Extended Learning Monitoring

Extended Learning Program Team

Federal Programs and Oversight

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Department of Education

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Agenda

- Overview
- Tool Walkthrough
- ePlan Instructions
- Resources & Contacts
- Questions

Overview

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ExL Monitoring Purpose

- Requirements outlined under Title IV, Part B of the Every Student Succeeds Act (ESSA), Tennessee Code Annotated § 49-6-701(a), the General Education Provisions Act (GEPA), the Education Department General Administrative Regulations (EDGAR), the Uniform Grant Guidance (UGG) and the Tennessee Department of Education Extended Learning Program Manual mandate that states provide technical assistance to Grantees as well as oversee and monitor the implementation of federal and state grants.

- The purpose of Extended Learning (ExL) Grant Monitoring is to:
  - ensure the appropriate use of federal funds;
  - document that funds are spent effectively to accomplish the intended purpose of the grant;
  - ensure funds are used in accordance with the terms of the grant award;
  - document the measurement of performance goals; and
  - review needs to better inform technical assistance.

ExL Monitoring Process

The Extended Learning Grant monitoring process steps include:

1. **Identification & Communication:**
   - The department identifies grantees based on the results of an ExL risk-based analysis.
   - The department notifies the Extended Learning Grant Director via email at least three weeks before the scheduled visit.
2. **Technical Assistance:**
   - The department's ExL team will host a webinar and is also available to answer questions via phone and/or email prior to the required submission date.
   - An ExL Monitoring ePlan Technical Guide as well as a hard copy of the monitoring tool are also be available.
3. **Completion and Submission of the Extended Learning Grant Monitoring Instrument:**
   - All grantees identified for monitoring must complete the instrument and fully submit within one week of the scheduled monitoring visit. This date is communicated to each grantee by the lead monitor.
   - Each section of the monitoring instrument contains required uploads.
   - The department recommends that the 21st CCLC/LEAPs project director lead the monitoring process to ensure the accuracy of the uploaded documentation.
   - If an upload does not apply, please upload a document that states "Indicator does not apply".
   - Redact Personally Identifiable Information (PII) from all uploads.
   - Documents must be clearly labeled with corresponding indicator number and title (e.g., "Indicator 7 - Employee Handbook").

ExL Monitoring Process, Continued

4. **Department Review:**
   - Upon receipt of each grantee's completed instrument, the ExL team reviews the submitted information.
   - If necessary, the Extended Learning team contacts the appropriate program director to request clarity or additional information; however, it is expected that monitoring instruments are complete with sufficient information prior to submission.
5. **Onsite Visit:**
   - ExL staff will observe sites, review additional documentation, and meet with the project director.
6. **Follow-up and Technical Assistance:**
   - The lead monitor will make contact to schedule a monitoring exit call.
     - This call will cover a summary of exemplary practices, recommendations, any identified technical assistance needs, and, if necessary, a compliance action plan.
     - The monitoring exit call will typically be scheduled within 3 weeks of the onsite visit.
   - For areas of concern, such as findings of non-compliance or corrections needed, grantees may be required to upload updated documentation.

ExL Monitoring Tool Walkthrough

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ePlan Instructions

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ePlan Access

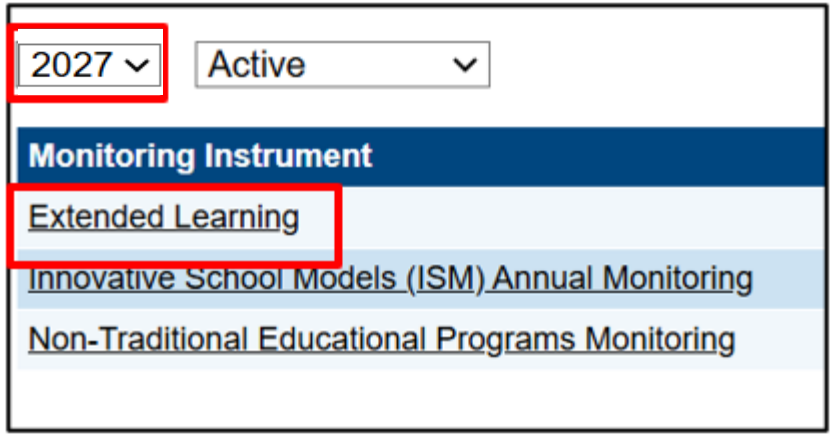
- Users with the 21st/LEAPS Director role in ePlan will automatically be assigned the ***LEA Extended Learning Monitoring Director*** role and will be able to access the tool.

- The director of schools/CBO must have the ***LEA Authorized Representative*** role to finalize and submit the monitoring instrument.

- New ePlan users and existing ePlan users who need additional User Access roles must request those roles using the ePlan User Access Form. Access the form by navigating to ePlan.tn.gov > TDOE Resources > User Access Forms.

Navigating to the Extended Learning Grant Monitoring Instrument

- Once in ePlan, navigate to the Extended Learning instrument by logging in and then select ***Monitoring > Monitoring Instruments*** from the left menu options.
- On the Monitoring Instruments page, select the current fiscal year, then Extended Learning.



Starting the Draft

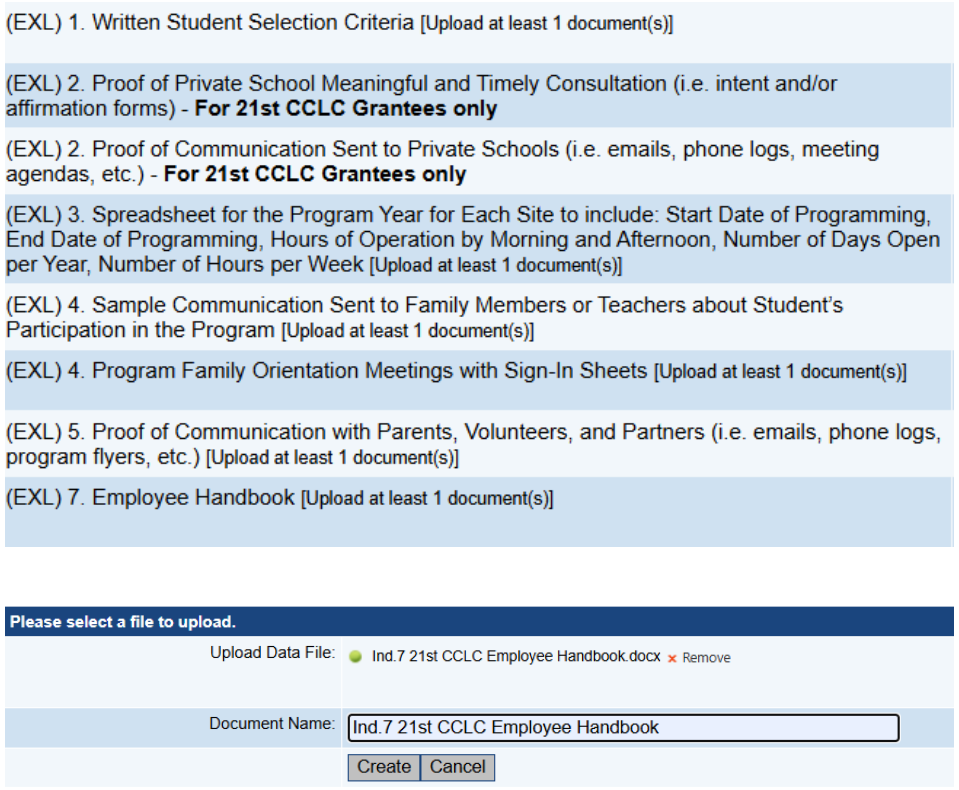
- To begin working on the Extended Learning instrument, the instrument status must be changed from ***Not Started*** to ***Draft Started***.

- Users with the Extended Learning Monitoring Director and LEA Authorized Representative roles can make this change by clicking ***Draft Started*** then ***Confirm***.

Grantee Uploads

- When uploading required documents, please save and name the upload with the following format:
  - “Indicator 7 - Employee Handbook”

- If you are a grantee who has both a 21st CCLC and LEAPs grant, you will be monitored for both. This will require you to upload a document for each funding source unless the document is the same for both programs.
  - Indicator 7 - 21st Employee Handbook
  - Indicator 7 - LEAPs Employee Handbook
  - Indicator 7 - 21st & LEAPs Employee Handbook



Resources

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Resource Links

- FY27 ExL Monitoring Technical Guide
- FY27 ExL Monitoring Tool (Hard Copy)
- FY27 ExL Program Manual

Contacts

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Questions?

Extended.Learning@tn.gov

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1-800-232-5454

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http://www.comptroller.tn.gov/hotline

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Questions

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