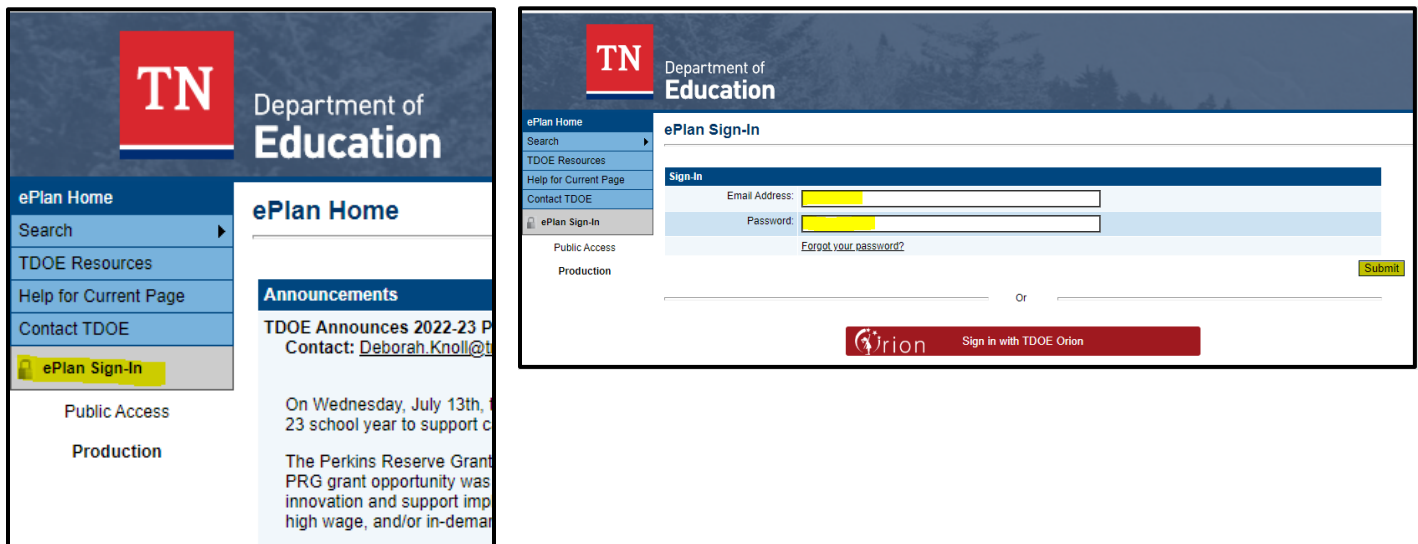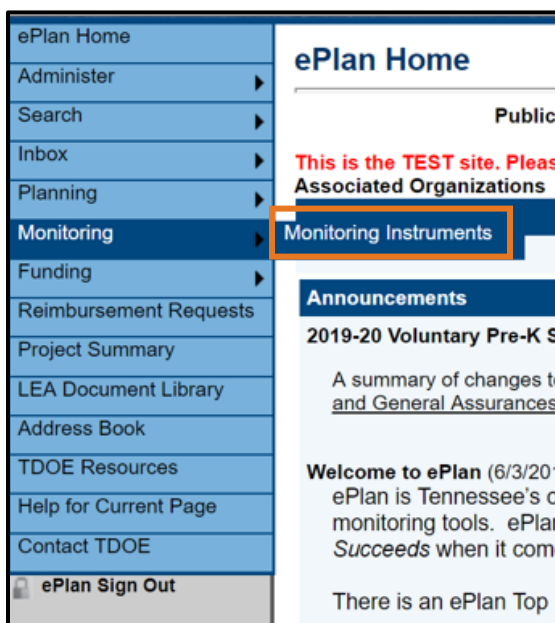# Non-Traditional Educational Program (NEP) Monitoring
2023-24 Technical Guide for Title I, Part A-Neglected; Title I, Part D, Subpart 2; and Juvenile Detention Centers

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.

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3. Ensure Fiscal Year **2024** and **Active** are selected and choose **Non-Traditional Educational Programs Monitoring**.

Local Educational Agency (LEA) Level Questions

4. Click **Draft Started**.

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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.

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Marking Pages as N/A

8. A new feature has been added to the monitoring document in ePlan. An LEA representative will now close pages that are not applicable to their monitoring type by checking the N/A button at the top of each page that is not relevant. Refer to your monitoring TA email and agenda from the NEP team and find the type of monitoring listed in that email across the top of the chart below.

Type of Monitoring	JDC Only Monitoring	JDC and Delinquent Monitoring	Neglected Monitoring Only	Delinquent Monitoring Only	JDC, Neglected, and Delinquent Monitoring
Pages to Close	LEA: ESSA Title I, Part A – Neglected	LEA: ESSA Title I, Part A – Neglected	LEA: ESSA Title I, Part D, Subpart 1 – State Agencies	LEA: ESSA Title I, Part A – Neglected	LEA: ESSA Title I, Part D, Subpart 1 – State Agencies
	LEA: ESSA Title I, Part D, Subpart 1 – State Agencies	LEA: ESSA Title I, Part D, Subpart 1 – State Agencies	LEA: ESSA Title I, Part D, Subpart 2 – LEAs	LEA: ESSA Title I, Part D, Subpart 1 – State Agencies	
	LEA: ESSA Title I, Part D, Subpart 2 – LEAs				

9. Close each page listed under your type of monitoring by clicking the N/A box at the top of the page.

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10. The next step will be to close the pages that are not applicable for each facility in the dropdown. Select the facility in the **Selected School** dropdown. The page will refresh, and a new section called **Facility Level** will appear.

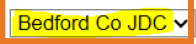The LEA representative will then open the pages that are not applicable to that facility monitoring and check the N/A box.

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For example, if the facility is a JDC, then the LEA representative would check the N/A box on the "Facility: ESSA Title I, Part A, Neglected" and "Facility: ESSA Title I, Part D, Delinquent" pages. Please refer to the chart below to assist with closing the correct pages for each type of facility.

Type of Facility Monitoring	JDC Monitoring	JDC and Delinquent Monitoring	Neglected Monitoring	Delinquent Monitoring Only	JDC, Neglected, and Delinquent Monitoring
Pages to Close	Facility: ESSA Title I, Part A, Neglected	Facility: ESSA Title I, Part A, Neglected	Facility: ESSA Title I, Part D, Delinquent	Facility: ESSA Title I, Part A, Neglected	
	Facility: ESSA Title I, Part D, Delinquent		Facility: JDC Facility Monitoring	Facility: JDC Facility Monitoring	

- *Note: If you have multiple facilities, this step will be repeated for each facility.*
- Once you have completed all page closures, click **Go To**, then **Sections**.
- **Important**: If the monitoring is **JDC ONLY,** skip ahead to number 23 of this document.

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Title I, Part A-Neglected LEA Level Questions

11. **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.
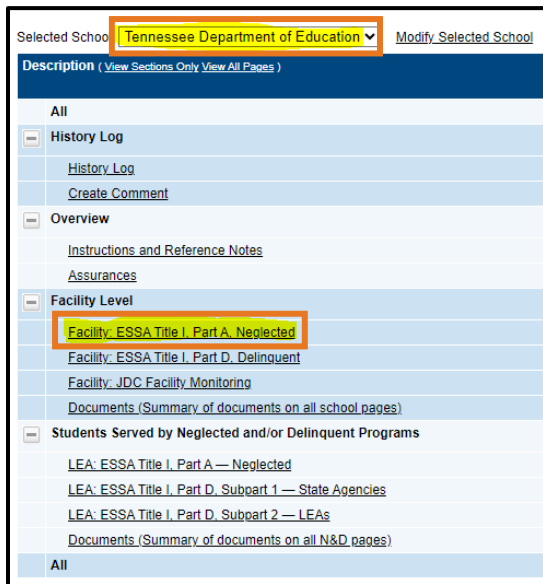

Note: *If your LEA is not being monitored for Title I, Part A-Neglected, skip to number 14 of this document for Title I, Part D Subpart 2 sections.*

12. 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.*

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13. 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 Tennessee Department of Education's (department) use.

Title I, Part A-Neglected Facility Level Questions

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

15. **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 if you want, 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.*

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Facility: ESSA Title I, Part A, Neglected

Tennessee Department of Education (000111000) Test District - FY 2024 - Non-Traditional Educational Programs Monitoring - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Aug 26 2023 7:21PM.

Save And Go To ▸

☐ N/A: Check this box if the identified school or JDC does not receive Title I, Part A, Neglected funds. (Most JDCs and schools are exempt from this page; Most facilities must complete it). Checking this box will disable the page.

Documentation

Documents		
Type	**Document Template**	**Document/Link**
(3RBM F:TIAN) Needs Assessment [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) MOU [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Most Current Monitoring Report Conducted by LEA [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Teacher Licenses/Endorsements [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Inventory List [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Sample Student Schedule [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Evidence of CSPR Data Collection Process [Upload at least 1 document(s)]	N/A	Upload New
(3RBM F:TIAN) Master Schedule (with Title funded personnel identified, including paraprofessionals) [Upload at least 1 document(s)]	N/A	Upload New

16. When you are finished, click **Go To**, then **Sections**. This completes the Facility-level monitoring prework. 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

17. **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 20 of this document_ for the JDC (Juvenile Detention Center) monitoring sections, if applicable, or _skip to number 21 of this document_ to submit the instrument to TDOE.

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18. 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.*

19. 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.

Title I, Part D, Subpart 2 Facility Level Questions

20. 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.

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21. 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 if you want, 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.*

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

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Juvenile Detention Center (JDC) Questions

23. If the monitoring is for the **JDC**, 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 if you want, but if you leave the file name blank, ePlan will prepopulate the file name for you. ***Note***: *There are no JDC LEA-level questions, only Facility level questions.*

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* <u>Related Documents</u> *page as it is for the department's use.*

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Submission of the Instrument

24. 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**.

25. **Important**: The LEA Authorized Representative will also have to click L**EA 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_ and send a screenshot of the error message.

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