

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

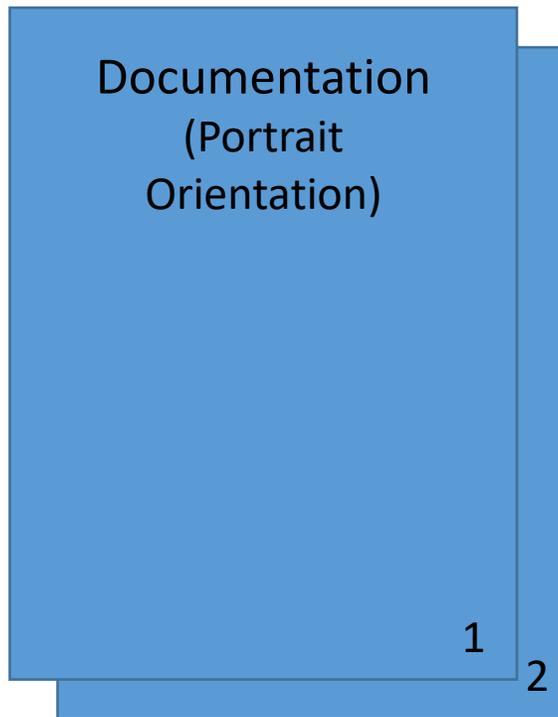
STEP 1: Gather and assemble the documentation

- 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	

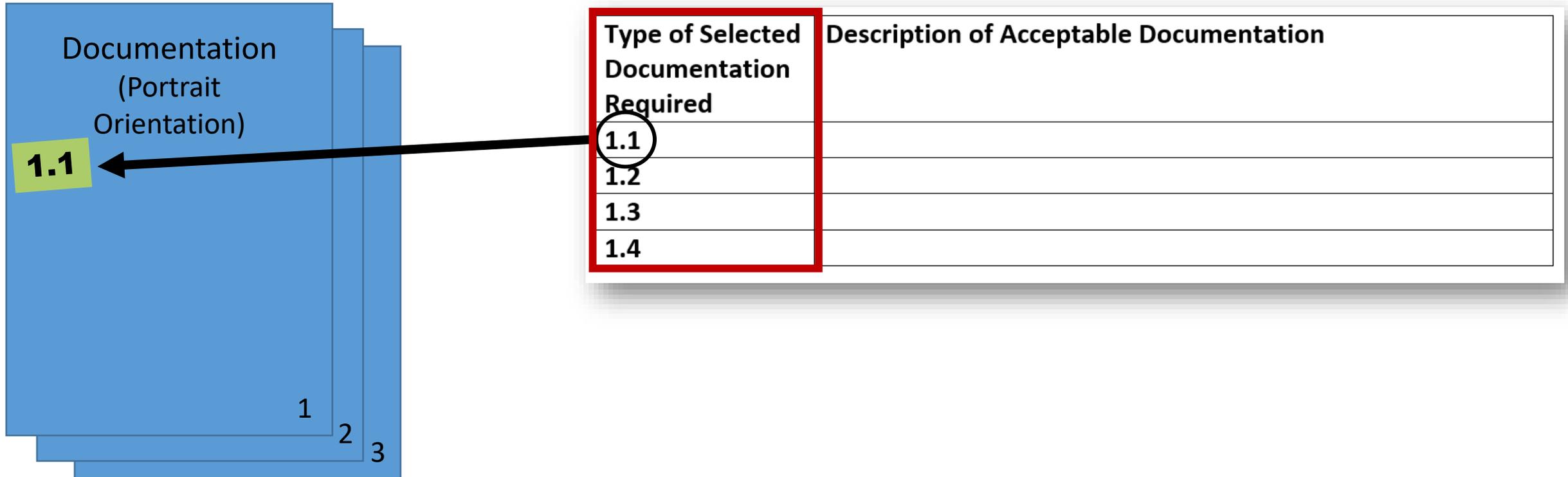
- Assemble the documentation in the order it is requested (i.e., 1.1 first, 1.2 second, etc.)
- Number pages of the documentation file consecutively

Order pages and number consecutively in lower right corner:



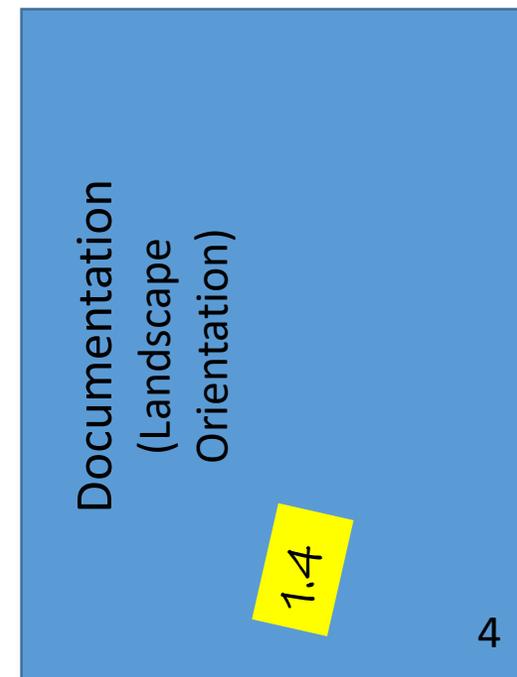
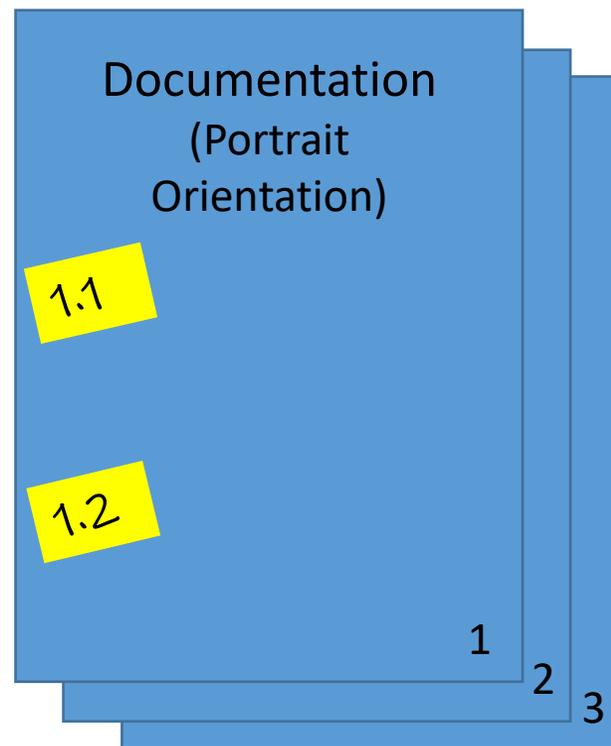
Tips to Facilitate Documentation Review Process

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



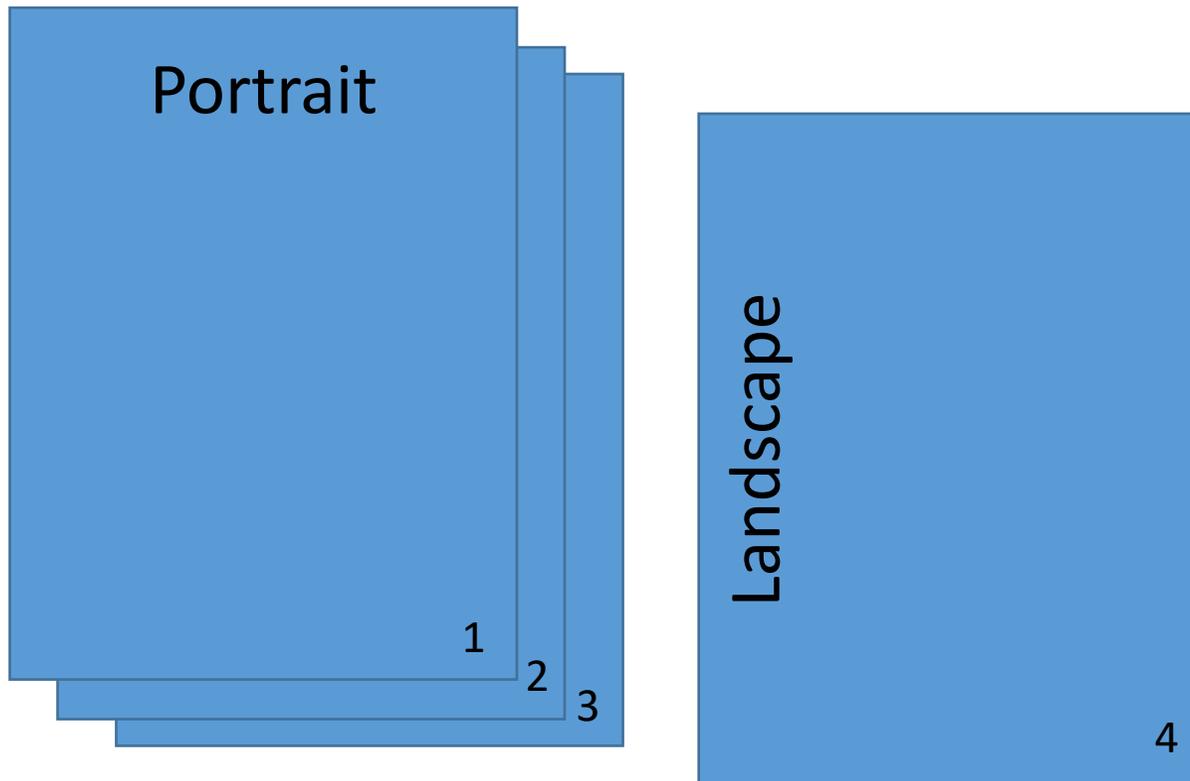
Tips to Facilitate Documentation Review Process

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.



Tips to Facilitate Documentation Review Process

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



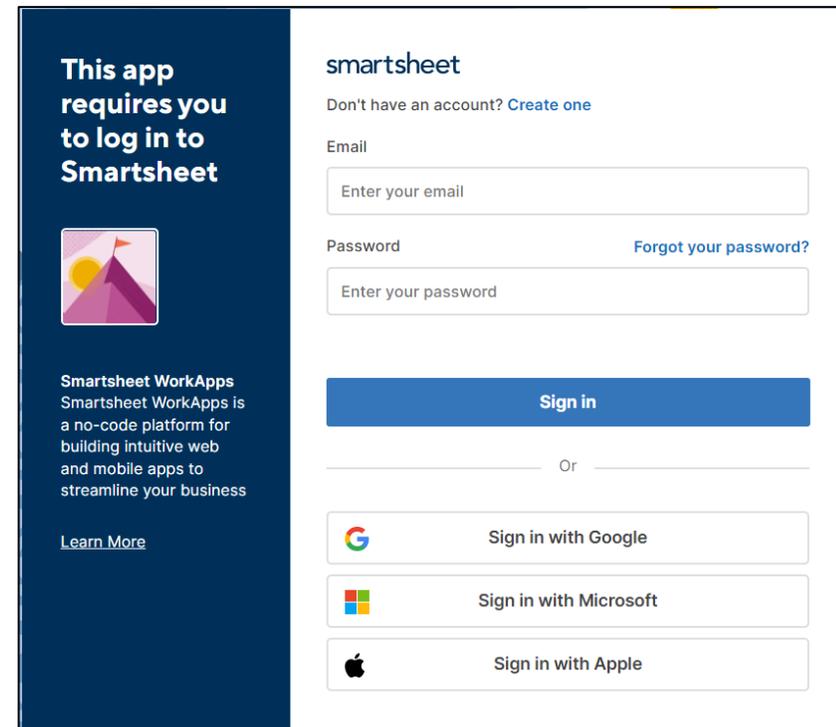
Federal Program Compliance Division

- 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 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 white area is titled "smartsheet" and includes a "Create one" link for users without accounts. It features input fields for "Email" and "Password", with a "Forgot your password?" link next to the password field. A prominent blue "Sign in" button is centered below the fields. Underneath, an "Or" separator is followed by three social login options: "Sign in with Google", "Sign in with Microsoft", and "Sign in with Apple", each with its respective logo.

2022-2023 Random Validation Documentation Submission Instructions

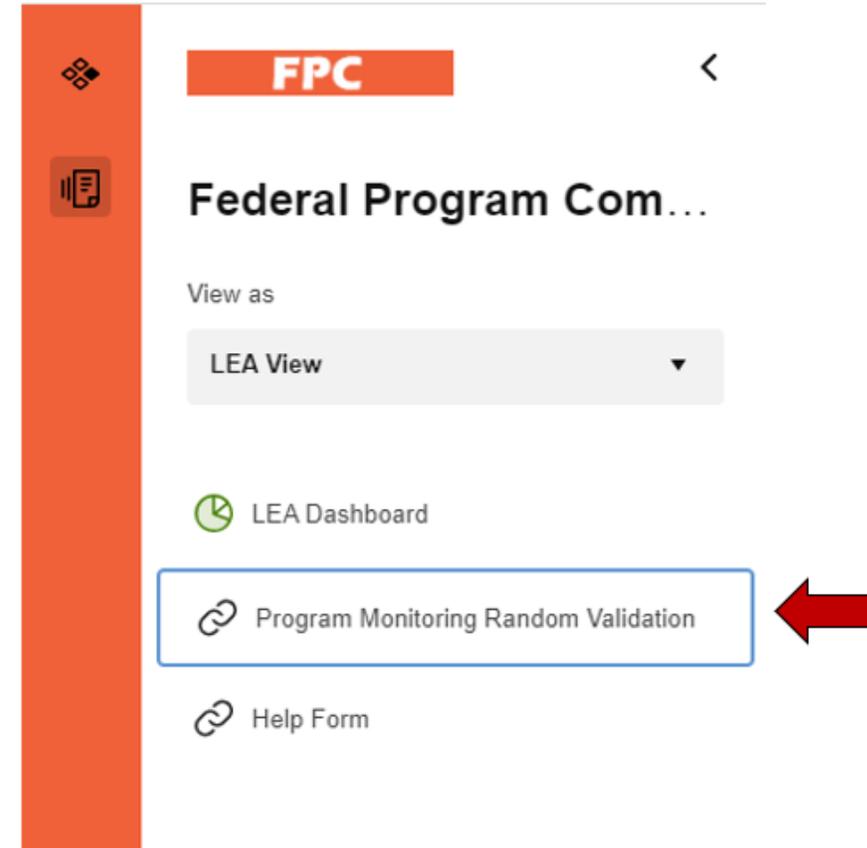
2. Click on the Federal Program Compliance Division WorkApp Tile.



Federal Program Compliance Division

2022-2023 Random Validation Documentation Submission Instructions

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.

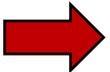
Program Monitoring Random Validation

FPC

☆ LEA_View_FPC Program Monitoring Random Validations ⓘ

Filter  

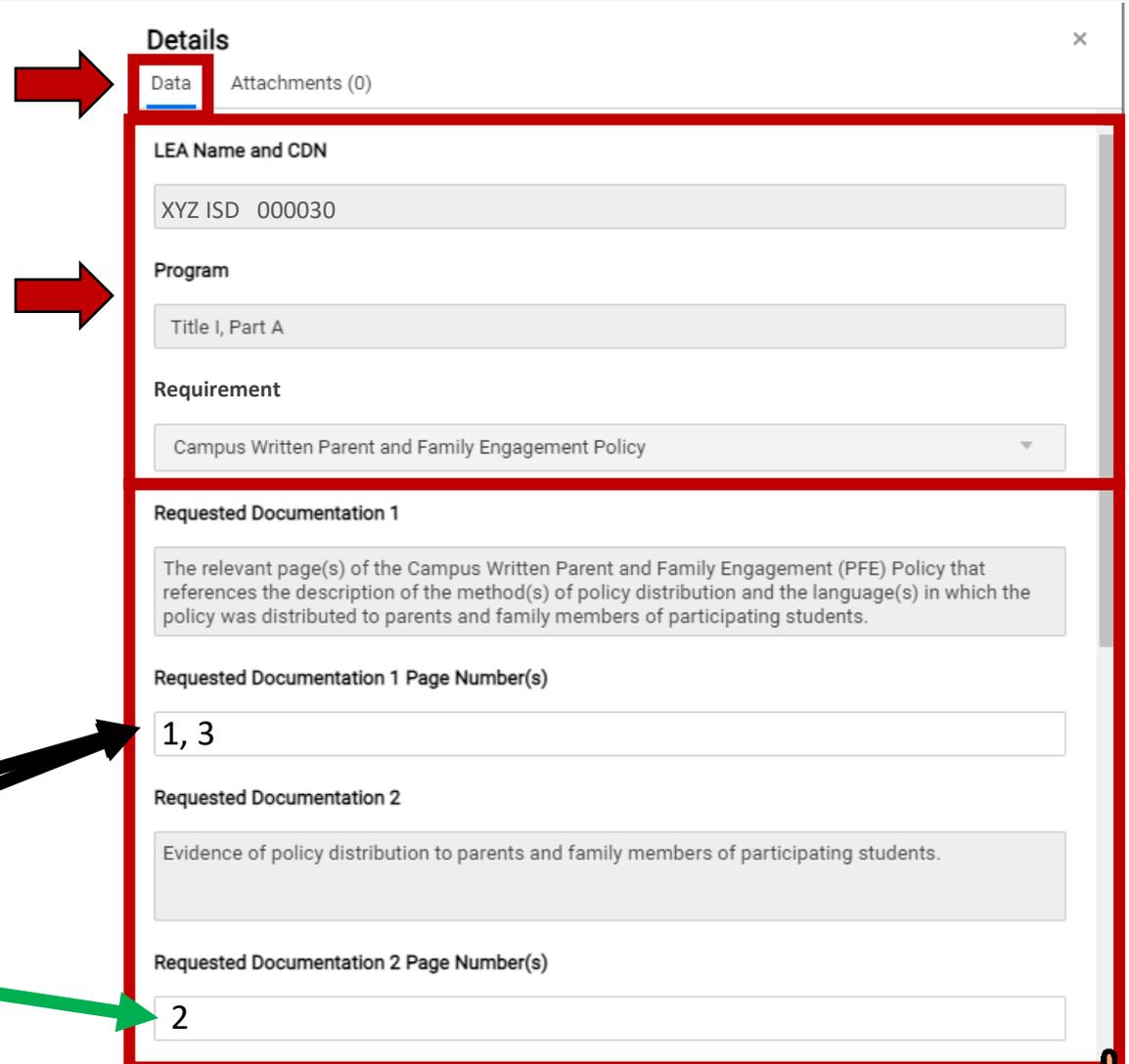
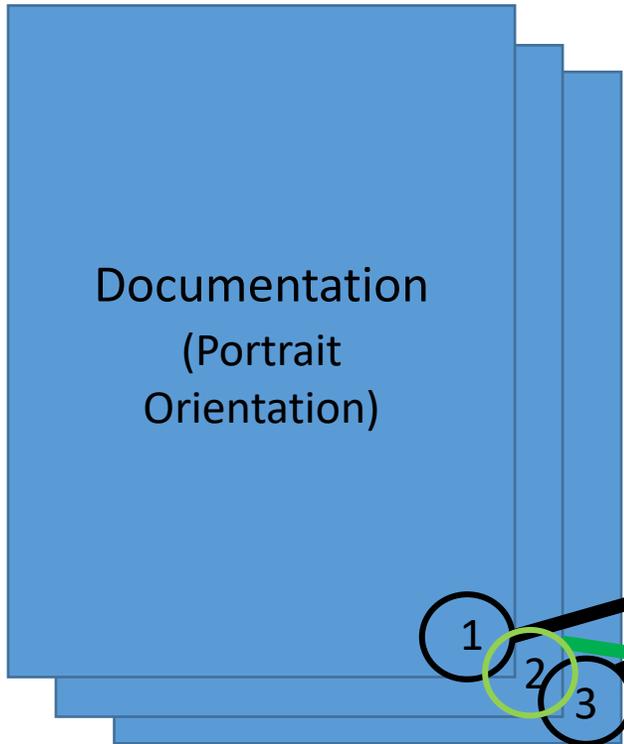
LEA Name and CDN	LEA Stage	Program	Requirement
ABC ISD 000001	Initial Submission	Title I, Part A	Schoolwide Program Campus Comprehensive Needs Assessment
ABC ISD 000001	Additional Submiss		



2022-2023 Random Validation Documentation Submission Instructions

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

- a. Requested Documentation Page Numbers



Details [x]

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

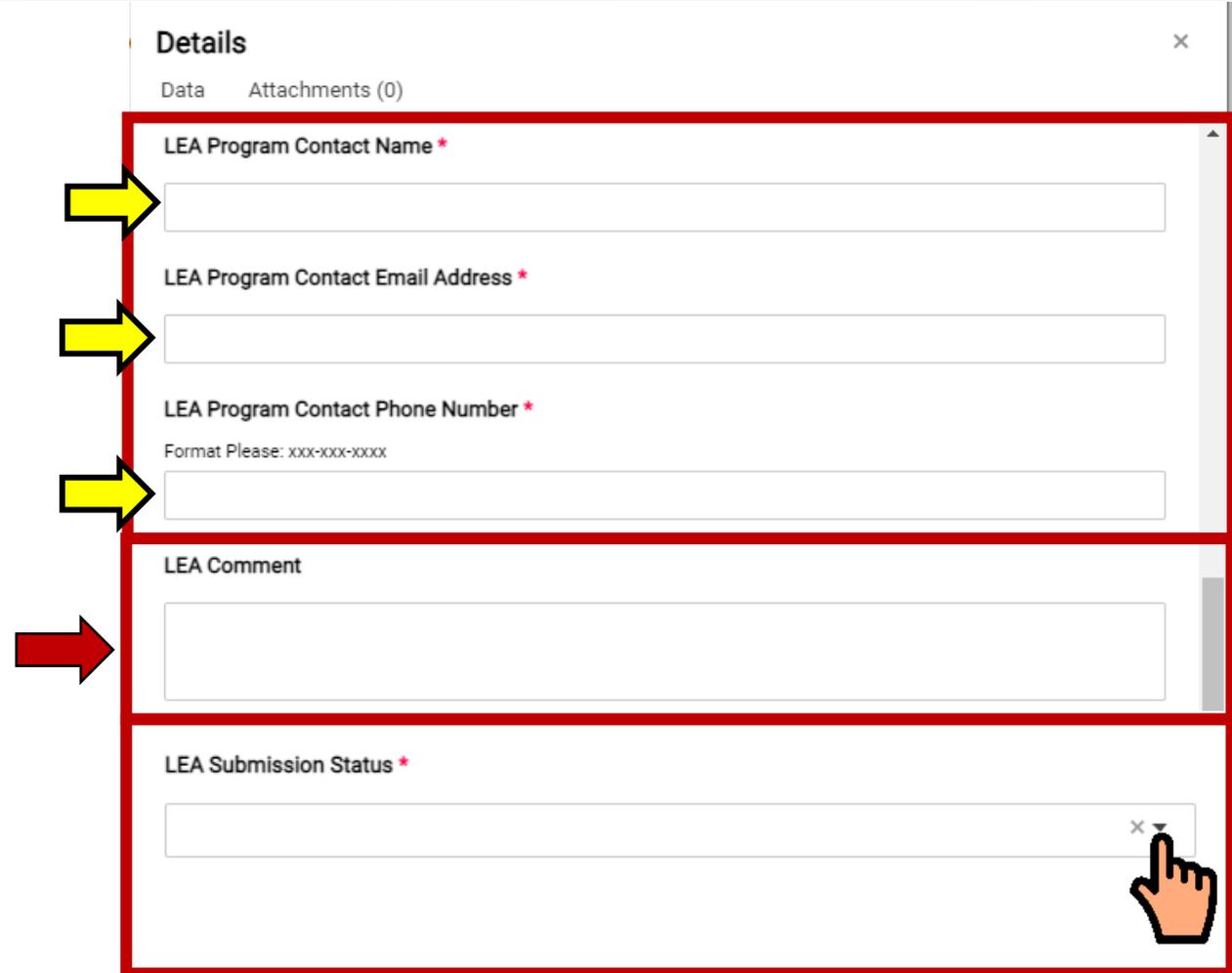
Evidence of policy distribution to parents and family members of participating students.

Requested Documentation 2 Page Number(s)
2



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 'Data' tab selected. The form contains several fields, each with a red asterisk indicating it is required. Yellow arrows point to the input fields for 'LEA Program Contact Name', 'LEA Program Contact Email Address', and 'LEA Program Contact Phone Number'. A red arrow points to the 'LEA Comment' text area. A hand cursor icon is positioned over the 'LEA Submission Status' dropdown menu. The form is enclosed in a red border.

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 *

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 *

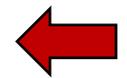
Format Please: xxx-xxx-xxxx

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.

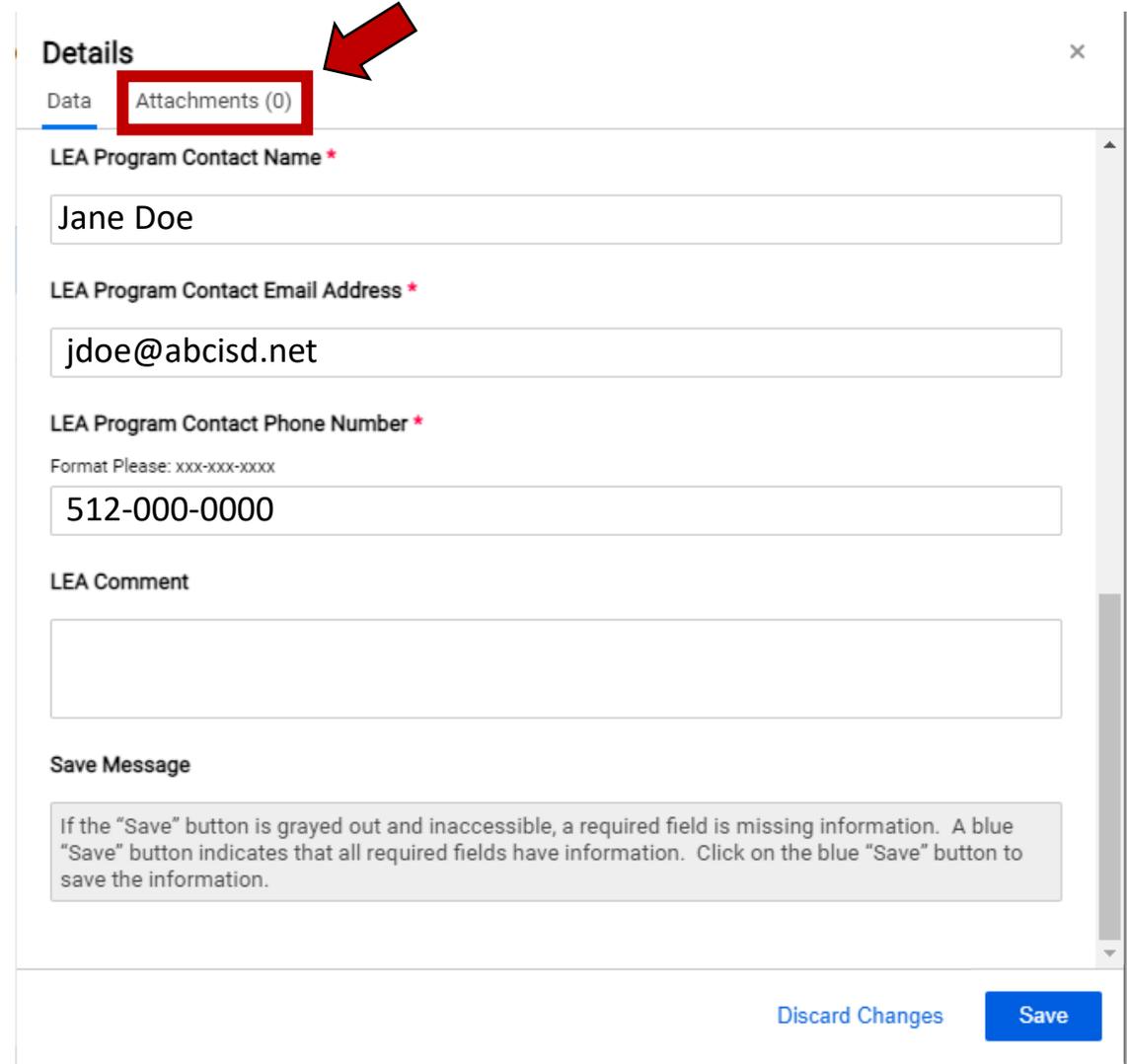
Discard Changes **Save**



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

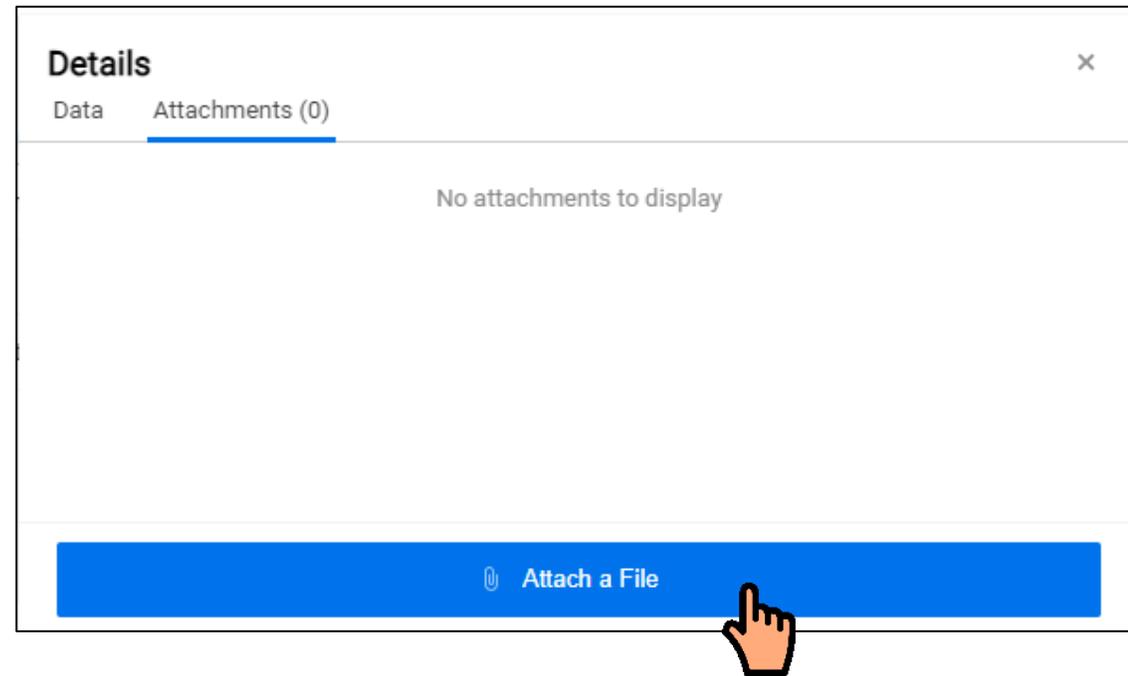
If the “Save” button is grayed out and inaccessible, a required field is missing information. A blue “Save” button indicates that all required fields have information. Click on the blue “Save” button to save the information.

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

2022-2023 Random Validation Documentation Submission Instructions

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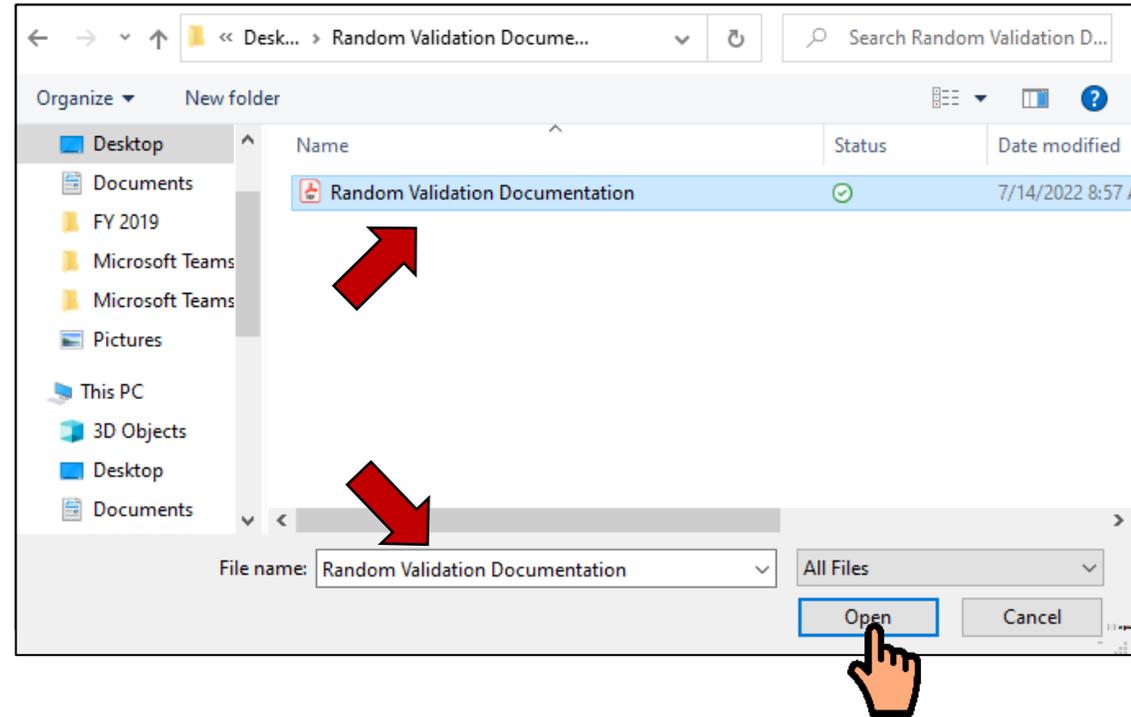
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2022-2023 Random Validation Documentation Submission Instructions

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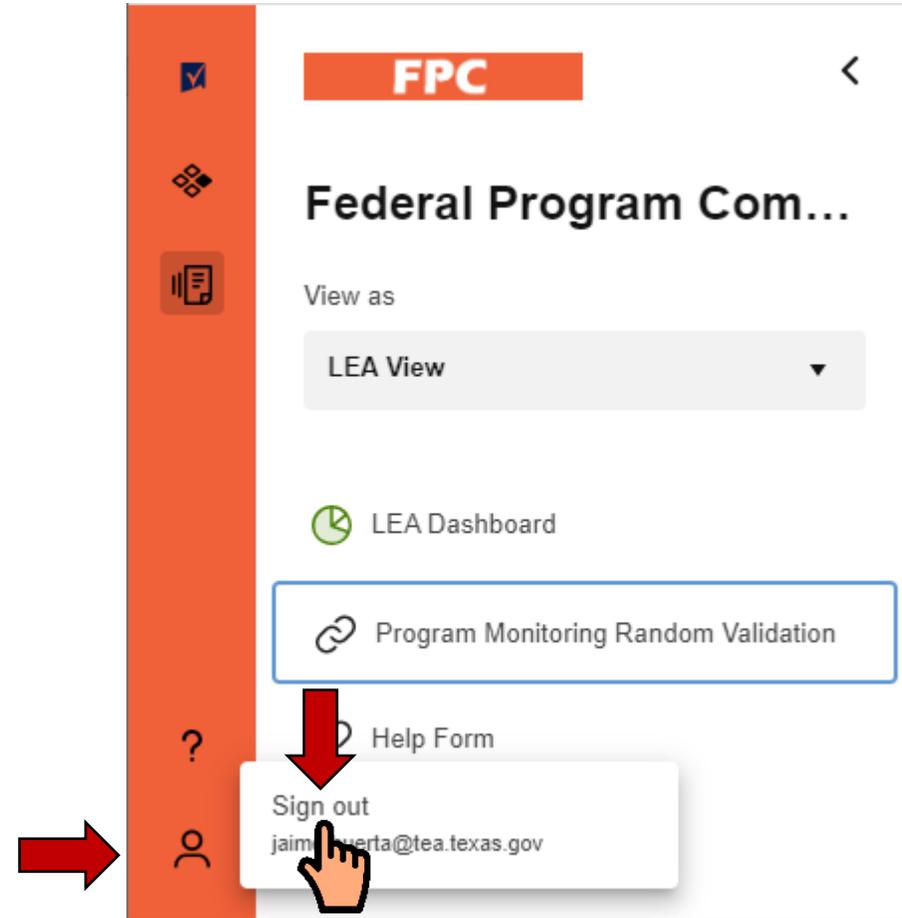
- a. Click on “Attach a File” and browse through your computer files and locate the documentation file
- b. Click on “Open” in your browser window
- c. Click on the “x” in the top right-hand corner to close the Details form



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