

# Title IV, Part A, Special Data Collection - Objectives and Measurable Outcomes (OMO)s

## SMARTSHEET WORKAPP DATA SUBMISSION INSTRUCTIONS

*EVERY STUDENT SUCCEEDS ACT (ESSA)*

Federal Program Compliance (FPC) Division  
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# WorkApp Access

Please note that the School System and/or ESC staff submitting data will need access to the [Department of Grant Compliance and Administration WorkApp](#).

To add or change the individuals with access to the WorkApp, someone with existing access must request access for the new individual via the Help Form in the Federal Program Compliance Division (FPC) WorkApp. The additional staff to be added to the system must agree to certain security requirements.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the WorkApp.

**NOTE: At the present time, each School System or ESC is only guaranteed a certain number of access accounts.**

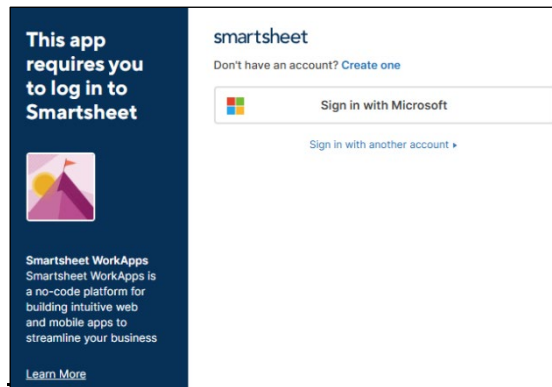
## Instructions for Requesting Smartsheet WorkApp Access

1. For School System staff to gain access to TEA's Smartsheet and the *Federal Program Compliance (FPC) Title IV, Part A, Special Data Collection WorkApp*, a staff member at the school system with access to TEA's system currently will need to follow the instructions in step 2 below.
2. Individuals at the school system must enter the EDGAR Connect WorkApp, select the Smartsheet Email Access form, and follow the instructions below:
3. Open the form and select LEA (School System).
4. Check the box that says, "*I have permission from the Superintendent to add this email.*" Enter the email of the individual you wish to add and click the blue "Save" button at the bottom right-hand side of the form.
5. Have the individual you are wishing to add complete the [New User Certification Form](#).
6. You can now track the status of the addition request on the Smartsheet Email Access page. Typically, adding a new email will take 3-5 business days. If the individual you are wishing to add does not have access after 5 business days, please submit a help form through the EDGAR Connect Help Form.

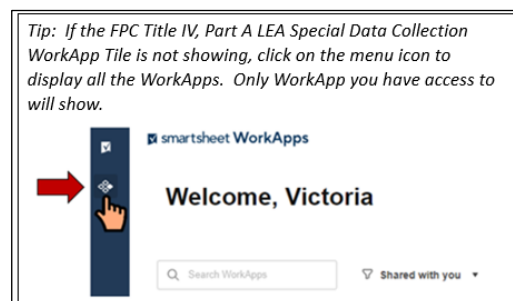
# Title IV, Part A, Special Data Collection Smartsheet WorkApp

1. Log in to the Department of Grant Compliance and Administration WorkApp using the link provided below. Select “Sign in with Microsoft” and enter the Smartsheet credentials you received when first granted access to the WorkApp.

Link to Access the Smartsheet WorkApp: <https://workapps.smartsheet.com/>.



2. Locate and click on the Federal Program Compliance Division Title IV, Part A, (T4A) LEA Special Data Collection WorkApp Tile.



3. Locate and click on the year-specific T4A OMOs link under the View (School System/ESC/Fiscal Agent).

4. Click on the ribbon line(s) to access the Details Form – Data Tab for Data entry/view. Data submitted by the School System/ESC can be accessed here.

☆ 20##-20## T4A OMOs ⓘ						
▼ Filter						
Data Collection Status	School System Submission Status OMOs	Grant Year	Program Type	ESC Region #	School System Name and CDN	School System WorkApp Contacts
Open	Submission Pending	20##-20##			AMERICAN INSTITUTES FOR RESEARCH	

5. **Complete the Details Form – Data Tab.** Note that grayed-out fields cannot be edited/changed.
  - a. **Program Contact Information:** Complete the fields with the information for the School System Program Contact. The Program Contact should be the person who is most familiar with the document submitted. This is the person TEA will contact if additional information and/or clarification is needed. **Fields with a red asterisk (\*) are required.**
    - i. Type the name of the School System Program Contact in the “School System Contact Name” field.
    - ii. Type the email address of the School System Program Contact in the “School System Contact Email Address” field.
    - iii. Type the phone number of the School System Program Contact in the “School System Contact Telephone Number” field using the following format: ###-###-####.

**School System Program Contact Name \***

**School System Program Contact Email Address \***

**School System Program Contact Telephone Number \***

###-###-####

**b. Objective and Measurable Outcome (OMO) 1:**

- i. Type the School System's first Program Objective and Measurable Outcome for the current school year.

**Objective and Measurable Outcome (OMO) 1**  
Please provide an objective and measurable outcome for your Title IV, Part A Program.

- ii. Click on the drop-down button to select the applicable Content Area(s) that correspond with the first Program Objective and Measurable Outcome noted. The School System must select at least one content area and may select two or all content areas, if applicable.

**Objective and Measurable Outcome 1 Content Areas**  
Please select the applicable content area(s) that apply to OMO 1.  

☐ Select All

☐ Well-Rounded Education

☐ Safe and Healthy Students

☐ Effective Use of Technology

- iii. Add School System Comments. This section is optional if the School System would like to provide additional information that will be helpful for TEA.

**OMO 1 School System Comments**  
Please provide any additional information related to OMO 1. (Optional)

**c. Objective and Measurable Outcome (OMO)2:**

- i. Type the School System's second Program Objective and Measurable Outcome for the current school year.

**Objective and Measurable Outcome (OMO) 2**  
Please provide a second objective and measurable outcome for your Title IV, Part A Program.

- ii. Click on the drop-down button to select the applicable Content Area(s) that correspond with the second Program Objective and Measurable Outcome

noted. The School System must select at least one content area and may select two or all content areas, if applicable.

**Objective and Measurable Outcome 2 Content Areas**

Please select the applicable content area(s) that apply to OMO 2.

☐ Select All

☐ Well-Rounded Education

☐ Safe and Healthy Students

☐ Effective Use of Technology

- iii. **Add School System Comments.** This section is optional if the School System would like to provide additional information that will be helpful for TEA.

**OMO 2 School System Comments**

Please provide any additional information related to OMO 2. (Optional)

- d. **Certification Statement:** Read the following Certification Statement: “I hereby certify that the information contained in this report is, to the best of my knowledge, correct and that the school system named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding.” Select “Yes” from the drop-down list for the following question: “Is the School System staff submitting this report in agreement with the certification statement above?” **\*A “Yes” response from the drop-down list is required.**

**Certification Statement**

I hereby certify that the information contained in this report is, to the best of my knowledge, correct and that the school system named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding.

**Certification Agreement OMO \***

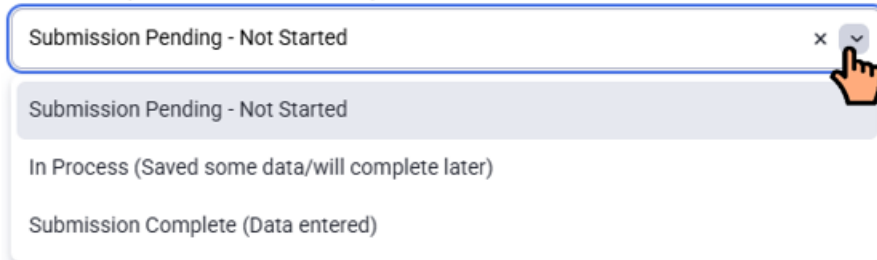
Is the School System staff submitting this report in agreement with the certification statement above?

Yes

- e. Select an appropriate submission status. Submissions will not be considered completed until the “Submission Complete (Data entered)” status has been selected and saved.

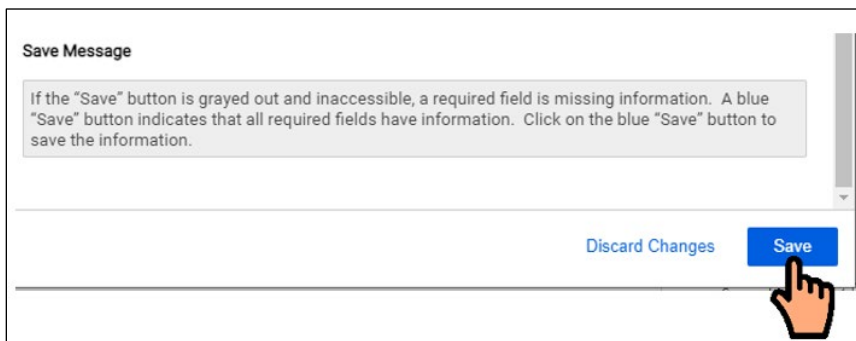
**School System Submission Status OMOs \***

Select “Submission Complete” when all the required information has been entered. If you need to gather additional information before submitting, you can select, “In Process.” However, your submission will not be considered completed until the “Submission Complete” status has been selected.




A screenshot of a dropdown menu for submission status. The menu is open, showing three options: "Submission Pending - Not Started", "In Process (Saved some data/will complete later)", and "Submission Complete (Data entered)". A hand icon is pointing at the dropdown arrow in the top right corner of the menu.

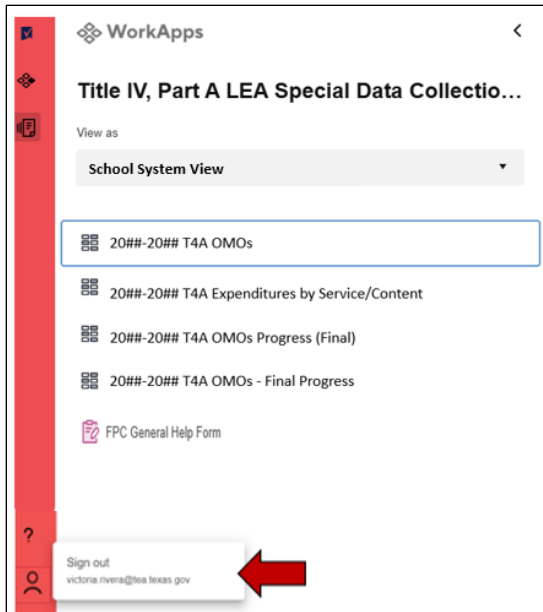
6. Click “Save” in the bottom right-hand corner of the Details Form – Data Tab.  
This will save the information that was typed in the details form under the data tab, if applicable. Note: If the blue “Save” button is grayed out and inaccessible, a required field with a red asterisk (\*) is missing information. All required fields must be completed for the data to save.



A screenshot of a "Save Message" dialog box. It contains a text area with a 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." Below the text area are two buttons: "Discard Changes" and "Save". A hand icon is pointing at the "Save" button.

7. Sign out of the Department of Grant Compliance and Administration WorkApp by clicking on the  icon located in the bottom left-hand corner of the window and selecting “Sign out.”





## Resolving Smartsheet WorkApp Submission Issues

The FPC WorkApp General Help Form has been added to the School System, ESC, and Fiscal Agent Dynamic Views for School Systems and ESCs to submit any questions and/or report any issues they may be experiencing related to the various WorkApp projects administered by the Federal Program Compliance Division. The form link is available within the WorkApp environment. Please use the FPC WorkApp General Help Form for assistance with any FPC WorkApp-related issues, including those that may concern incorrect or incomplete data submissions, inadvertent attachment uploads, and/or access issues.



Screenshot of the Form Link in the WorkApp environment:



***If School System or ESC staff are experiencing issues with the EDGAR Connect WorkApp, they will need to complete the help form available in the EDGAR Connect WorkApp for assistance.***

### FPC WorkApp General Help Form

Link: <https://app.smartsheet.com/b/form/1b6692e7ac864fc682e8855d7d293fe9>

# Resources

- [TEA ESSA Title IV, Part A - Student Support and Academic Enrichment](#) (webpage)
- [Federal Program Compliance Division Resources](#) (webpage)
  - FPC Division General Smartsheet TEA WorkApp Training Video (FPC Resources webpage, Smartsheet Resources, December 2024)
  - FPC WorkApp General Help Form Instructions (FPC Resources webpage, Smartsheet Resources, February 2025)