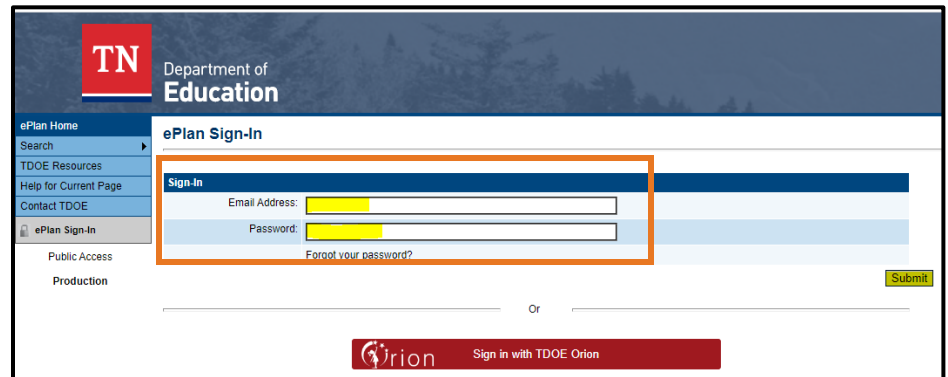
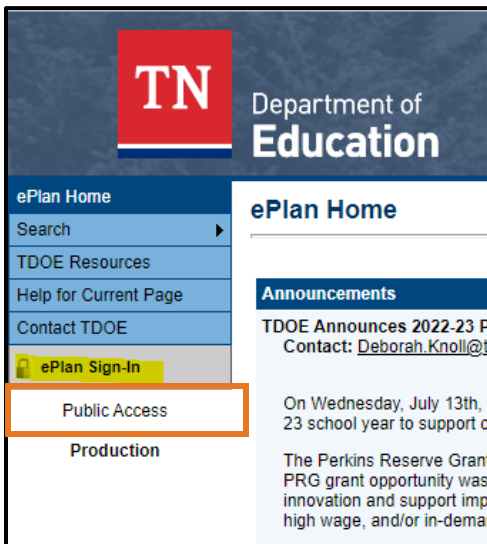


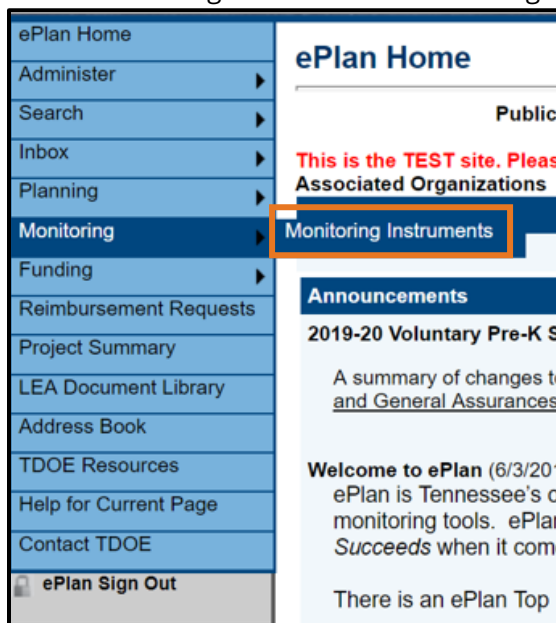
Non-Traditional Educational Program (NEP) Monitoring 2023-24 Technical Guide for Title I, Part D, Subpart 1

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.

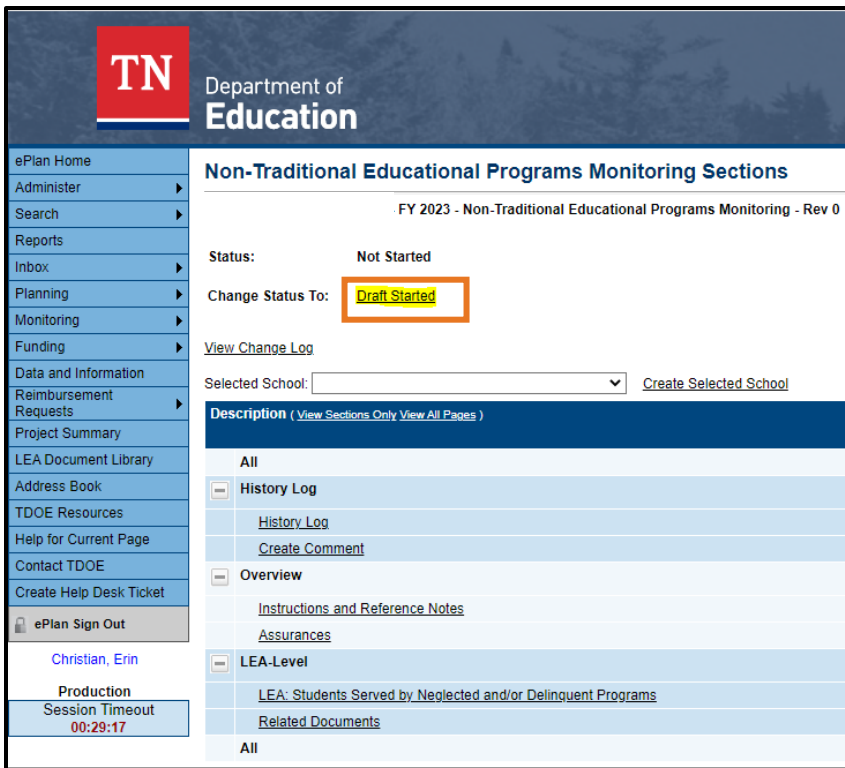


- Ensure Fiscal Year **2024** and **Active** are selected and choose **Non-Traditional Educational Programs Monitoring**.

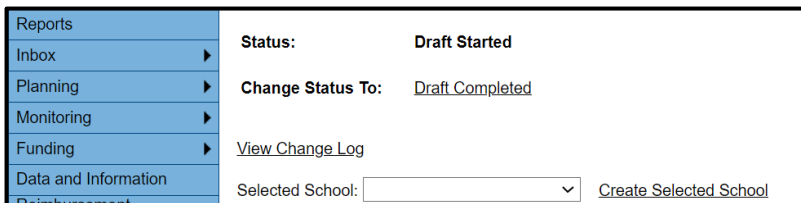


Local Educational Agency (LEA) Level Questions

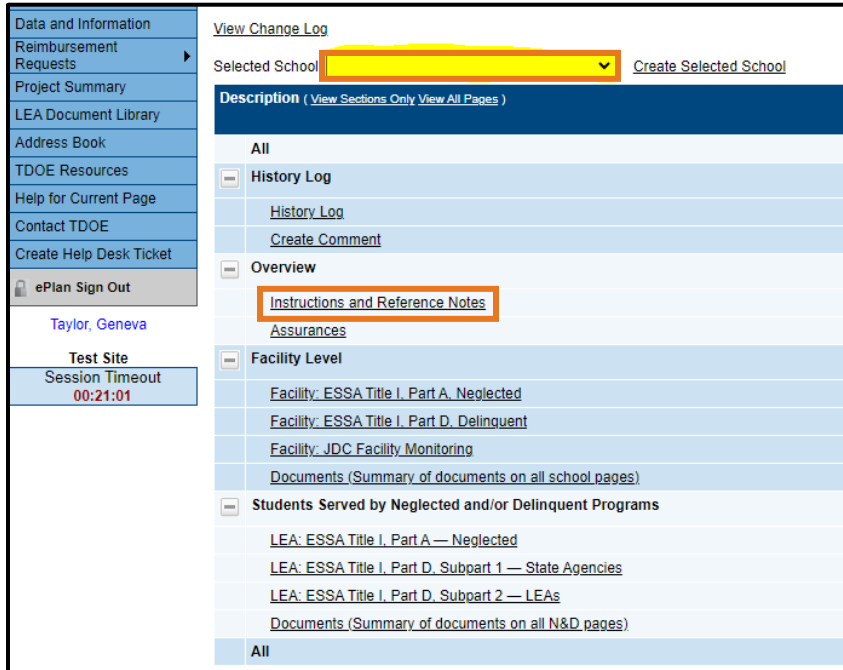
- Click **Draft Started**.



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

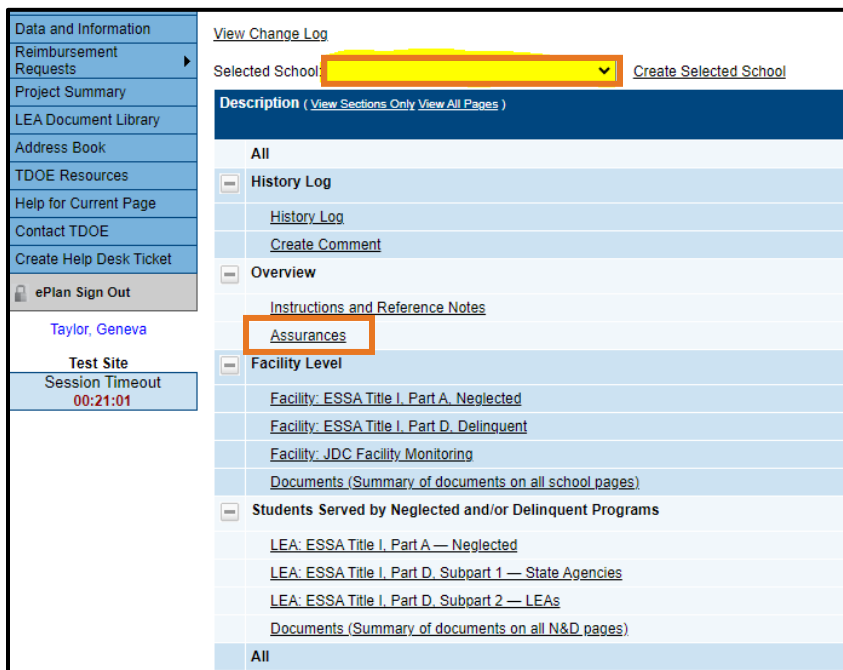


- Leave the selected school blank as highlighted and go to the *Instructions and Reference Notes* page. Read the instructions provided to learn how to respond to questions appropriately. Click **Go To**, then **Sections**. This will return you to the original screen.



The screenshot shows a web application interface. On the left is a navigation menu with items like 'Data and Information', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'TDOE Resources', 'Help for Current Page', 'Contact TDOE', 'Create Help Desk Ticket', 'ePlan Sign Out', 'Taylor, Geneva', 'Test Site', and 'Session Timeout 00:21:01'. The main content area has a 'Selected School' dropdown menu (highlighted in yellow) and a 'Create Selected School' button. Below this is a 'Description' section with expandable categories: 'All', 'History Log' (with sub-links 'History Log' and 'Create Comment'), 'Overview' (with sub-link 'Instructions and Reference Notes' highlighted in a red box), 'Assurances', 'Facility Level' (with sub-links for 'ESSA Title I, Part A, Neglected', 'ESSA Title I, Part D, Delinquent', 'JDC Facility Monitoring', and 'Documents'), and 'Students Served by Neglected and/or Delinquent Programs' (with sub-links for 'LEA: ESSA Title I, Part A — Neglected', 'LEA: ESSA Title I, Part D, Subpart 1 — State Agencies', 'LEA: ESSA Title I, Part D, Subpart 2 — LEAs', and 'Documents').

- 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.

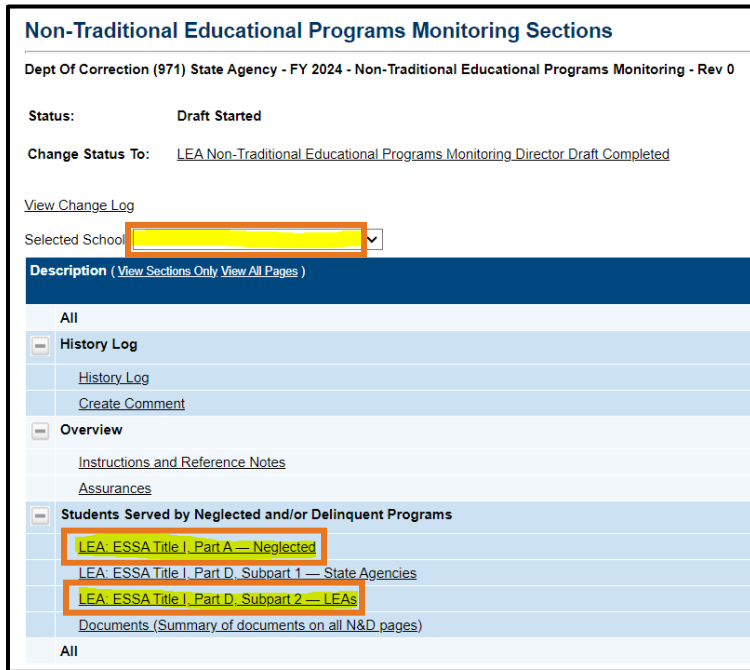
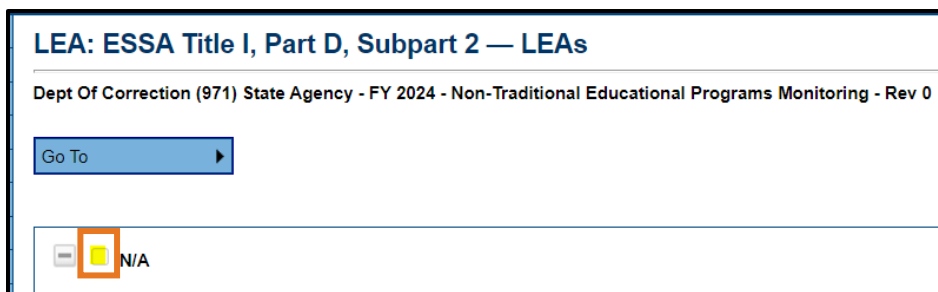


This screenshot is identical to the previous one, but the 'Assurances' link in the 'Overview' section is highlighted with a red box instead of 'Instructions and Reference Notes'.

Marking Pages as N/A

- A new feature has been added to the monitoring document in ePlan. A state agency 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.

With no school selected in the **Selected School** drop-down menu, the state agency representative will open each of the highlighted pages below and check the N/A box.

- The next step will be to close the pages that are not applicable to the selected facility in the drop-down. Select the facility in the **Selected School** drop-down. The page will refresh, and a new section called **Facility Level** will appear.

Non-Traditional Educational Programs Monitoring

Dept Of Correction (971) State Agency - FY 2024 - Non-Traditional Educati

Status: Draft Started

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

[View Change Log](#)

Selected School: **Northwest Correctional Complex** ▼

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

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Overview
Instructions and Reference Notes
Assurances
<input type="checkbox"/> Facility Level
Facility: ESSA Title I, Part A, Neglected
Facility: ESSA Title I, Part D, Delinquent
Facility: JDC Facility Monitoring
Documents (Summary of documents on all school pages)
<input type="checkbox"/> Students Served by Neglected and/or Delinquent Programs

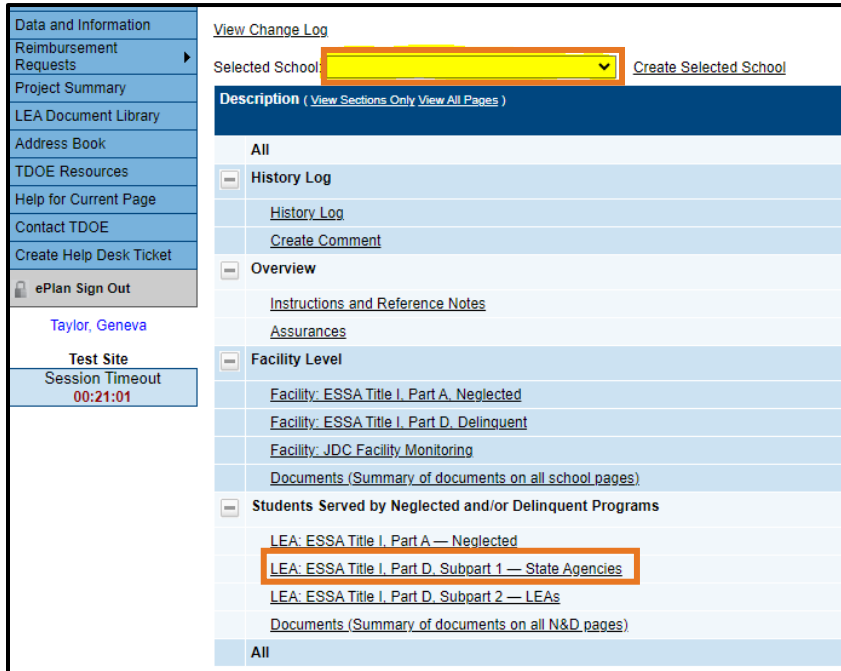
The state agency representative will open each of the highlighted pages above and check the N/A box.

Note: State Agencies do not have a facility-level page to complete prior to the on-site monitoring.

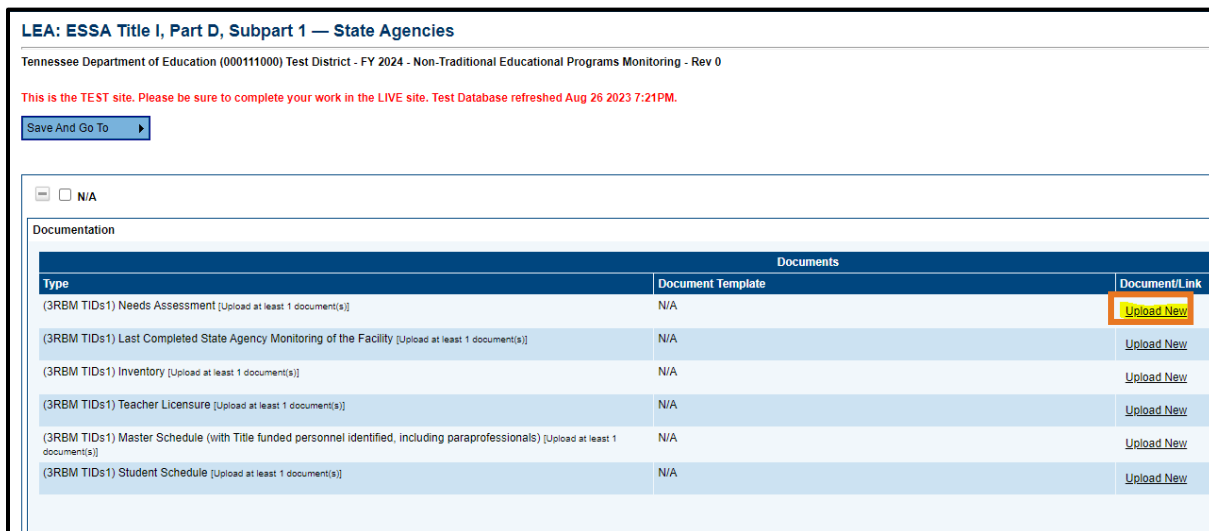
10. Once all pages have been closed, click **Go To**, then **Sections**.

Title I, Part D, Subpart 1 LEA Level Questions

11. Since the LEA is being monitored for Title I, Part D-Subpart 1, leave the Selected school blank and click **LEA: ESSA Title I, Part D, Subpart 1 - LEA**.



12. 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 facilities in your LEA.*



Documentation		
Documents		
Type	Document Template	Document/Link
(3RBM TIDs1) Needs Assessment [Upload at least 1 document(s)]	N/A	Upload New
(3RBM TIDs1) Last Completed State Agency Monitoring of the Facility [Upload at least 1 document(s)]	N/A	Upload New
(3RBM TIDs1) Inventory [Upload at least 1 document(s)]	N/A	Upload New
(3RBM TIDs1) Teacher Licensure [Upload at least 1 document(s)]	N/A	Upload New
(3RBM TIDs1) Master Schedule (with Title funded personnel identified, including paraprofessionals) [Upload at least 1 document(s)]	N/A	Upload New
(3RBM TIDs1) Student Schedule [Upload at least 1 document(s)]	N/A	Upload New

13. Complete the middle of the page by selecting **Agree** or **Disagree** from the drop-down menu.
Note: Clicking “Disagree” does not necessarily mean there will be a finding.

Practices

* The state agency monitors all facilities that receive Title I, Part D, Subpart 1 funds to ensure that the facility is complying with all applicable statutory and regulatory requirements.

* The state agency evaluates the program, disaggregating Consolidated State Performance Report (CSPR) data on participating by gender, race, ethnicity, and age annually to determine the program's effect on the ability of participants to:
 (1) Maintain and improve educational achievement;
 (2) Accrue school credits that meet State requirements for grade promotion and high school graduation;
 (3) Make the transition to a regular program or other education program;
 (4) Complete high school (or high school equivalency requirements), and obtain employment after leaving the correctional facility or institution; and,
 (5) As appropriate, participate in postsecondary education and job training. In conducting each evaluation, the SA agrees to use multiple and appropriate measures of student progress.

* The state agency submits the Consolidated State Performance Report (CSPR) evaluation results to the Tennessee Department of Education.

14. Complete the bottom of the page by providing a short (1-3 sentences) narrative for each question.

Narratives

Describe how the state agency ensures that it meets the following state plan requirements:

* a. The state agency assists in the transition of children and youth from correctional facilities to locally operated programs (§1414(a)(1)(B)); and

0 of 8000 characters

* b. The state agency assesses the effectiveness of the program in improving the academic, career, and technical skills of children in the program by using the program objectives and outcomes it has established (§1414(a)(2)(A).

0 of 8000 characters

15. 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.

Submission of the Instrument

16. 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**.

Non-Traditional Educational Programs Monitoring Sections

Chester County (120) Public District - FY 2023 - Non-Traditional Educational Programs Monitoring - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: **Draft Started**

Change Status To: **LEA Non-Traditional Educational Programs Monitoring Director Draft Completed**

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

Status:	LEA Non-Traditional Educational Programs Monitoring Director Draft Completed
Change Status To:	<u>LEA Authorized Representative Approved</u> or <u>LEA Authorized Representative Returned</u>

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.