

2023-2024

**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

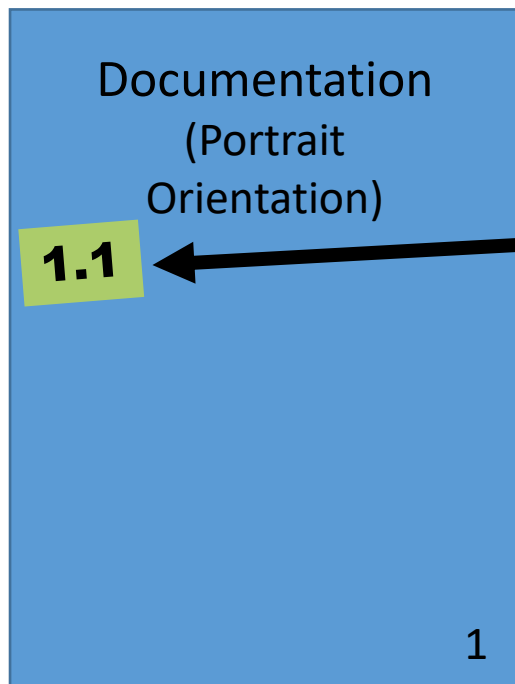
Type of Selected Documentation Required	Description of Acceptable Documentation
1.1	
1.2	
1.3	
1.4	

- 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

Order pages and number consecutively in lower right corner

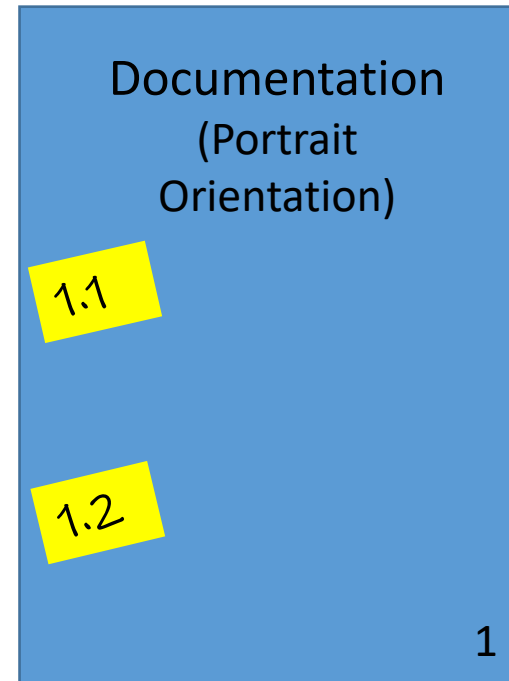
Tips to Facilitate Documentation Review Process

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

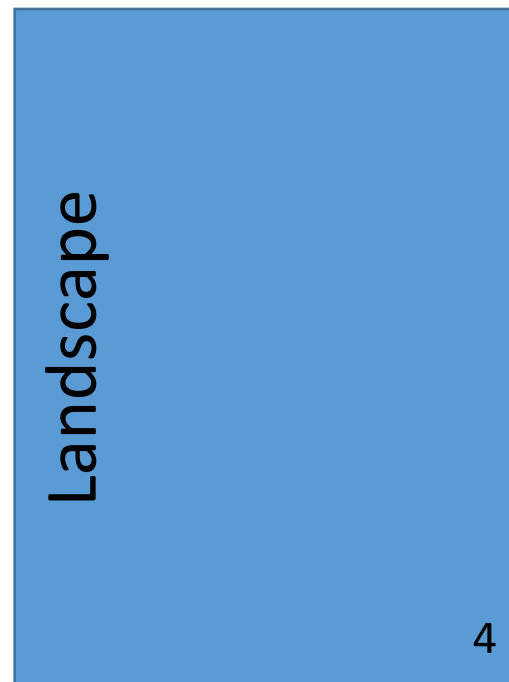
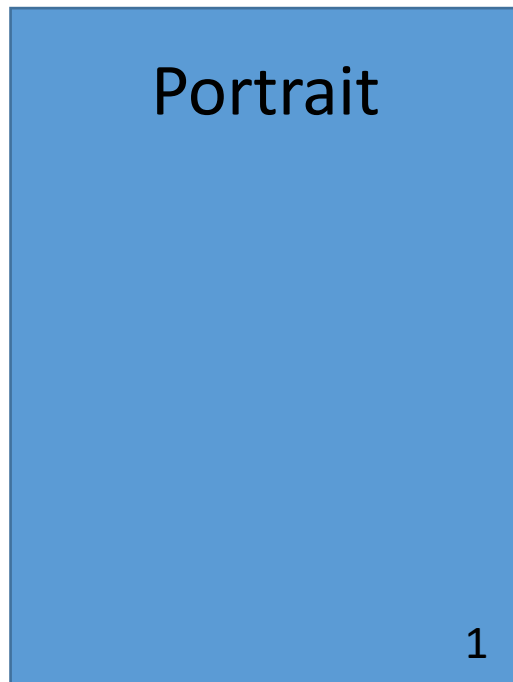


Type of Selected Documentation Required	Description of Acceptable Documentation
1.1	
1.2	
1.3	
1.4	

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

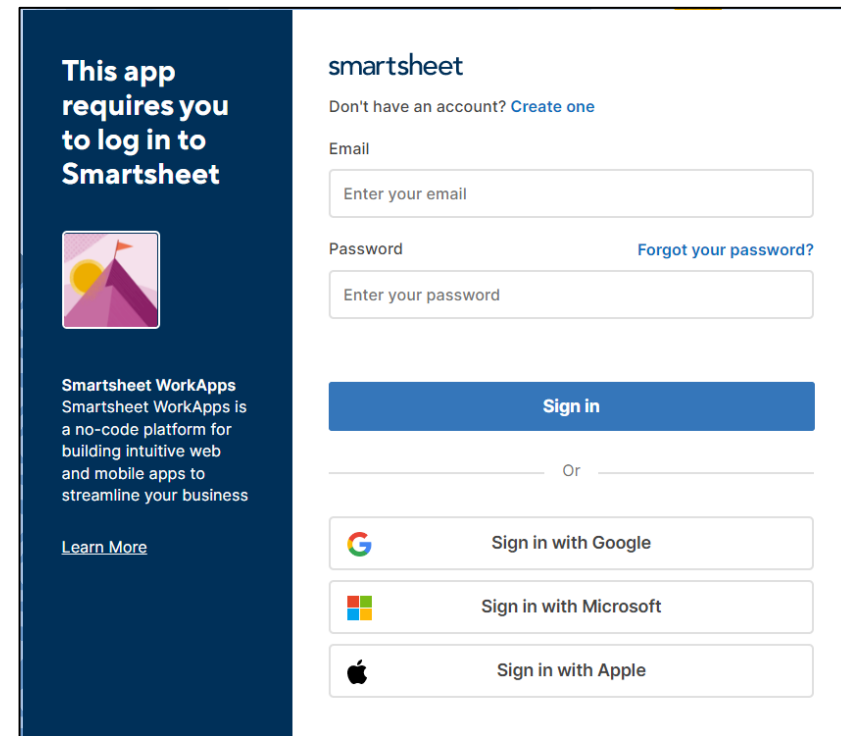
- All documentation requested will be submitted via the FPC Smartsheet WorkApp.
- LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration WorkApp System.
- Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system.
- **To add or change the individuals with access to the system, please provide LEAs with the link to the following video that provides instructions on how to add or change LEA contacts:**
https://www.youtube.com/watch?v=0dp00LrkF_4
- **For an LEA that has no one with access to the Smartsheet WorkApps, please provide LEAs with the following link to request secure access:**
<https://app.smartsheet.com/b/form/34d53fb7dcfb4c23b848fe9691f0c98b>
- **NOTE:** Each LEA is only guaranteed a certain number of access accounts at this time.

2023-2024 Random Validation Documentation Submission Instructions

✔ smartsheet WorkApps

1. Login to the Department of Grant Compliance and Administration WorkApp System.

<https://workapps.smartsheet.com/>



The screenshot shows the login interface for Smartsheet WorkApps. 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 "Email" field has a placeholder "Enter your email". The "Password" field has a placeholder "Enter your password" and a "Forgot your password?" link. A blue "Sign in" button is positioned below the password field. Underneath the button, there is an "Or" separator. Three social login options are provided: "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).

2023-2024 Random Validation Documentation Submission Instructions

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

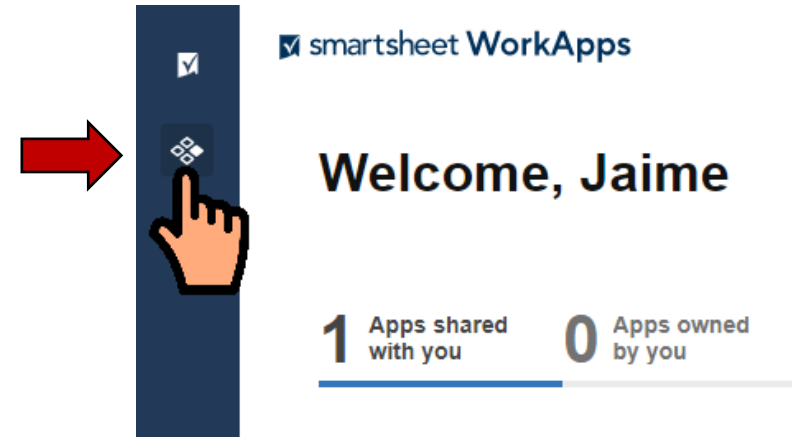


Federal Program Compliance Division

2023-2024 Random Validation Documentation Submission Instructions

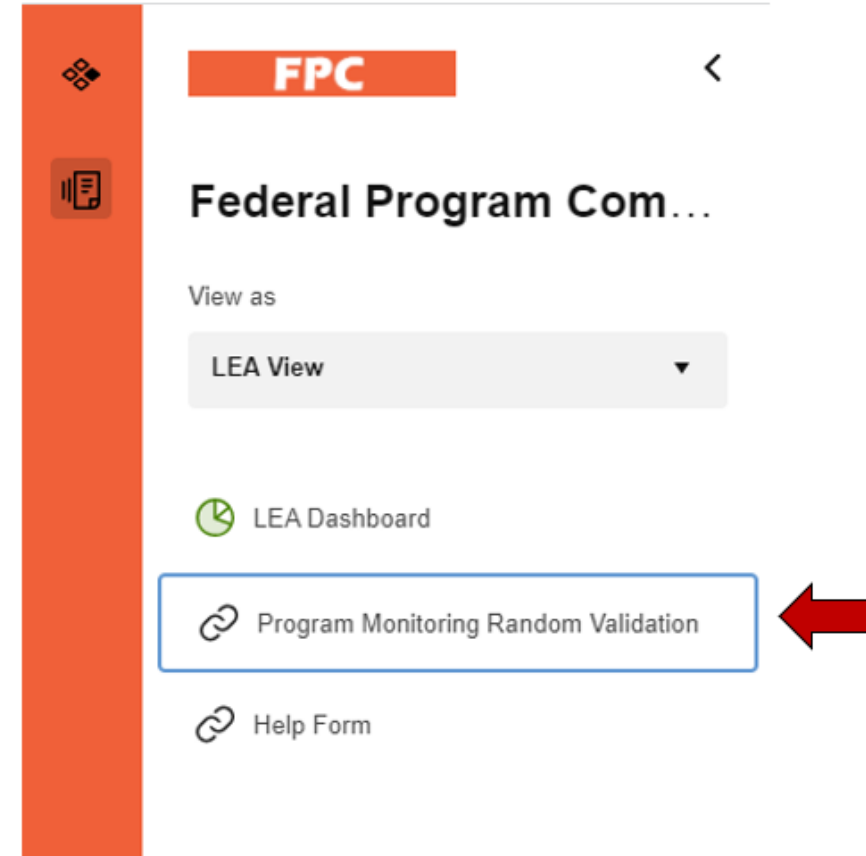
2. Click on the Federal Program Compliance Division WorkApp Tile.

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



2023-2024 Random Validation Documentation Submission Instructions

3. Click on the Program Monitoring Random Validation link.



2023-2024 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 from 2022-2023. 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 in the current year.


2023-2024 Random Validation Documentation Submission Instructions

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

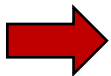
Program Monitoring Random Validation

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 Submissi		



2023-2024 Random Validation Documentation Submission Instructions

5. Access and complete the Details Form – Data Tab.
 - a. Requested Documentation Page Numbers

Details

Data Attachments (0)

LEA Name and CDN
XYZ ISD 000030

Program
Title I, Part A

Requirement
Campus Written Parent and Family Engagement Policy

Requested Documentation 1
The relevant page(s) of the Campus Written Parent and Family Engagement (PFE) Policy that references the description of the method(s) of policy distribution and the language(s) in which the policy was distributed to parents and family members of participating students.

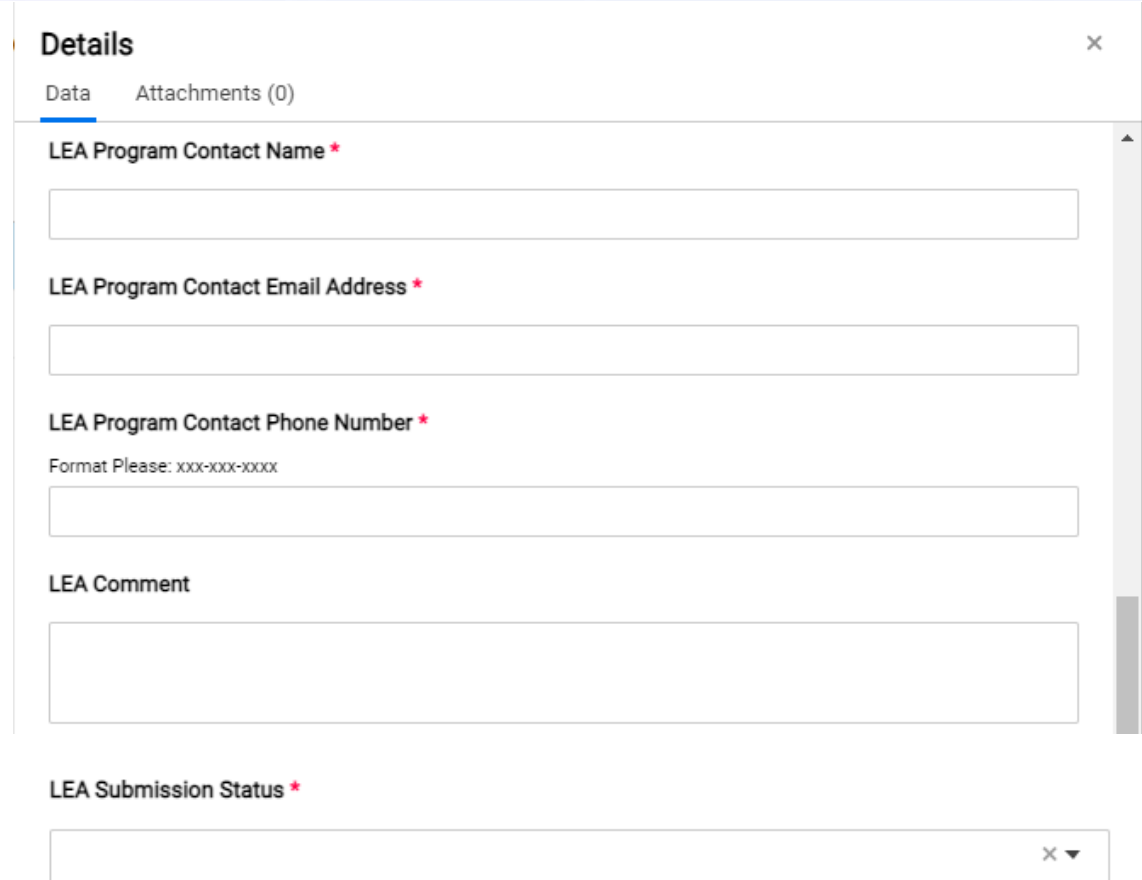
Requested Documentation 1 Page Number(s)
1, 3

Requested Documentation 2
Evidence of policy distribution to parents and family members of participating students.

Requested Documentation 2 Page Number(s)
2

2023-2024 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



Details [Close]

Data Attachments (0)

LEA Program Contact Name *

LEA Program Contact Email Address *

LEA Program Contact Phone Number *

Format Please: xxx-xxx-xxxx

LEA Comment

LEA Submission Status *

2023-2024 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

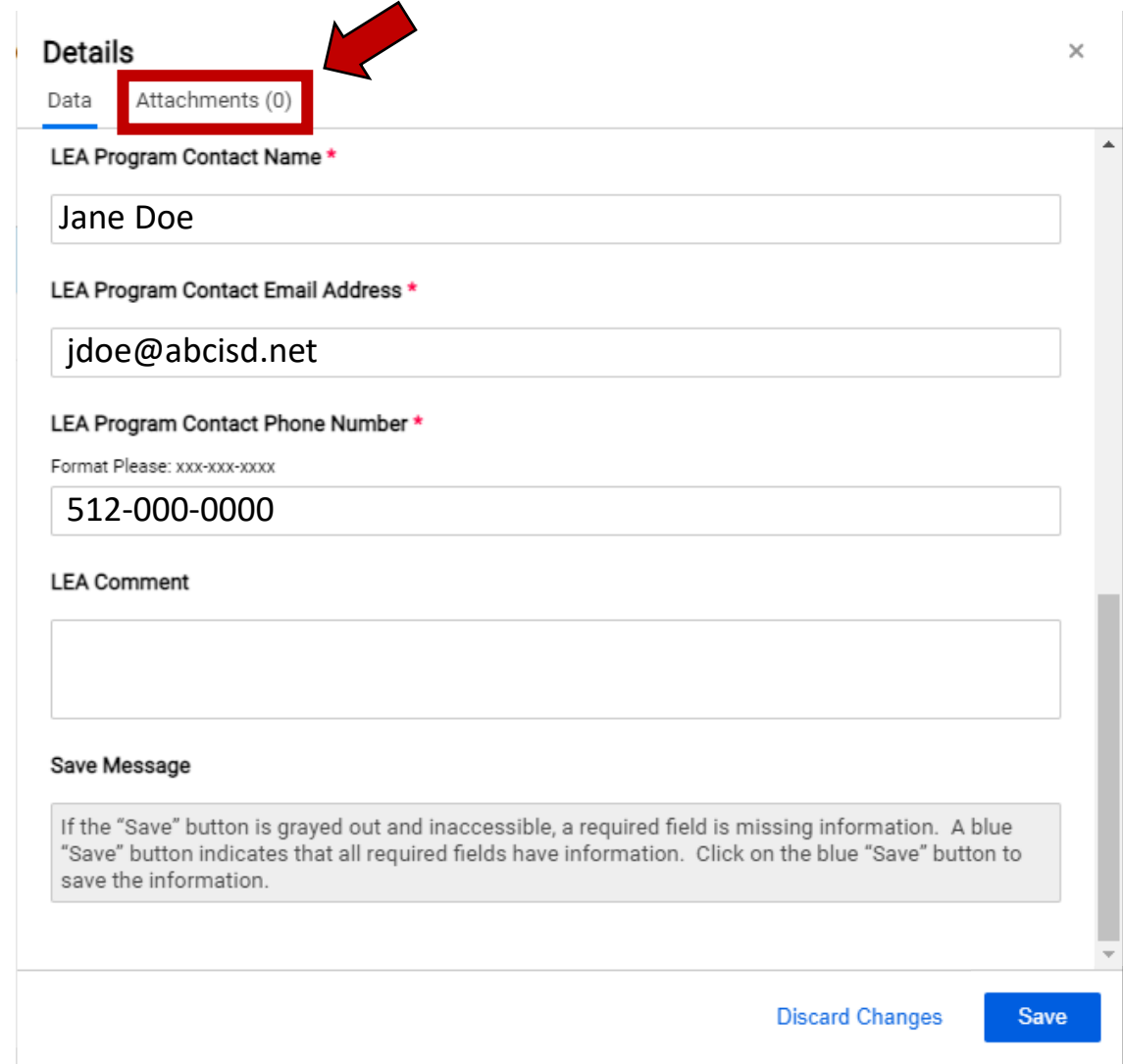
If the "Save" button is grayed out and inaccessible, a required field is missing information. A blue "Save" button indicates that all required fields have information. Click on the blue "Save" button to save the information.

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

2023-2024 Random Validation Documentation Submission Instructions

7. Upload documentation

- a. Click on the Attachments Tab in the Details Form



The screenshot shows a 'Details' form with a 'Data' tab selected. The 'Attachments (0)' tab is highlighted with a red box, and a red arrow points to it. The form contains the following fields:

- LEA Program Contact Name *
Jane Doe
- LEA Program Contact Email Address *
jdoe@abcisd.net
- LEA Program Contact Phone Number *
Format Please: xxx-xxx-xxxx
512-000-0000
- LEA Comment
(Empty text area)

At the bottom of the form, there is a 'Save Message' section with a text box containing the following instructions:

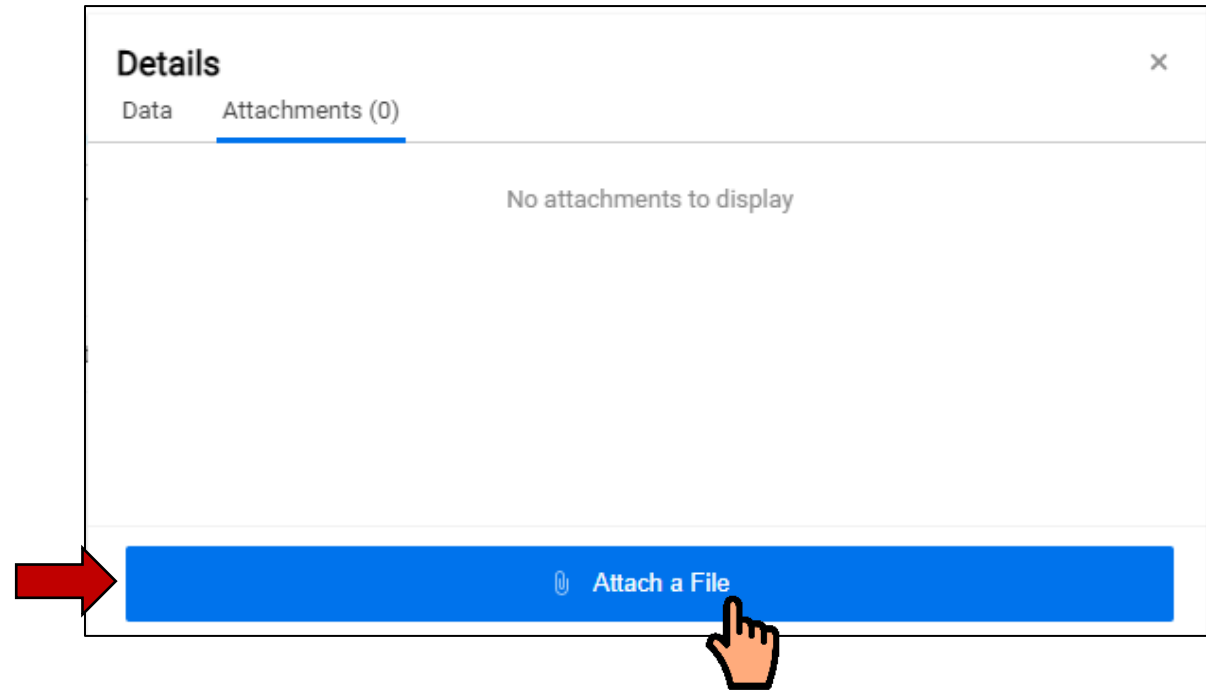
If the "Save" button is grayed out and inaccessible, a required field is missing information. A blue "Save" button indicates that all required fields have information. Click on the blue "Save" button to save the information.

At the bottom right of the form, there are two buttons: 'Discard Changes' and 'Save'.

2023-2024 Random Validation Documentation Submission Instructions

7. Upload documentation

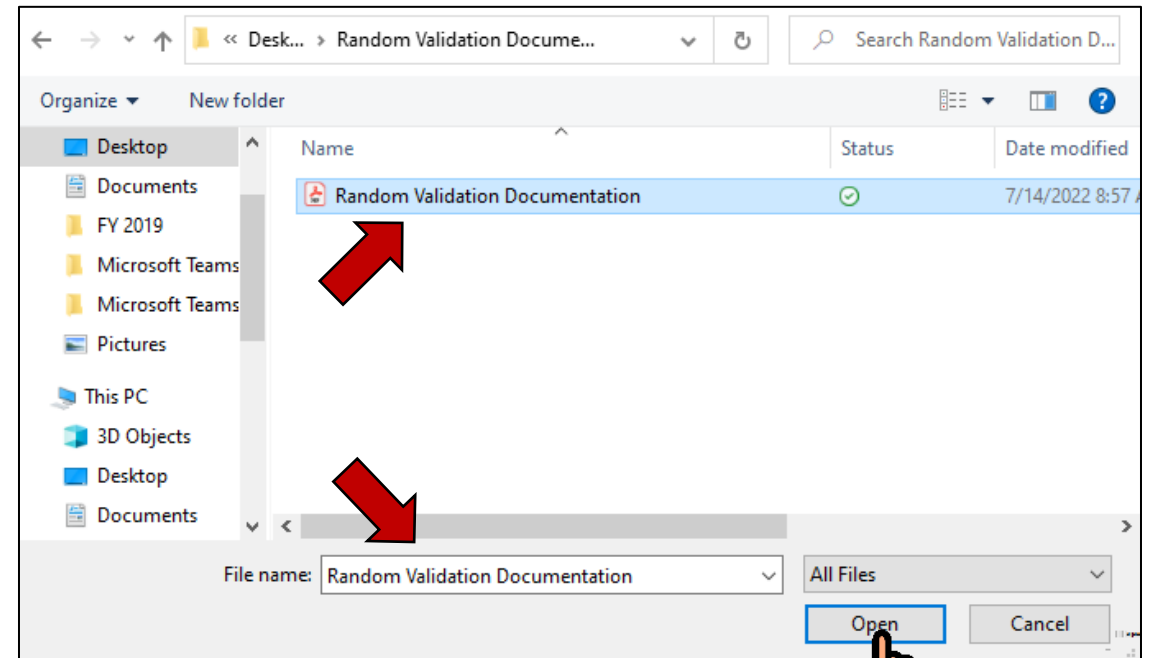
- b. Click on “Attach a File”



2023-2024 Random Validation Documentation Submission Instructions

7. Upload documentation

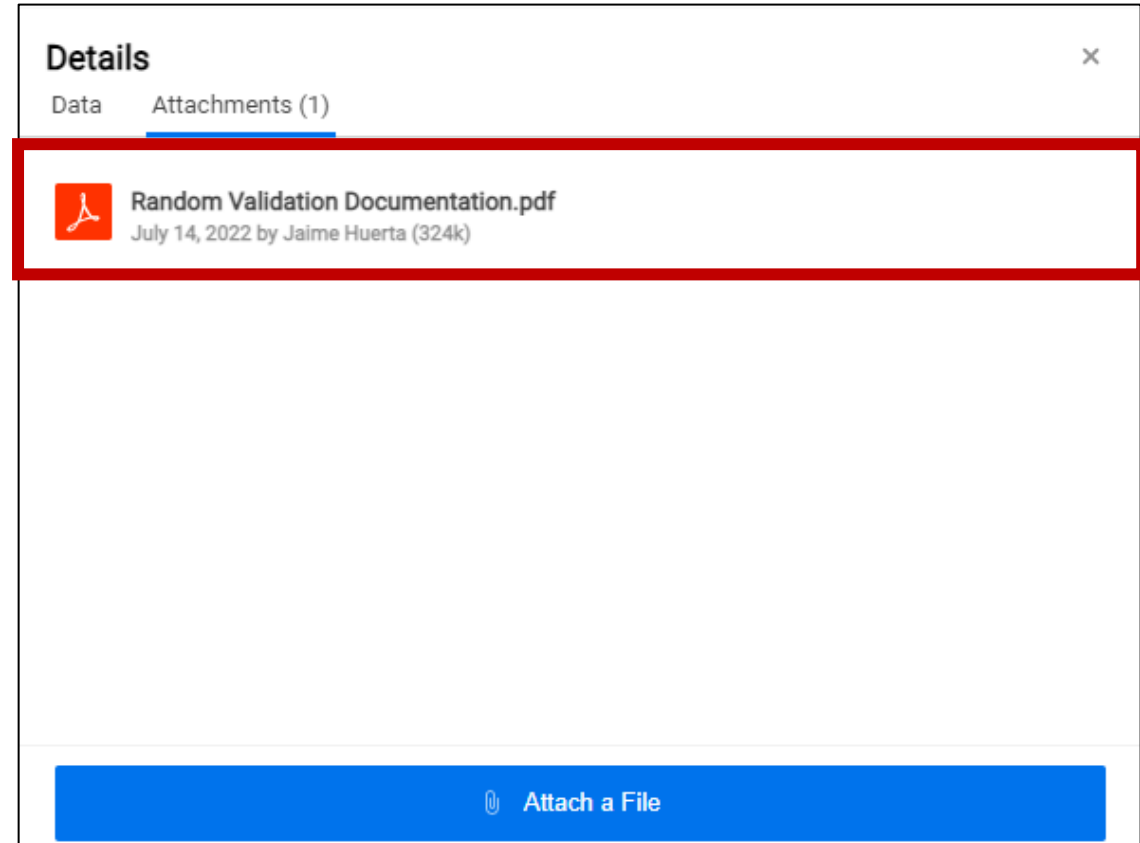
- c. Browse through your computer files and locate the documentation file
- d. Click on “Open” in your browser window



2023-2024 Random Validation Documentation Submission Instructions

7. Upload documentation

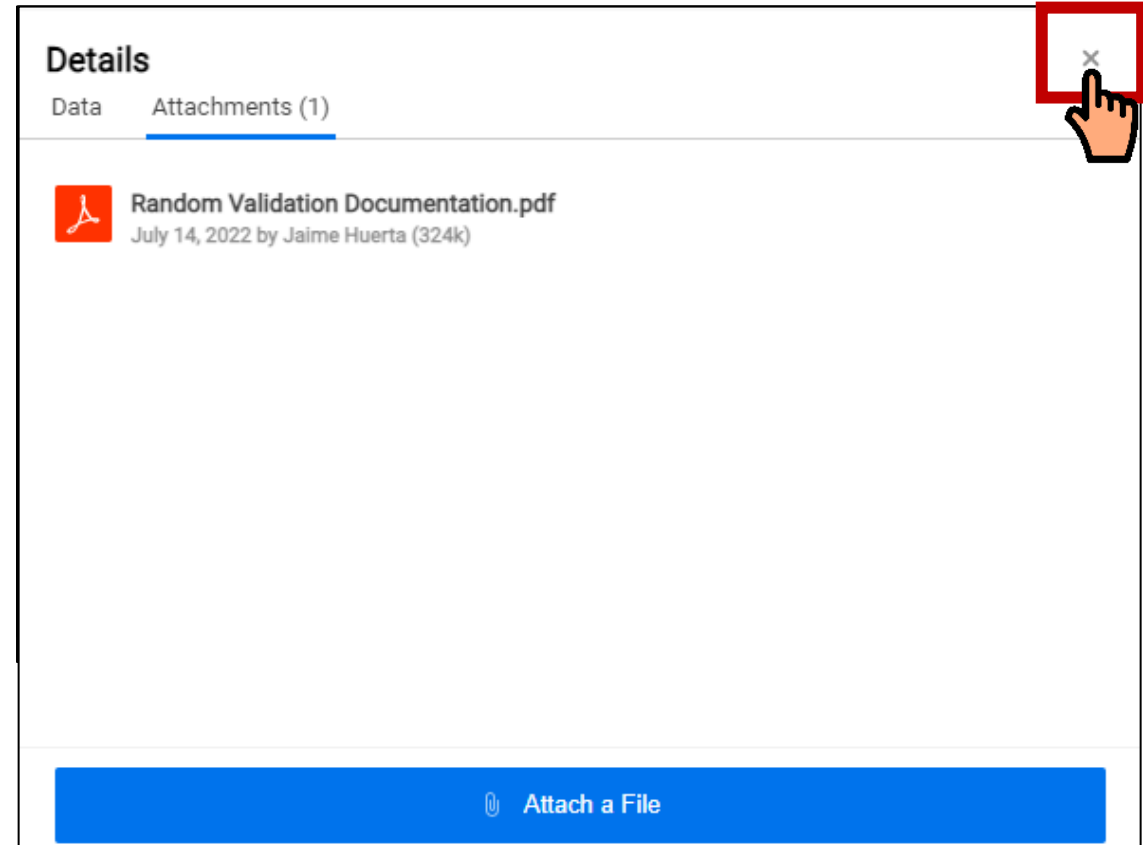
- e. Verify that the correct document is attached.



2023-2024 Random Validation Documentation Submission Instructions

7. Upload documentation

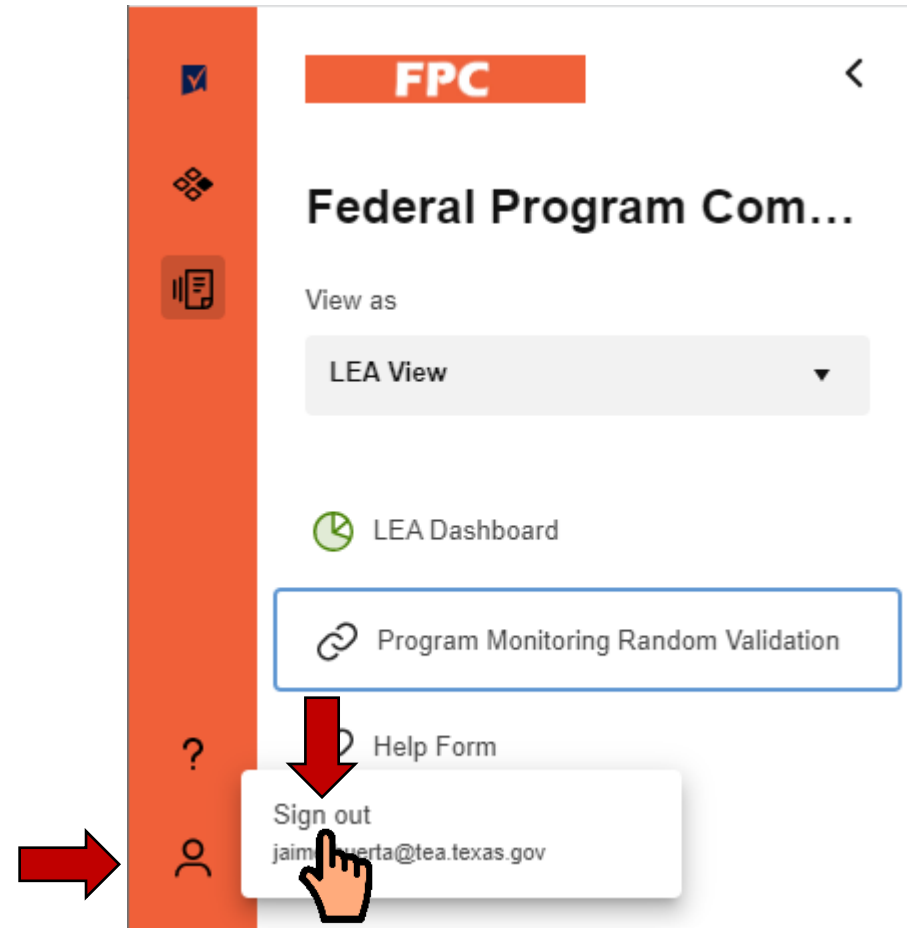
- f. Click on the “x” in the top right-hand corner to close the Details form



2023-2024 Random Validation Documentation

Submission Instructions

8. Sign out of the WorkApp System



2023-2024 Program Monitoring Random Validations Process

- Documentation Submission Instructions & Requirements -



Email your questions to
ESSASupport@TEA.Texas.gov