# 2021-2022 Random Validation Handbook for Title IV, Part A

# Evaluation of Program Effectiveness

**Federal Program Compliance Division**

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# Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the Title IV, Part A—***Evaluation of Program Effectiveness*** requirement. 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 IV, Part A Random Validation Selected Requirement

| **ESSA Statutory Requirement** | **Evaluation** of Program Effectiveness |
|---|---|
| **ESSA Statutory Citation and Language** | Section 4106(e)(1)(E)<br>(e) Contents Of Local Application.—Each application submitted under this section by a local educational agency, or a consortium of such agencies, shall include the following:<br>(1) Descriptions.—A description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of—<br>(E) the program objectives and intended outcomes for activities under this subpart, and how the local educational agency, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes. |
| **ESSA Program-Specific Provisions & Assurances** | Assurances Related to Title IV, Part A (#12)<br>The LEA will periodically evaluate the effectiveness of the activities carried out to support the program objectives and intended outcomes. |
| **Compliance Report— Program Compliance Self-Check** | The LEA periodically evaluated the effectiveness of the Title IV, Part A programs and/or activities based on the objectives and outcomes |

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

| Type of Documentation Required | Description of Acceptable Documentation |
|---|---|
| The most recent description of the process to evaluate effectiveness of Title IV, Part A funded activities aligned to program objective(s) and intended outcome(s). | • Relevant pages of the most current District Improvement Plan (DIP) or other official auditable documentation that provide a description which includes: <br> (1) LEA's Title IV, Part A evaluation process; <br> (2) how LEA will periodically evaluate effectiveness; <br> (3) Title IV, Part A program objective(s); and <br> (4) Title IV, Part A intended outcome(s) of funded program(s) and/or activities. <br> **And** <br><br> • Relevant sign-in sheets and/or meeting agendas of stakeholder consultation meetings (with identified names and roles) pertaining to the evaluation of effectiveness in Title IV, Part A-funded activities and/or programs. |

## 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 IV, Part A requirement. In the left-hand column write the page number 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 IV, Part A—Evaluation of Effectiveness (**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 IV, Part A—Evaluation of Effectiveness.

   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 Title IV, Part A Random Validation Submission Packet***

**From the dropdown menus:**

6. Response Template Title: Select "Title IV, Part A Random Validation—Evaluation."
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)

**ESSA Reports**

| View Reports & ISD Responses | Download Response Templates | Upload Response Documents |
|---|---|---|

**Response Template Title:**    Title IV, Part A Random Validation—Evaluation

**School Year:**    2021-2022

**Reponse Doc Type:**    Response Document

Choose File   No file chosen

Upload Document

**Note:** Maximum allowable file size is 10 MB.

**Submission of the 2021-2022 Random Validation Documentation for Title IV, Part A—Evaluation of Effectiveness**

**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 IV, Part A Random Validation - Evaluation

**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 IV, Part A Random Validation Timeline

| Task | Due Date |
|---|---|
| Email initial notification to LEA administrator regarding program selection.<br>ESC will be copied. | **October 4, 2021** |
| ESC staff will contact LEA to:<br>• confirm receipt of initial notice;<br>• confirm access to ESSA Reports on TEAL for appropriate staff;<br>• 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** |