

**2022-2023**

**Program Monitoring – Random Validations  
Process**

**Documentation**

**Submission Instructions & Requirements**

# Preparing Documents for Upload: 2 Step Process

## STEPS

**1**

Gather and assemble the documentation into 1 pdf file

**2**

Log in to the FPC WorkApp System to complete the details form and upload the documentation pdf file

# STEP 1: Gather and assemble the documentation

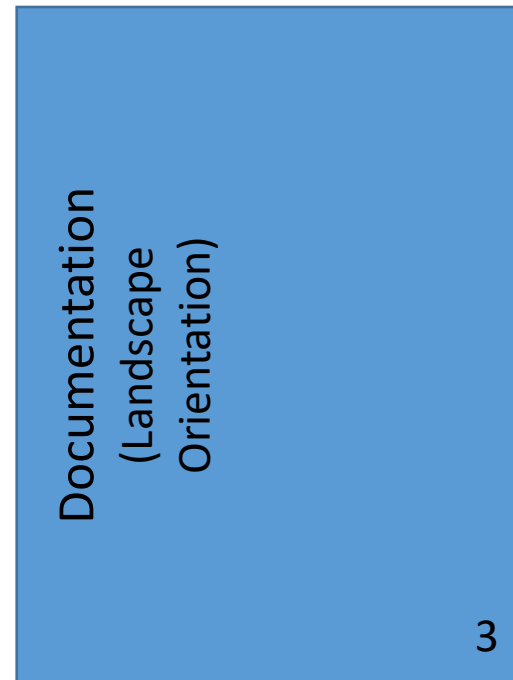
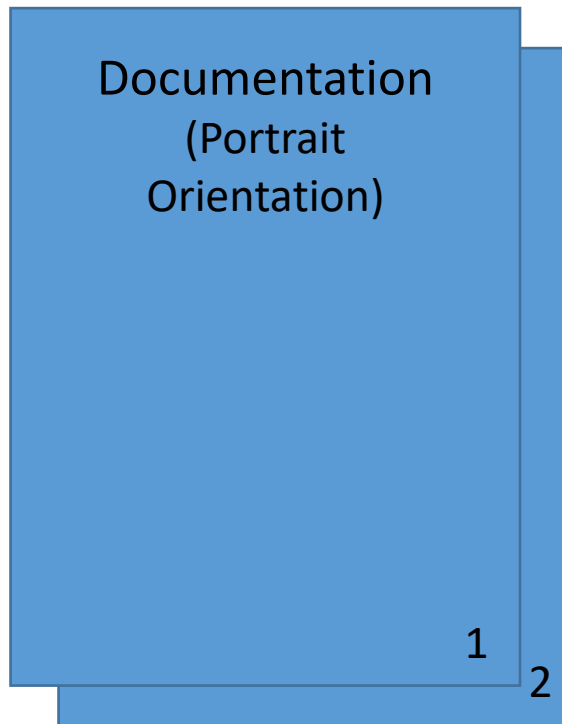
- Use the requested documentation section of the handbook to gather and organize the documentation requested

Type of Selected Documentation Required	Description of Acceptable Documentation
1.1	
1.2	
1.3	
1.4	

- Assemble the documentation in the order it is requested (i.e., 1.1 first, 1.2 second, etc.)
- Number pages of the documentation file consecutively

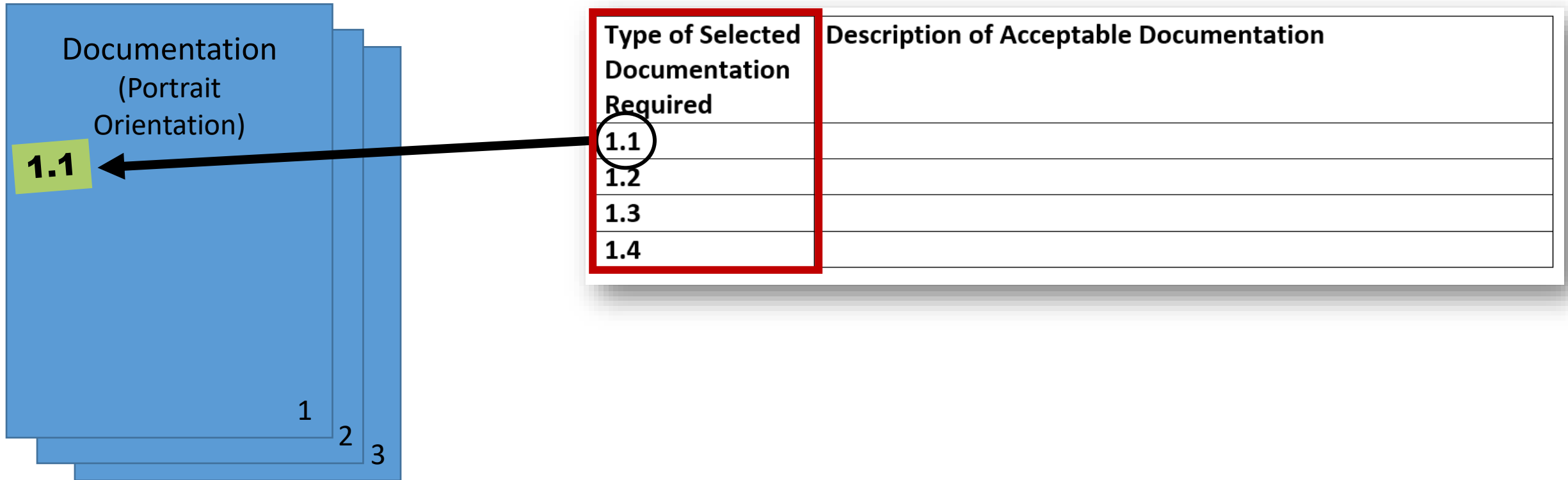
# Tips to Facilitate Documentation Review Process

Order pages and number consecutively in lower right corner:



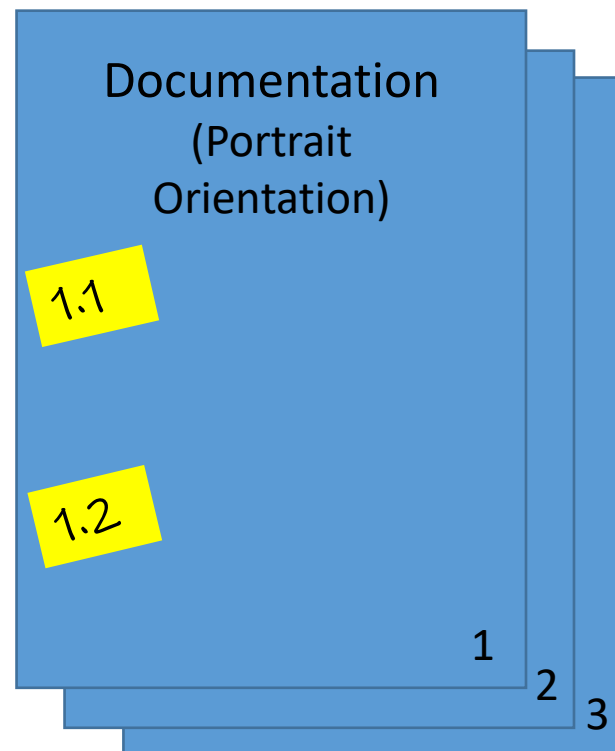
# Tips to Facilitate Documentation Review Process

Use the Item Number to mark the location on the page:

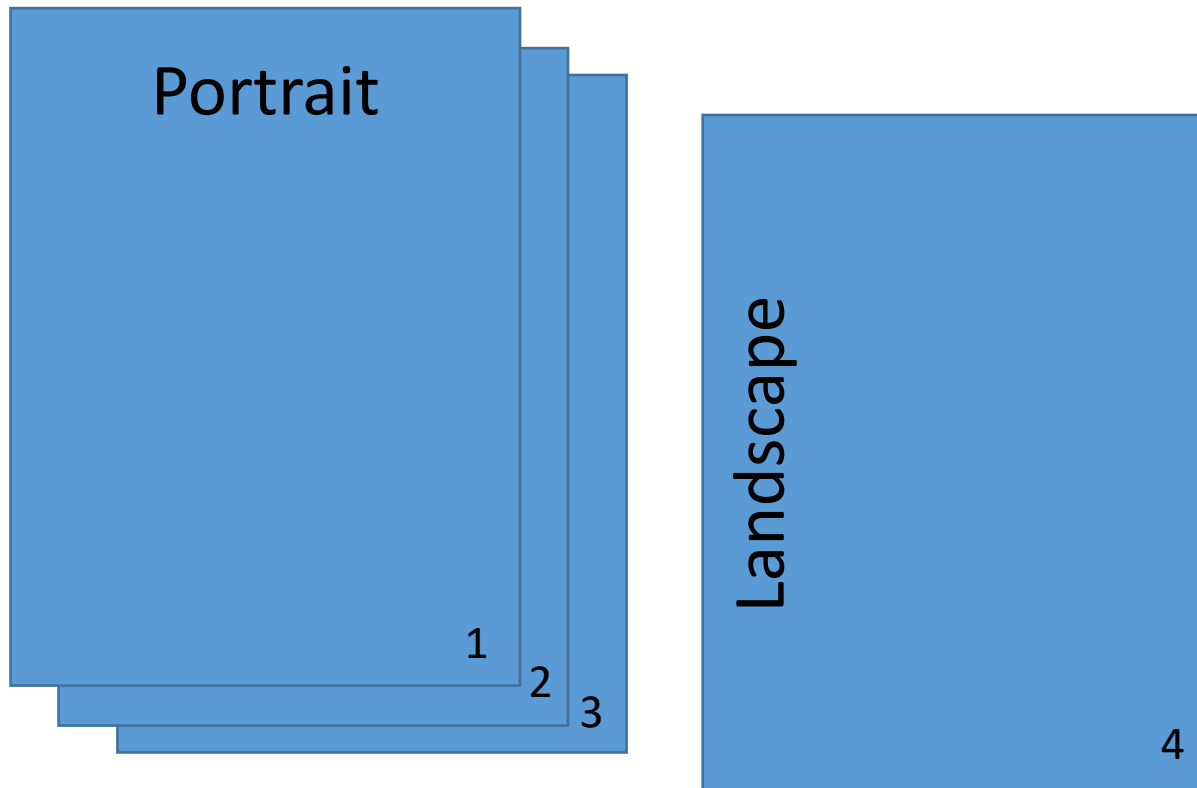


# Tips to Facilitate Documentation Review Process

Each Documentation Requested Item Number (1.1, 1.2, etc.) should be marked on the appropriate page of the documentation file being submitted for review.



Don't include unnecessary pages.



### Cautionary Tips

- Only include relevant pages of documents requested
- All documentation submitted must be reviewed in its entirety
- Should the review determine unanticipated areas of non-compliance, the LEA will be referred to the appropriate Division for further review



- 30 MB limit
- “Optimize” pdf file to reduce size
- Ensure all pages are actually needed
- Last resort, split file and upload multiple pdf files



# Preparing Documents for Upload: 2 Step Process

## STEPS

**1**

Gather and assemble the documentation into 1 pdf file

**2**

Log in to the FPC WorkApp System to complete the details form and upload the documentation pdf file

# STEP 2: Submitting the Documentation

✔ smartsheet WorkApps



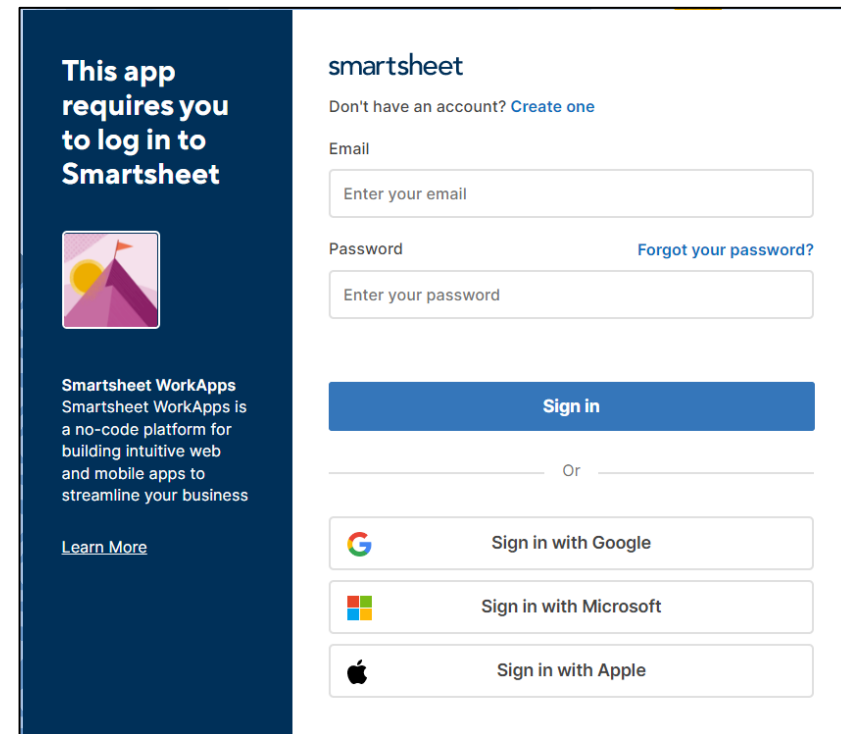
Federal Program Compliance Division

- All documentation requested will be submitted via the FPC smartsheet WorkApp
- LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration WorkApp System.
- Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system. To add or change the individuals with access to the system, please email us at [ESSASupport@TEA.Texas.gov](mailto:ESSASupport@TEA.Texas.gov) for instructions.
- NOTE: Each LEA is only guaranteed a certain number of access accounts at this time.

# 2022-2023 Random Validation Documentation Submission Instructions

## ✔ smartsheet WorkApps

1. Login to the [Department of Grant Compliance and Administration WorkApp System](#).



The screenshot shows the Smartsheet WorkApps login interface. On the left, a dark blue sidebar contains the text: "This app requires you to log in to Smartsheet" with a small icon of a mountain and sun. Below this, it says "Smartsheet WorkApps is a no-code platform for building intuitive web and mobile apps to streamline your business" and includes a "Learn More" link. The main content area is white and features the "smartsheet" logo at the top. Below the logo, there is a link for "Don't have an account? Create one". The login form includes an "Email" field with the placeholder "Enter your email" and a "Password" field with the placeholder "Enter your password". A "Forgot your password?" link is positioned to the right of the password field. A prominent blue "Sign in" button is located below the password field. Underneath the button, there is an "Or" separator. At the bottom, there are three social login options: "Sign in with Google" (with the Google logo), "Sign in with Microsoft" (with the Microsoft logo), and "Sign in with Apple" (with the Apple logo).

# 2022-2023 Random Validation Documentation Submission Instructions

2. Click on the Federal Program Compliance Division WorkApp Tile.

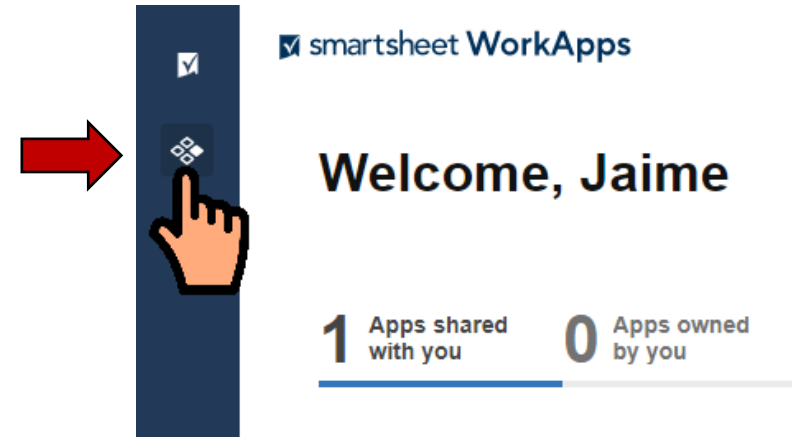


Federal Program Compliance Division

# 2022-2023 Random Validation Documentation Submission Instructions

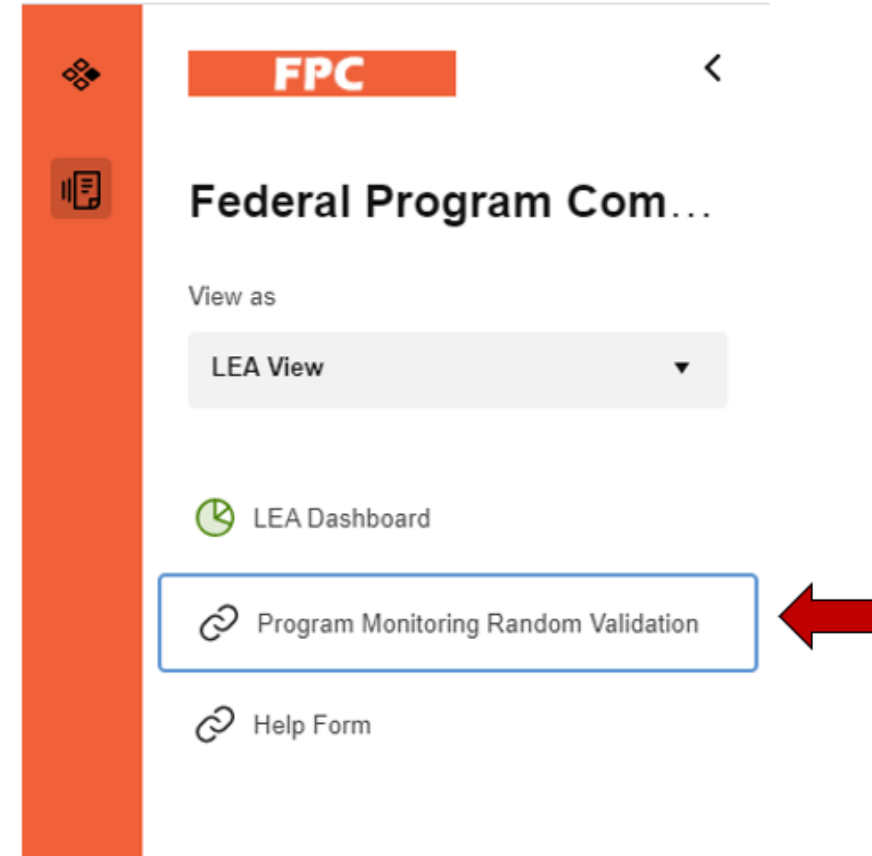
## 2. Click on the Federal Program Compliance Division WorkApp Tile.

- If the FPC tile is not showing, click on the menu icon to display all the Apps.



# 2022-2023 Random Validation Documentation Submission Instructions

3. Click on the Program Monitoring Random Validation link.



# 2022-2023 Random Validation Documentation Submission Instructions



**The screen captures referenced in the next slides will show information that is specific to a Title I, Part A program requirement. When you log in to the system, the information referenced will include the information specific to the program and requirement that your LEA was selected to submit documentation.**

# 2022-2023 Random Validation Documentation Submission Instructions

4. Click on the Random Validation line to access the Details Form – Data & Attachments Tabs.

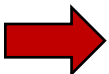
Program Monitoring Random Validation

FPC

☆ LEA\_View\_FPC Program Monitoring Random Validations ⓘ

Filter  

LEA Name and CDN	LEA Stage	Program	Requirement
ABC ISD 000001	Initial Submission	Title I, Part A	Schoolwide Program Campus Comprehensive Needs Assessment
ABC ISD 000001	Additional Submiss		

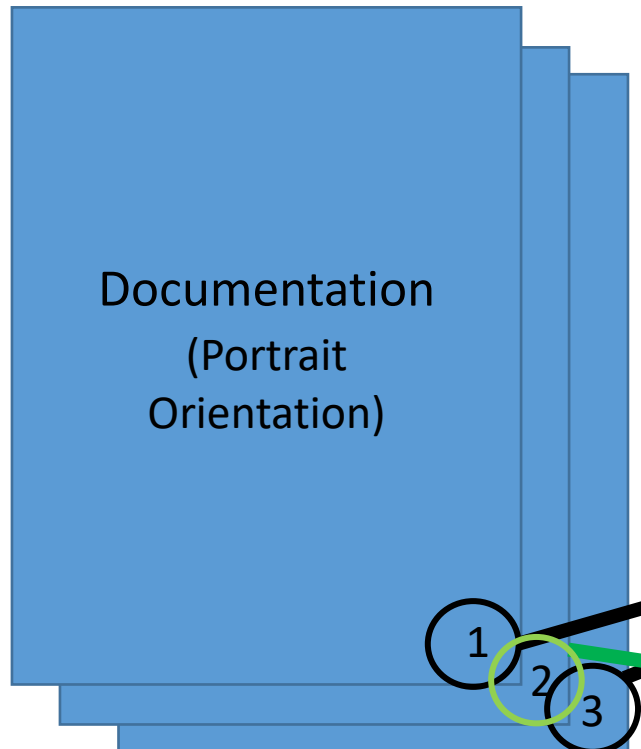




# 2022-2023 Random Validation Documentation Submission Instructions

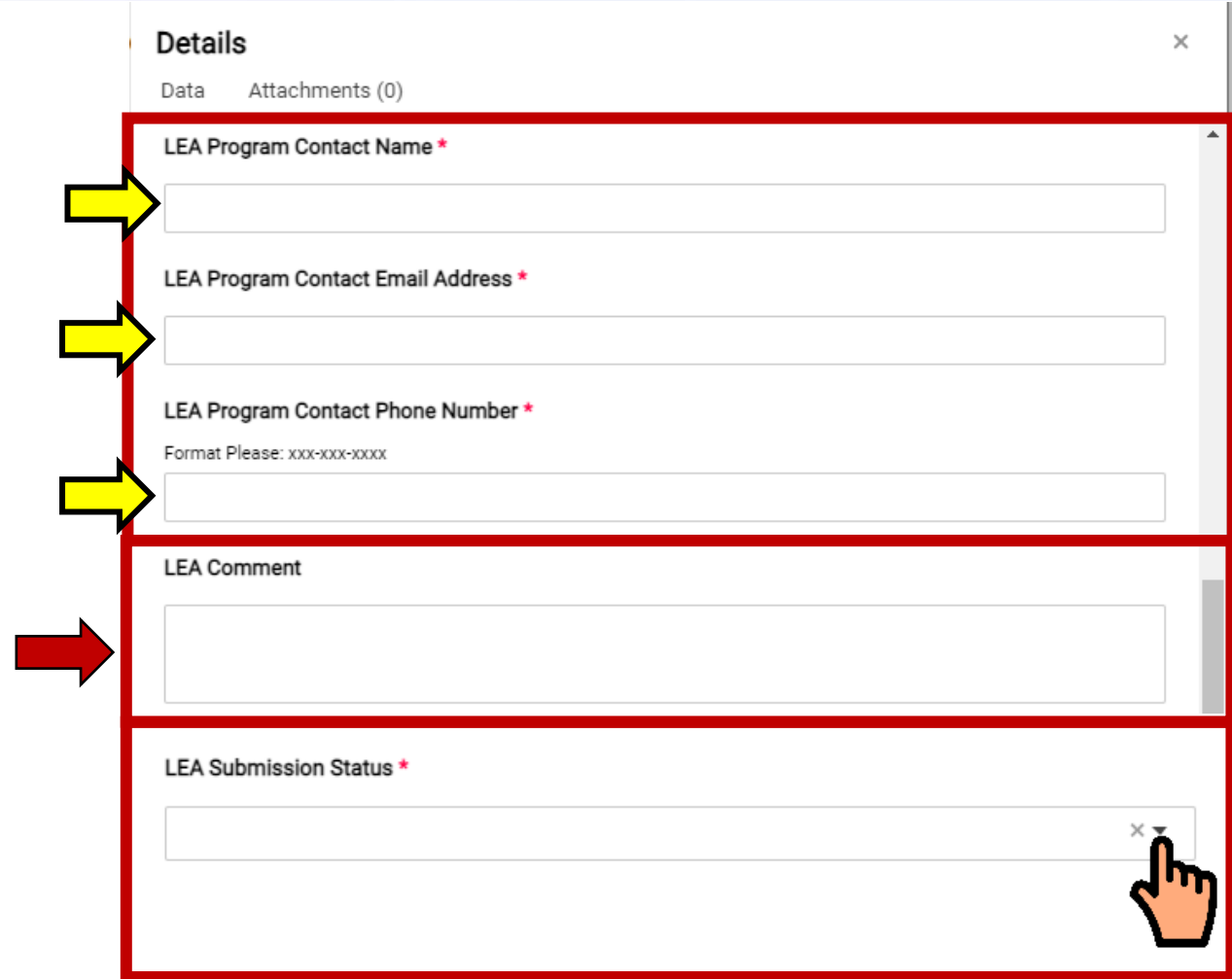
## 5. Access and complete the Details Form – Data Tab.

- a. Requested Documentation Page Numbers



# 2022-2023 Random Validation Documentation Submission Instructions

5. Access and complete the Details Form – Data Tab.
- b. LEA Contact Information (required)
  - c. LEA Comments, if applicable
  - d. LEA Submission Status
    - In Process
    - Submission Complete



The screenshot shows a 'Details' form window with a close button (x) in the top right corner. Below the title bar are two tabs: 'Data' (selected) and 'Attachments (0)'. The form is divided into several sections, each with a red arrow pointing to it from the left:

- LEA Program Contact Name \***: A text input field with a yellow arrow pointing to it.
- LEA Program Contact Email Address \***: A text input field with a yellow arrow pointing to it.
- LEA Program Contact Phone Number \***: A text input field with a yellow arrow pointing to it. Below the field is the text 'Format Please: xxx-xxx-xxxx'.
- LEA Comment**: A large text area with a red arrow pointing to it.
- LEA Submission Status \***: A dropdown menu with a red arrow pointing to it. A hand cursor is shown clicking on the dropdown arrow.

# 2022-2023 Random Validation Documentation Submission Instructions

## 6. Save

### Details

Data Attachments (0)

LEA Program Contact Name \*

LEA Program Contact Email Address \*

LEA Program Contact Phone Number \*

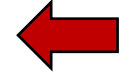
Format Please: xxx-xxx-xxxx

LEA Comment

**Save Message**

If the "Save" button is grayed out and inaccessible, a required field is missing information. A blue "Save" button indicates that all required fields have information. Click on the blue "Save" button to save the information.

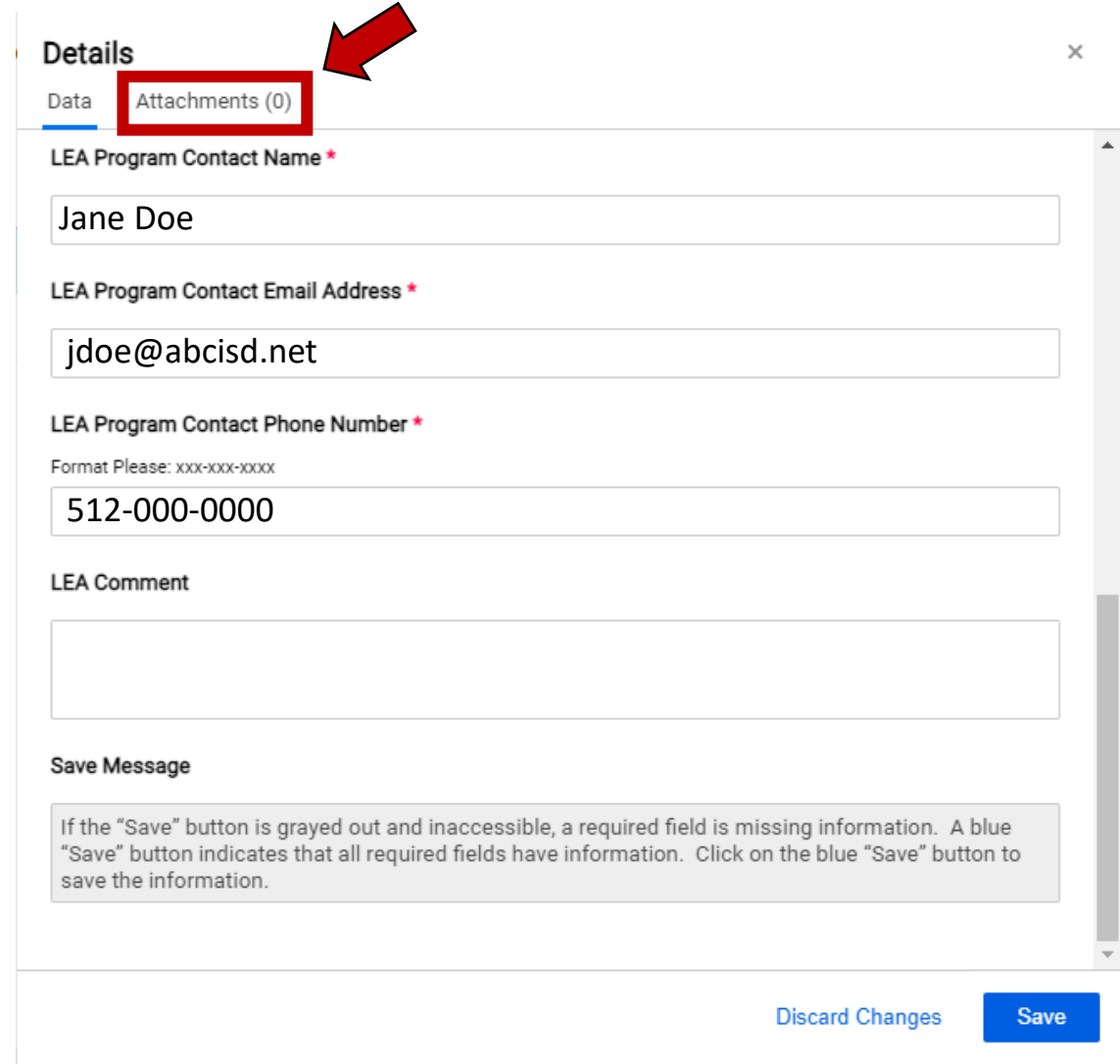
Discard Changes **Save**



# 2022-2023 Random Validation Documentation Submission Instructions

## 7. Upload documentation

- a. Click on “Attach a File” and browse through your computer files and locate the documentation file
- b. Click on “Open” in your browser window
- c. Click on the “x” in the top right-hand corner to close the Details form



**Details** ×

Data **Attachments (0)**

LEA Program Contact Name \*

LEA Program Contact Email Address \*

LEA Program Contact Phone Number \*  
Format Please: xxx-xxx-xxxx

LEA Comment

Save Message

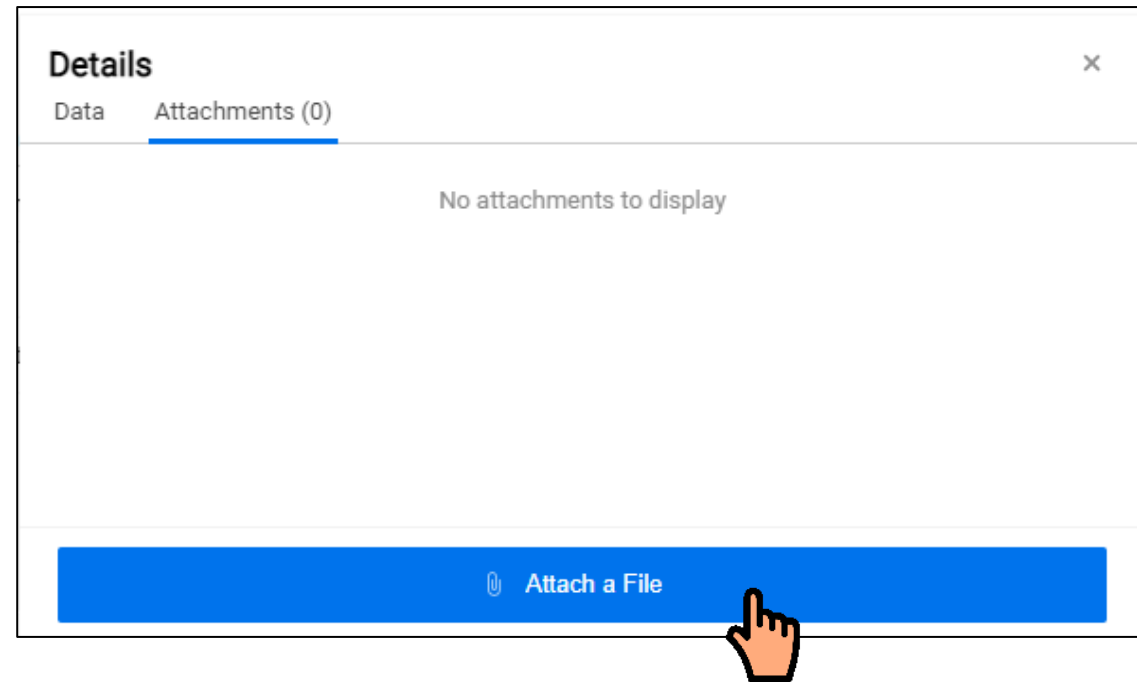
If the “Save” button is grayed out and inaccessible, a required field is missing information. A blue “Save” button indicates that all required fields have information. Click on the blue “Save” button to save the information.

[Discard Changes](#) [Save](#)

# 2022-2023 Random Validation Documentation Submission Instructions

## 7. Upload documentation

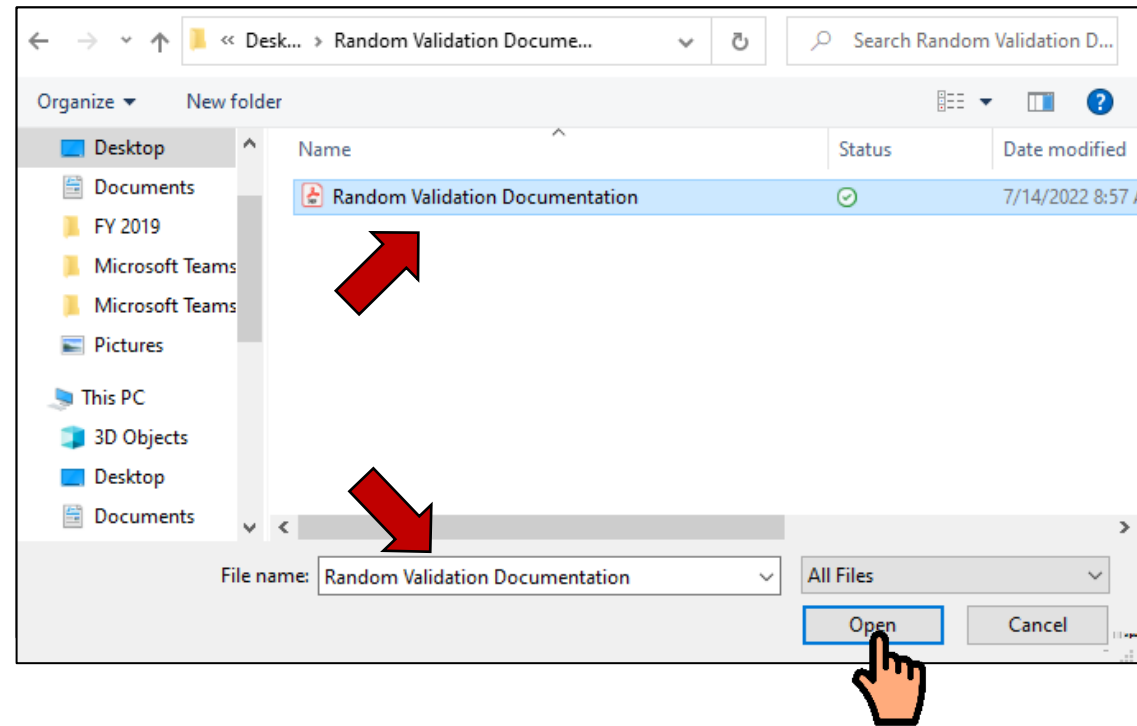
- a. Click on “Attach a File” and browse through your computer files and locate the documentation file
- b. Click on “Open” in your browser window
- c. Click on the “x” in the top right-hand corner to close the Details form



# 2022-2023 Random Validation Documentation Submission Instructions

## 7. Upload documentation

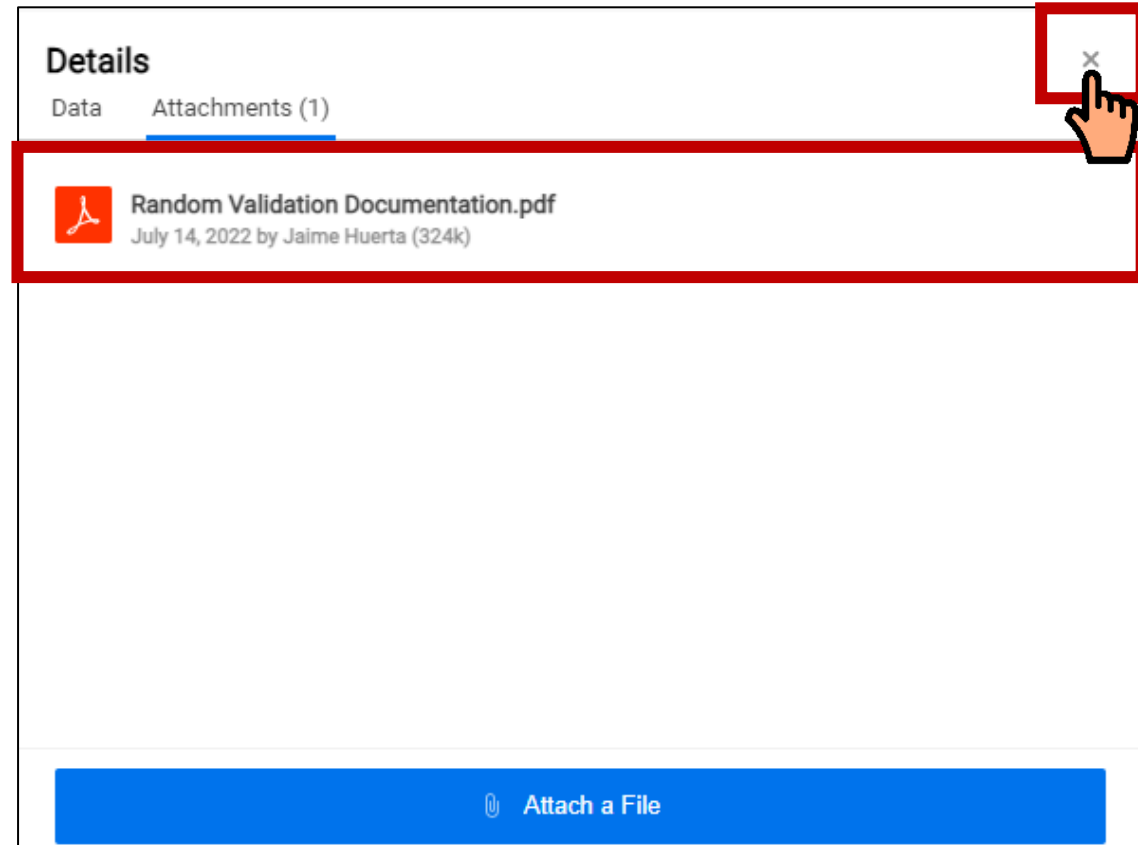
- a. Click on “Attach a File” and browse through your computer files and locate the documentation file
- b. Click on “Open” in your browser window
- c. Click on the “x” in the top right-hand corner to close the Details form



# 2022-2023 Random Validation Documentation Submission Instructions

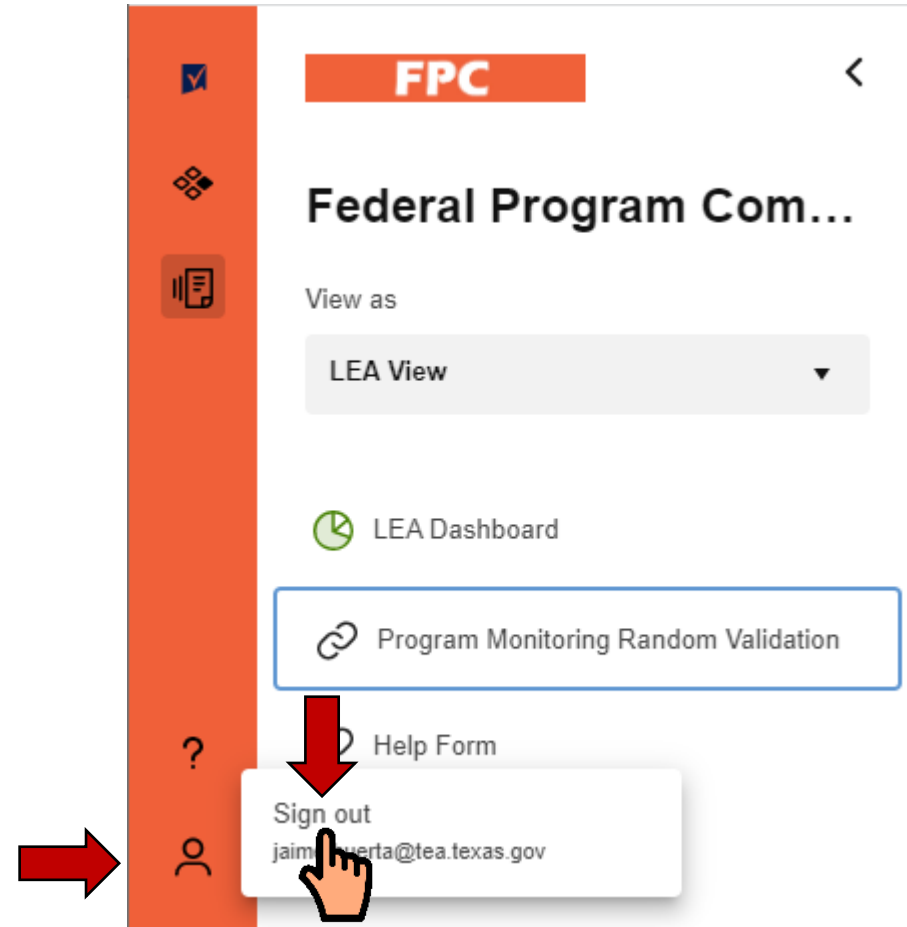
## 7. Upload documentation

- a. Click on “Attach a File” and browse through your computer files and locate the documentation file
- b. Click on “Open” in your browser window
- c. Click on the “x” in the top right-hand corner to close the Details form



# 2022-2023 Random Validation Documentation Submission Instructions

## 8. Sign out of the WorkApp System





# 2022-2023 Program Monitoring Random Validations Process

## - Documentation Submission Instructions & Requirements -



Email your questions to  
[ESSASupport@TEA.Texas.gov](mailto:ESSASupport@TEA.Texas.gov)