to mark N/A. LEA-level staff, if you believe this page should be marked not applicable, please contact an FPO staff member.

- Review the NEP Monitoring Agenda, sent to the LEA by your lead monitor, to ensure that the appropriate pages are locked/unlocked for data entry according to the type of monitoring you are receiving.

**Example: The pages open for data entry should match the “Type(s) of Monitoring” from the agenda.**



**2024-25 Facility Monitoring Agenda**  
NEP On-Site Monitoring: Neglected and Delinquent/JDC Programs

LEA:	Putnam County Schools
School(s) Monitored:	Putnam County JDC
Type(s) of Monitoring:	Juvenile Detention Center


Date	Time	Agenda	School
10/24/24	1:00 pm CT	Visit and review facility-level documentation Interview LEA and facility leadership Juvenile Detention Center	Putnam County JDC

Selected School:

**Description** (View Sections Only View All Pages)

- All
- History Log
  - History Log
  - Create Comment
- Overview
  - Instructions and Reference Notes
  - Assurances
- Students Served by Neglected and/or Delinquent Programs
  - LEA: ESSA Title I, Part A, Neglected
  - LEA: Title I, D, Subpart 1 - State Agencies
  - LEA: Title I, Part D, Subpart 2 - LEAs
  - LEA: Juvenile Detention Centers
  - Documents (Summary of documents on all N&D pages)
- All

- Check to ensure the appropriate pages are unlocked for each “school” that will be monitored.



**2024-25 Facility Monitoring Agenda**  
NEP On-Site Monitoring: Neglected and Delinquent/JDC Programs

LEA:	Putnam County Schools
School(s) Monitored:	Putnam County JDC
Type(s) of Monitoring:	Juvenile Detention Center

Date	Time	Agenda	School
10/24/24	1:00 pm CT	Visit and review facility-level documentation Interview LEA and facility leadership Juvenile Detention Center	Putnam County JDC

Selected School:

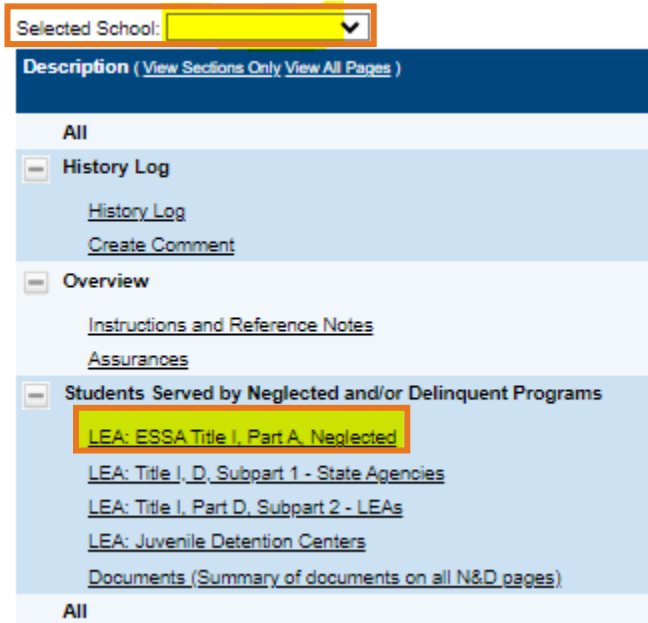
**Description** (View Sections Only View All Pages)

- All
- History Log
  - History Log
  - Create Comment
- Overview
  - Instructions and Reference Notes
  - Assurances
- Facility Level
  - Site: ESSA Title I, Part A, Neglected
  - Site: ESSA Title I, Part D, All Subparts
  - JDC: Juvenile Detention Centers
  - Documents (Summary of documents on all school pages)

- Once you have completed reviewing all monitoring pages, click **Go To**, then **Sections**.
- Important:** If the monitoring is **JDC ONLY**, skip ahead to number 21 of this document.

## Title I, Part A-Neglected LEA Level Questions

9. If your LEA is being monitored for Title I, Part A-Neglected, click **LEA: ESSA Title I, Part A, Neglected** with no school selected in the box.

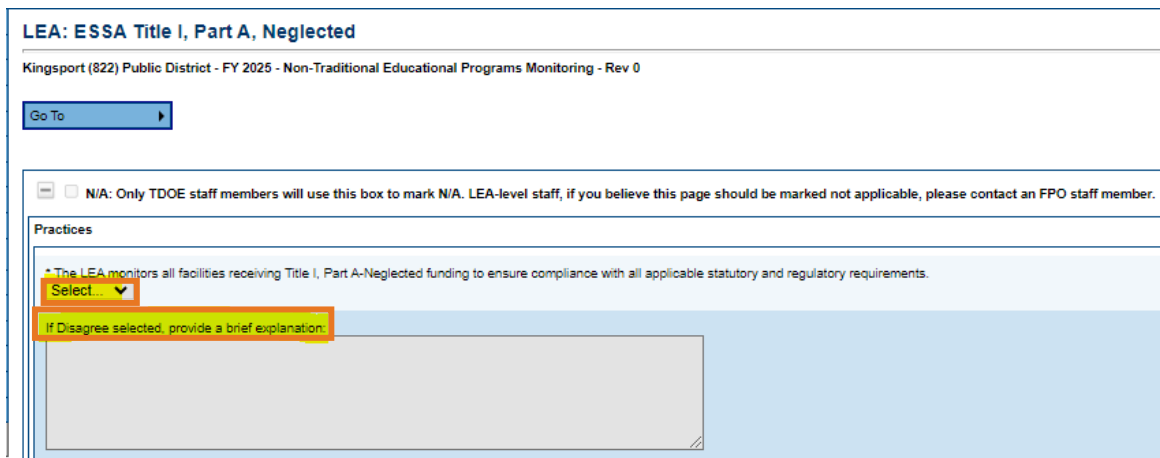


The screenshot shows a 'Selected School:' dropdown menu with a yellow highlight. Below it is a navigation bar with the following tabs: 'All', 'History Log' (with sub-links 'History Log' and 'Create Comment'), 'Overview' (with sub-links 'Instructions and Reference Notes' and 'Assurances'), and 'Students Served by Neglected and/or Delinquent Programs' (with sub-links 'LEA: ESSA Title I, Part A, Neglected', 'LEA: Title I, D, Subpart 1 - State Agencies', 'LEA: Title I, Part D, Subpart 2 - LEAs', 'LEA: Juvenile Detention Centers', and 'Documents (Summary of documents on all N&D pages)'). The 'LEA: ESSA Title I, Part A, Neglected' link is highlighted in yellow.

**Note:** If your LEA is **not** being monitored for Title I, Part A-Neglected, skip to number 15 of this document for Title I, Part D Subpart 2 sections.

10. Complete the entire page by selecting **Agree** or **Disagree** from the drop-down menu. If **Disagree** is chosen, please provide a brief explanation. **Note:** *This does not mean there will be a finding.*

Also, complete the narrative question at the bottom of the page.

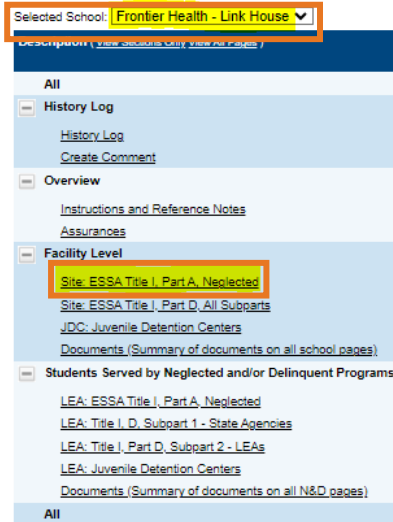


The screenshot shows the 'LEA: ESSA Title I, Part A, Neglected' monitoring page for 'Kingsport (822) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0'. It includes a 'Go To' button and a checkbox for 'N/A: Only TDOE staff members will use this box to mark N/A. LEA-level staff, if you believe this page should be marked not applicable, please contact an FPO staff member.' Below this is a 'Practices' section with a dropdown menu set to 'Select...' and a text area for providing a brief explanation if 'Disagree' is selected.

11. When you are finished, click **Go To**, then **Sections**. This completes the LEA-level monitoring prework.  
**Note:** Please do not access the Related Documents page as it is for the Tennessee Department of Education's (department) use.

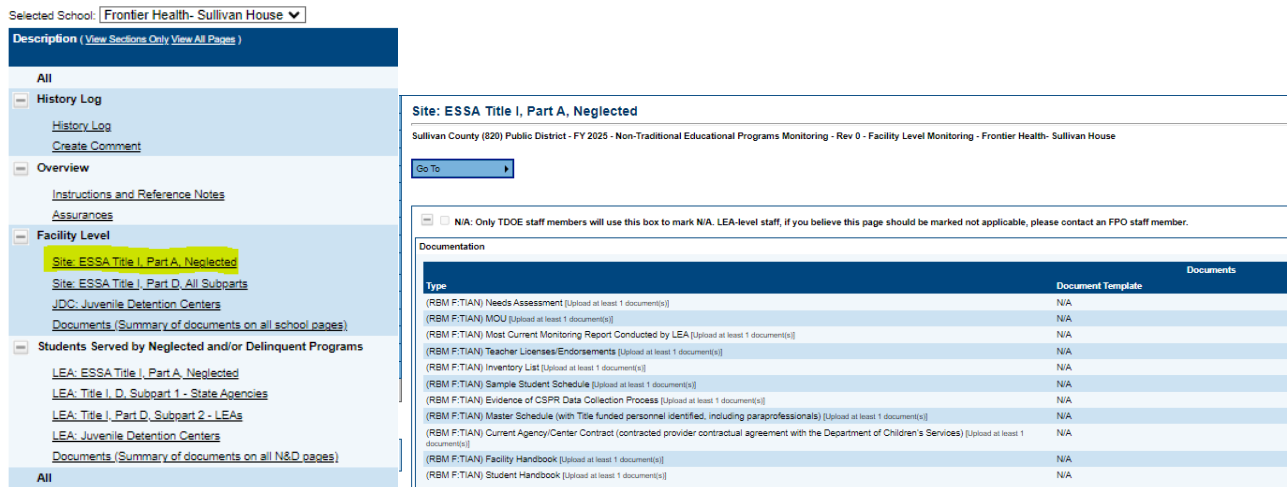
### Title I, Part A-Neglected Facility Level Questions

12. Select your Facility using the "selected school" drop-down menu. This will cause the page to refresh, and a new section called **Facility-Level** will appear.



13. If the monitoring is **Title I, Part A, Neglected**, complete the page marked below including **all** uploads. In the upload area, select **Upload New** to upload a document. Then select the file you want to upload. You can enter a specific name for your document, but if you leave the file name blank, ePlan will prepopulate the file name for you.

**Note:** This step will be repeated for each facility if there are multiple neglected facilities in your LEA.



Selected School: **Frontier Health- Sullivan House**

Description (View Sections Only View All Pages)

All

- History Log
  - History Log
  - Create Comment
- Overview
  - Instructions and Reference Notes
  - Assurances
- Facility Level
  - Site: ESSA Title I, Part A, Neglected**
  - Site: ESSA Title I, Part D, All Subparts
  - JDC: Juvenile Detention Centers
  - Documents (Summary of documents on all school pages)
- Students Served by Neglected and/or Delinquent Programs
  - LEA: ESSA Title I, Part A, Neglected
  - LEA: Title I, D, Subpart 1 - State Agencies
  - LEA: Title I, Part D, Subpart 2 - LEAs
  - LEA: Juvenile Detention Centers
  - Documents (Summary of documents on all N&D pages)

All

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**Site: ESSA Title I, Part A, Neglected**

Sullivan County (820) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0 - Facility Level Monitoring - Frontier Health- Sullivan House

Go To

NIA: Only TDOE staff members will use this box to mark NIA. LEA-level staff, if you believe this page should be marked not applicable, please contact an FPO staff member.

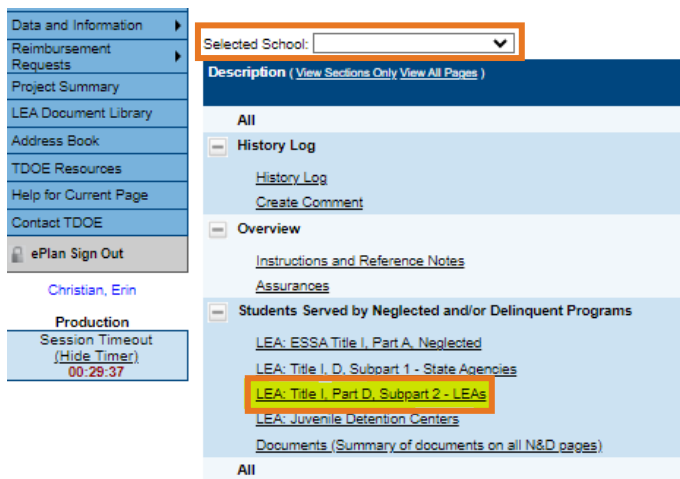
Type	Document Template	Documents
(RBM F.TIAN) Needs Assessment (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) MOU (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Most Current Monitoring Report Conducted by LEA (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Teacher Licenses/Endorsements (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Inventory List (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Sample Student Schedule (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Evidence of CSPP Data Collection Process (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Master Schedule (with Title funded personnel identified, including paraprofessionals) (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Current Agency/Center Contract (contracted provider contractual agreement with the Department of Children's Services) (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Facility Handbook (Upload at least 1 document(s))	N/A	
(RBM F.TIAN) Student Handbook (Upload at least 1 document(s))	N/A	

14. When you are finished, click **Go To**, then **Sections**. This completes the Facility-level monitoring prework.  
**Note:** Please do not access the Related Documents page as it is for the department's use.

### Title I, Part D, Subpart 2 LEA Level Questions

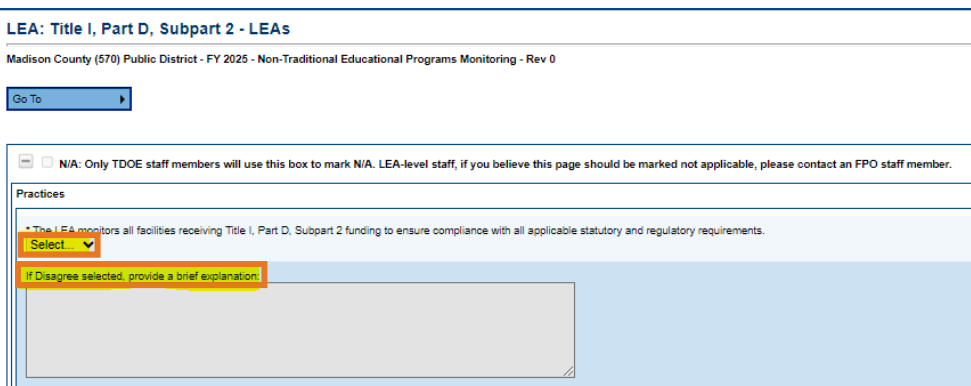
15. If your LEA is being monitored for Title I, Part D-Subpart 2, leave the Selected school blank and click **LEA: ESSA Title I, Part D, Subpart 2 - LEA**.

**Note:** If your LEA is not being monitored for Title I, Part D-Subpart 2, skip to number 21 of this document for the JDC (Juvenile Detention Center) monitoring sections, if applicable, or skip to number 27 of this document to submit the instrument to TDOE.



16. Complete the entire page by selecting **Agree** or **Disagree** from the drop-down menu. If **Disagree** is chosen, please provide a brief explanation. **Note:** This does not mean there will be a finding.

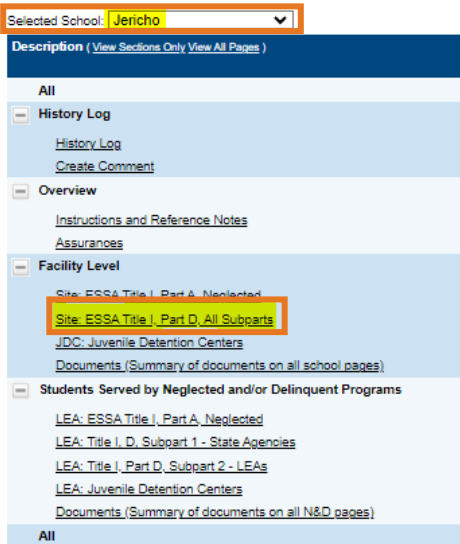
Also, complete the narrative question at the bottom of the page.



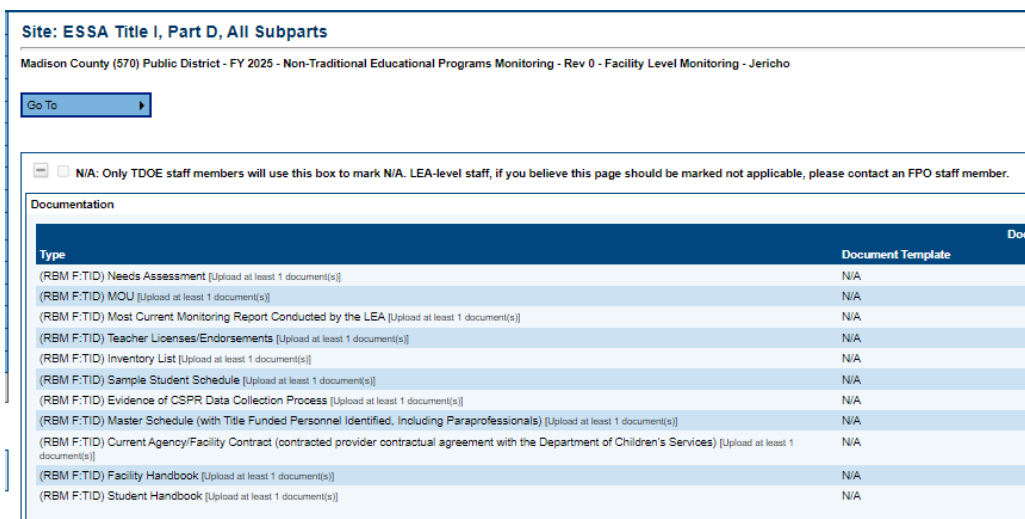
17. When you are finished, click **Go To**, then **Sections**. This completes the LEA-level monitoring prework.  
**Note:** Please do not access the Related Documents page as it is for the department's use.

## Title I, Part D, Subpart 2 Facility Level Questions

18. Select your Facility or JDC using the drop-down menu. This will cause the page to refresh, and a new section called **Facility-Level** will appear.



19. If the monitoring is **Title I, Part D, Subpart 2**, complete the page marked above including **all** uploads. In the upload area, select **Upload New** to upload a document. Then select the file you want to upload. You can enter a specific name for your document, but if you leave the file name blank, ePlan will prepopulate the file name for you. **Note:** This step will be repeated for each facility if there are multiple delinquent facilities (including a JDC) in your LEA.



Type	Document Template
(RBM F:TID) Needs Assessment [Upload at least 1 document(s)]	N/A
(RBM F:TID) MOU [Upload at least 1 document(s)]	N/A
(RBM F:TID) Most Current Monitoring Report Conducted by the LEA [Upload at least 1 document(s)]	N/A
(RBM F:TID) Teacher Licenses/Endorsements [Upload at least 1 document(s)]	N/A
(RBM F:TID) Inventory List [Upload at least 1 document(s)]	N/A
(RBM F:TID) Sample Student Schedule [Upload at least 1 document(s)]	N/A
(RBM F:TID) Evidence of CSPP Data Collection Process [Upload at least 1 document(s)]	N/A
(RBM F:TID) Master Schedule (with Title Funded Personnel Identified, Including Paraprofessionals) [Upload at least 1 document(s)]	N/A
(RBM F:TID) Current Agency/Facility Contract (contracted provider contractual agreement with the Department of Children's Services) [Upload at least 1 document(s)]	N/A
(RBM F:TID) Facility Handbook [Upload at least 1 document(s)]	N/A
(RBM F:TID) Student Handbook [Upload at least 1 document(s)]	N/A

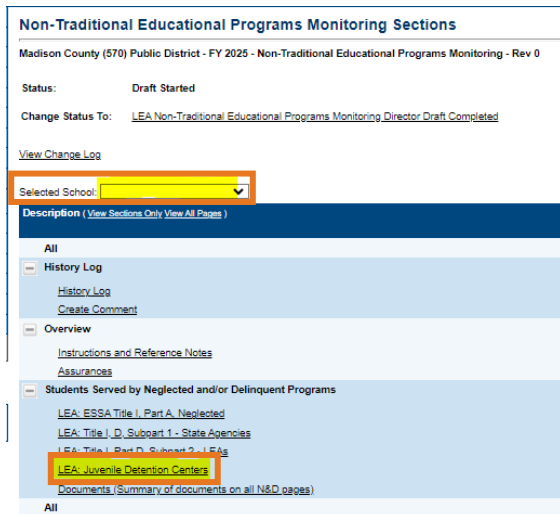
20. When you are finished, click **Go To**, then **Sections**. This completes the Facility-level monitoring prework. **Note:** Please do not access the Related Documents page as it is for the department's use.



## Juvenile Detention Center (JDC) LEA Level Questions

21. If your LEA is being monitored for Juvenile Detention Center(s), leave the Selected school blank and click **LEA: Juvenile Detention Centers**. *This is a new page that was added this year.*

**Note:** If your LEA is not being monitored for a Juvenile Detention Center, skip to number 27 of this document to submit the instrument to TDOE.



**Non-Traditional Educational Programs Monitoring Sections**  
 Madison County (570) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0

Status: Draft Started

Change Status To: [LEA Non-Traditional Educational Programs Monitoring Director Draft Completed](#)

[View Change Log](#)

Selected School: ▼

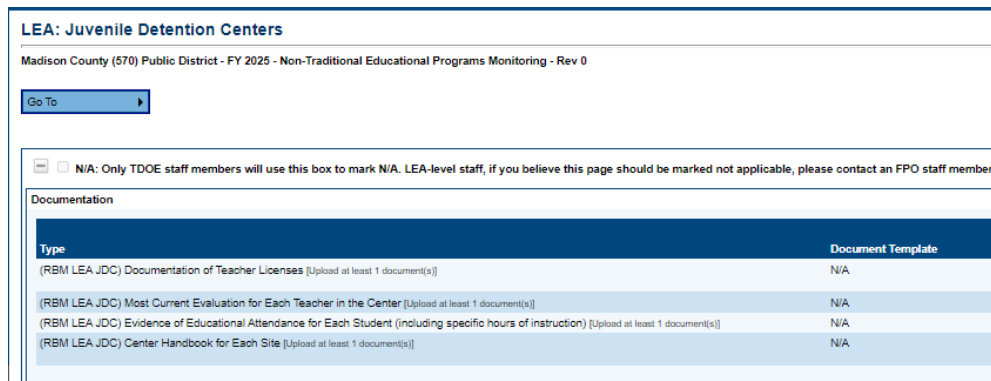
Description (View Sections Only View All Pages)

All

- History Log
  - [History Log](#)
  - [Create Comment](#)
- Overview
  - [Instructions and Reference Notes](#)
  - [Assurances](#)
- Students Served by Neglected and/or Delinquent Programs
  - [LEA: ESSA Title I, Part A, Neglected](#)
  - [LEA: Title I, D, Subpart 1 - State Agencies](#)
  - [LEA: Title I, Part D, Subpart 2 - LEAs](#)
  - [LEA: Juvenile Detention Centers](#)**
  - [Documents \(Summary of documents on all N&D pages\)](#)

All

22. Complete the page marked above including **all** uploads. In the upload area, select **Upload New** to upload a document. Then select the file you want to upload. You can enter a specific name for your document, but if you leave the file name blank, ePlan will prepopulate the file name for you.



**LEA: Juvenile Detention Centers**  
 Madison County (570) Public District - FY 2025 - Non-Traditional Educational Programs Monitoring - Rev 0

[Go To](#) ▶

N/A: Only TDOE staff members will use this box to mark N/A. LEA-level staff, if you believe this page should be marked not applicable, please contact an FPO staff member.

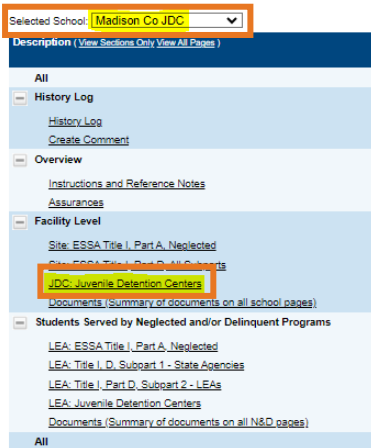
Documentation

Type	Document Template
(RBM LEA JDC) Documentation of Teacher Licenses [Upload at least 1 document(s)]	N/A
(RBM LEA JDC) Most Current Evaluation for Each Teacher in the Center [Upload at least 1 document(s)]	N/A
(RBM LEA JDC) Evidence of Educational Attendance for Each Student (including specific hours of instruction) [Upload at least 1 document(s)]	N/A
(RBM LEA JDC) Center Handbook for Each Site [Upload at least 1 document(s)]	N/A

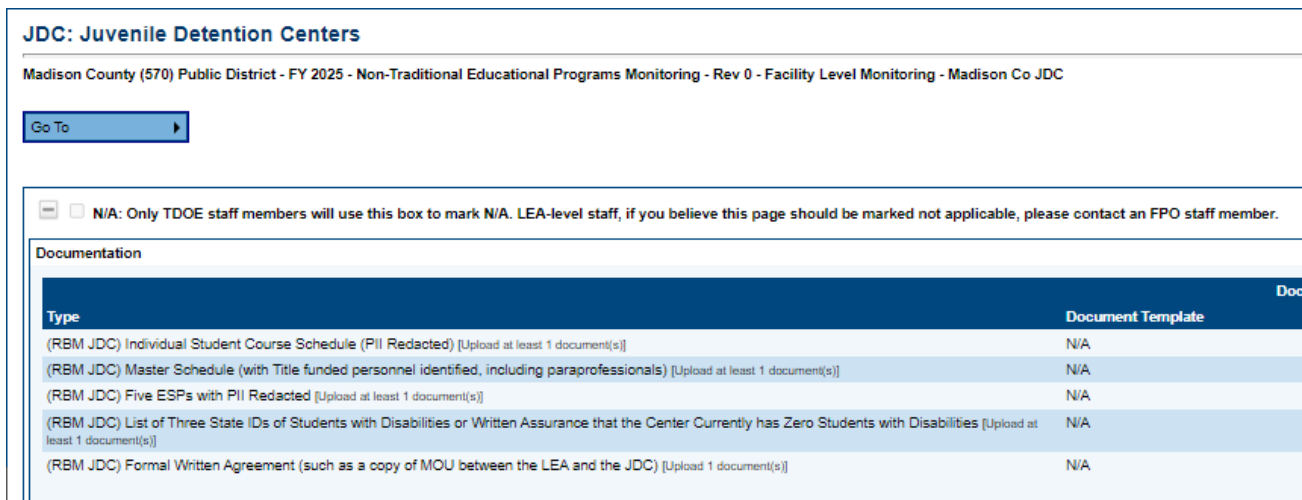
23. When you are finished, click **Go To**, then **Sections**. This completes the LEA-level monitoring prework.  
**Note:** Please do not access the Related Documents page as it is for the department's use.

## Juvenile Detention Center Facility Level Questions

24. Select your JDC using the drop-down menu. This will cause the page to refresh, and a new section called **Facility-Level** will appear.



25. If the monitoring is **Juvenile Detention Centers**, complete the page marked above including **all** uploads. In the upload area, select **Upload New** to upload a document. Then select the file you want to upload. You can enter a specific name for your document, but if you leave the file name blank, ePlan will prepopulate the file name for you.



26. When you are finished, click **Go To**, then **Sections**. This completes the LEA-level monitoring prework. *Please do not access the [Related Documents](#) page as it is for the department's use.*

**Note:** *If the monitoring is for **Title I, Part D Subpart 2 funding and JDC combined**, select the JDC in the selected school box and be sure to complete **both** the Title I, Part D, Delinquent and JDC Facility Monitoring pages. Please do not access the [Related Documents](#) page as it is for the department's use.*

**Example:**

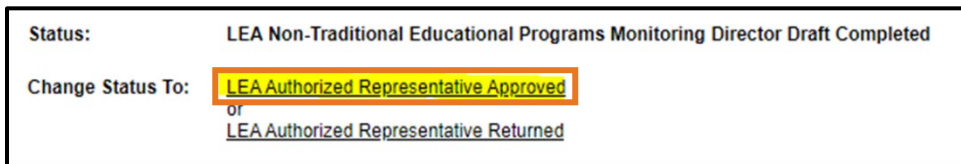


**Submission of the Instrument**

- 27. When you are finished with **all** applicable pages, return to the Sections page by clicking **Go To**, then **Sections**, and click **LEA Non-Traditional Educational Programs Monitoring Director Draft Completed**.



- 28. **Important:** The LEA Authorized Representative will also have to click **LEA Authorized Representative Approved** to completely submit the monitoring instrument to the NEP team.



**Note:** If there are any warnings or errors, please resolve them and click **Draft Completed** again. If there are still errors and you need assistance to submit, please reach out to [Erin.Christian@tn.gov](mailto:Erin.Christian@tn.gov) and send a screenshot of the error message.