2021-2022 Random Validation Handbook for Title I, Part A Schoolwide Program Campus Comprehensive Needs Assessment (CNA)

Federal Program Compliance Division

ESSAsupport@TEA.Texas.gov

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Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the Title I, Part A Schoolwide Program Campus CNA. It should be used in conjunction with the 2021-2022 Random Validation Submission Packet for the same requirement.

Although these documents have been prepared for use by those LEAs that are selected to participate in the 2021-2022 Random Validation, LEAs that are not selected may still find them useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Submission Packets and the Handbooks are available on the Federal Program Compliance Division's web page under "Division Resources."

Title I, Part A Random Validation Selected Requirement

ESSA Statutory Requirement	Schoolwide Program Campus Comprehensive Needs Assessment
ESSA Statutory Citation and Language	Section 1114 (b)(6) An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of enactment of ESSA) that is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local education agency.
ESSA Program-Specific Provisions & Assurances	Assurances Relating to Schoolwide Programs (3.f.) An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of enactment of ESSA) that is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the LEA.
Compliance Report – Program Compliance Self-Check	Campus Schoolwide Program Comprehensive Needs Assessment (11) The Title I, Part A, schoolwide program is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency.

Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

Please include the following selected documentation with the completed submission packet in order to demonstrate compliance with the program requirement described above:

Type of Selected Documentation Required	Description of Acceptable Documentation

1.1 The relevant page(s) of the Comprehensive Needs Assessment or Campus Improvement Plan that include the description of the current school year campus's comprehensive needs assessment (CNA) process	• The description submitted should include:
	  o the date(s) that the CNA was developed (if a new campus) or the date(s) that the CNA was reviewed and revised for the 2021-2022 school year,
	  o list of stakeholders involved that includes the individuals by name and roles*,
	  o areas examined, and
	  o list of multiple data sources analyzed.
	*Parents may not be LEA employees in order to fill the "parent" roles on the committee.

1.2 Meeting agendas, meeting notes or minutes, and participant rosters documenting the campus's CNA process	• It is highly unlikely that a CNA process would take place in one meeting considering that the process should be comprehensive in nature. Therefore, an LEA should share documentation from multiple meetings (at least 2) to establish compliance. • Documentation* must be aligned with the documented description of the campus's CNA process. • Meeting agendas, meeting notes or minutes, and participant rosters should provide evidence that the CNA process described in the CNA description referenced in Item 1.1 was followed. • Given the increased use of virtual meeting environments participant rosters that include the meeting title, meeting date, and stakeholder names and roles** would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature. * Due to COVID-19, documentation for virtual meetings is acceptable. **Parents may not be LEA employees in order to fill the "parent" roles on the committee.

Note:

1. Validation requirements will receive a designation of "Met Requirement" or "Improvement Needed" during the validation review.

Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA's compliance with the Title I, Part A Schoolwide Program Campus CNA requirement. In the left-hand column include the page number(s) where the requirement(s) is addressed in the LEA's documentation. Be as specific as possible in order to facilitate the auditor's review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5.

Please leave the two right-hand columns blank, as these will be completed by TEA staff during their review of the documentation submitted.

Do not submit extraneous documentation.

Instructions for Uploading Documentation

Follow these steps to submit your Random Validation Submission Packet and supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application via TEAL.

1. Complete the *2021-2022 Random Validation Submission Packet* for Title I, Part A Schoolwide Program CNA (**Response Document**).
2. Assemble the requested material into **one PDF file** (**Supporting Document**):
   a. Required documentation as described in the 2021-2022 Random Validation Handbook for Title I, Part A Schoolwide Program Campus CNA.

   Note: When compiling the pdf file for submission, please ensure that—

   - the pages are not compressed or reduced in size;
   - any landscape pages are oriented with their right-hand edge at the top;
   - the documentation pages included are numbered consecutively in the lower right corner. These page numbers, which may be hand-written if that is most convenient, should be the ones referenced in the left-hand column of this guidance document.
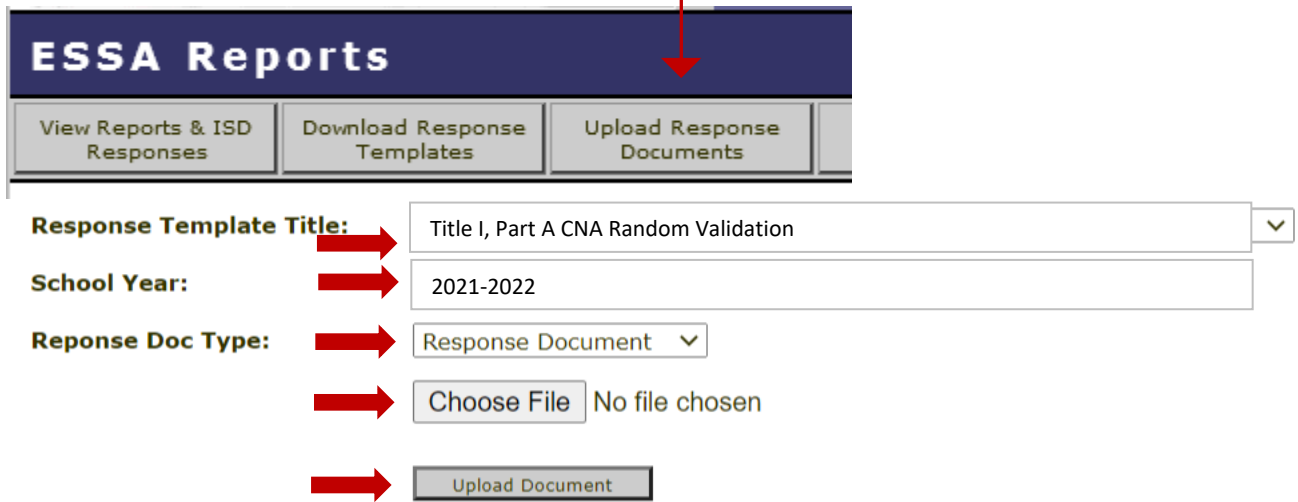
3. Log on to the TEA Login (TEAL).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select "Upload Response Documents" tab.

Submission of the *2021-2022 Random Validation Submission Packet* for Title I, Part A Schoolwide Program Campus CNA

From the dropdown menus:

6. Response Template Title: Select "Title I, Part A CNA Random Validation."
7. School Year: Select "2021-2022."
8. Response Doc Type: Select "**Response Document.**"
9. Click "Choose File" to browse for the file location on your computer. **(Please upload the Word document and not a pdf of the document.)**
10. Click "Upload Document" button.

(Sample Screen Shots of ESSA Reports)

Note: Maximum allowable file size is 10 MB.

Submission of the *2021-2022 Random Validation Documentation* for Title I, Part A Schoolwide Program Campus CNA

From the dropdown menus:

11. Repeat steps 4-7 referenced above.
12. Response Doc Type: Select "**Supporting Document.**"
13. Click "Choose File" to browse for the file location on your computer **(Please upload a pdf document.)**
14. Click "Upload Document" button.

(Sample Screen Shots of ESSA Reports)

Response Template Title:	Title I, Part A CNA Random Validation ⌄
School Year:	2021-2022
Reponse Doc Type:	Supporting Document ⌄
	Choose File No file chosen
	Upload Document

Note: Maximum allowable file size is 10 MB.

Title I, Part A Schoolwide Program Campus CNA Random Validation Timeline

Task	Due Date
Email initial notification to LEA administrator regarding program selection. ESC will be copied.	**October 4, 2021**
ESC staff will contact LEA to: • confirm receipt of initial notice; • confirm access to ESSA Reports on TEAL for appropriate staff; • offer technical assistance.	Contact within 3 business days after initial notification to LEA. Technical assistance through **November 11, 2021**
Deadline to upload documentation on ESSA Reports.	**November 12, 2021**
TEA program staff complete preliminary reviews.	**March 11, 2022**
TEA contacts ESC regarding LEAs that receive "Improvement Needed" status for ESC review and comment before TEA notifies LEAs.	**March 12–April 8, 2022**
Notification to LEA administrator of validation results for. ESCs will be copied.	**April 26, 2022**
ESC technical assistance deadline if LEA receives "Improvement Needed" status regarding any items.	**September 29, 2022**
ESC provides documentation on ESSA Reports that technical assistance was offered/provided.	**September 29, 2022**
If the LEA receives "Improvement Needed" status on a program requirement, the LEA will be required to <u>submit documentation for 2022-2023 for the same requirement</u>. The documentation must be uploaded on ESSA Reports.	**September 30, 2022**