

## Districts are Monitored on the Following Components

The following has been created as a quick self-monitoring checklist to help districts determine if they have the necessary documentation when implementing a Title IV program. The documentation section includes examples of acceptable documentation.

### SSAE 01 ANNUAL EVALUATION

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The district has documentation of an evaluation plan or detailed process of how they conducted an annual evaluation of the Title IV program/activities to plan for the upcoming school year. (ESEA section 4106(d), 4108).

**Documentation:** District self-evaluation in or highlighting Title IV program, narrative detailing the process of how the district conducted an annual evaluation and results, summary chart of Title IV activity/program/outcomes, and evaluation result, narrative describing how the annual evaluation results will be used to make decisions about appropriate changes in the program for the subsequent year, board presentation highlighting Title IV, meeting agenda(s), minutes, handouts for any of the above.

**Resource links:** Title IV-A LEA Needs Assessment Tool, Title IV-A Evaluation Tool, Selecting Evidence-Based Programs and Practices for Title IV, Part A Activities, Key Approaches for Strengthening School Mental Health: A Primer & Resource Guide, and Addressing School Mental Health

### SSAE 02 PRIORITIZATION OF FUNDS

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The district can provide a narrative and supporting documentation addressing how funding was prioritized and distributed funds to schools based on one or more of the following criteria (ESEA4106(e)(2)(A)):

- Are among those with the greatest needs
- Have the highest numbers of students served in Title I
- Are identified for comprehensive or targeted support and improvement
- Are identified as a persistently dangerous school

**Documentation:** narrative of how the district prioritized the use of funds based on the above criteria, meeting minutes, board minutes discussing the prioritization of funds, Cognia documents aligning to the prioritization of funds, and strategy map with accompanying narrative discussing the prioritization of funds.

**Resource links:** Selecting Evidence-Based Programs and Practices for Title IV, Part A Activities, Braiding Funds to Enhance Title IV-A Program Efficiency and Outcomes, Title IV-A Implementation Planning Tool, Title IV-A Evaluation Tool, and Title IV Statute

### SSAE 03 OBJECTIVES, OUTCOMES, AND MONITORING PLAN

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The district has identified objectives and outcomes aligned with Title IV goals (listed below) and has a plan to monitor the objectives and outcomes for effectiveness. (ESEA section 4106(e)(1).

The goals for Title IV funding:

- Provide students with access to well-rounded education,
- Improve school conditions for student learning, and
- Improve the use of technology to improve the academic achievement and digital literacy of all students.

**Documentation:** Summary chart or spreadsheet of objectives and measurable outcomes, including a timeline of evaluation

**Resource links:** Developing Objectives and Measurable Outcomes, School Renewal Guide (nd.gov), Selecting Evidence-Based Programs and Practices for Title IV, Part A Activities, Braiding Funds to Enhance Title IV-A Program

Efficiency and Outcomes, Title IV-A Implementation Planning Tool, Evaluation Guide (ed.gov) and Title IV-A Evaluation Tool

#### **SSAE 04 DISTRICT POLICIES AND GUN FREE SCHOOLS ACT REPORTING**

<input type="checkbox"/>	The district has adopted and can provide their internet safety policy with respect to all devices with internet capability that protects against access to visual depictions that are obscene and harmful to minors and is enforcing the operation of this policy. (ESEA 4121).
<input type="checkbox"/>	The district has adopted and can provide their policy or policies documenting the following: <ul style="list-style-type: none"> <li>• a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school; and</li> <li>• a policy for possession of weapons and firearms and one-year expulsion. (ESEA section 4141) (NDCC 15.1-19-10)</li> </ul>
<input type="checkbox"/>	The district can provide documentation showing they submitted the previous year required Suspension, Expulsion, and Truancy (SET) report.

**Documentation:** Copy of the above district policies and a copy or screenshot of your SET Report.

**Resource links:** ESEA, General Assurances (nd.gov), Guidance.Gun-Free-Schools-Act.pdf (ed.gov)

#### **SSAE 05 INFORMED CONSENT**

<input type="checkbox"/>	<p><b>If the district uses Title IV funds for mental health services or assessments</b>, the district is required to submit a template(s) for prior written consent that the LEA or contracted provider has obtained from the parent of each child who is under 18 years of age and before the administration and participation in any mental health assessment or service.</p> <p>The informed consent must include a detailed description of the mental health assessment or service, including the purpose of the assessment or service, the preorder of the assessment or service, when the assessment or service will begin, and how long the assessment or service will last (ESEA section 4001)</p>
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**Documentation:** Copy of the provider's parental consent template.

**Resource links:** ESEA, [Title IV FAQs and Title IV Program Requirements](#)

#### **SSAE 06 SPENDING REQUIREMENTS – EFFECTIVE USE OF TECHNOLOGY**

<input type="checkbox"/>	<b>If the district has the waiver, please provide a copy of the waiver.</b>
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**Documentation:** Submit a copy of the approved waiver and documentation regarding the progress toward the desired impact you provided. If you have completed any progress monitoring regarding the effects of the waiver, please provide that as well.

<input type="checkbox"/>	<b>If a portion of funds were expended in the Effective Use of Technology</b> area to support one or more activities authorized under section 4109(a), the district will not use more than 15 percent of their EUT budget for purchasing technology infrastructure*. Technology infrastructure includes devices, equipment, software applications, platforms, digital instructional resources and/or other one-time information technology purchases.
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**Documentation:** A detailed summary, ledger, WebGrant budget, or spreadsheet of the expenditures in the Effective Use of Technology budget aligned with the appropriate object code. The district may need to provide a brief narrative to clarify what items were purchased to verify what items are considered technology infrastructure.

**Resource links:** Object Code Categories, Tracking Federal and Local Funds, Title IV Use of Funds Quick Reference Guide, Title IV Coordinator Reference Guide (nd.gov), Title IV- see Funding Obligation accordion and Effective Use of Technology Resource Guide for Local Education Agencies

### SSAE 07 COMPREHENSIVE NEEDS ASSESSMENT

<input type="checkbox"/>	<p>The district conducted a needs assessment within the <b>last three years</b> (ESSA 4106(e) (2)(A)). The needs assessment was comprehensive and identified and examined areas for improvement related to:</p> <ul style="list-style-type: none"> <li>• Access to and opportunities for a well-rounded education (4107) for all students</li> <li>• School conditions for student learning to create a healthy and safe school environment (4018)</li> <li>• Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology (4019)</li> </ul>
<p><b>Documentation:</b> Date of the last needs assessment and a summary or highlights of data aligned to the above three areas.</p>	
<p><b>Resource links:</b> Needs Assessment Tool, Need Assessment Tool webinar slides, Needs Assessment Tool Webinar Braiding Funds to Enhance Title IV-A Program Efficiency and Outcomes, Title IV-A Evaluation Tool Developing Stakeholder Relationships to Support School Programming, Effective Use of Technology Resource Guide for Local Education Agencies, Preventing School Dropout Brief Resource Guide, Selecting Evidence-Based Programs and Practices for Title IV, Part A Activities, ESEA, Title IV FAQs, Title IV Program Requirements, Title IV Use of Funds Quick Reference Guide, Title IV Coordinator Reference Guide (nd.gov)</p>	

### SSAE 08 SPENDING REQUIREMENTS

<input type="checkbox"/>	<p><b>If the district has the waiver, please provide a copy of the waiver.</b></p>
<p><b>Documentation:</b> Submit a copy of the approved waiver and documentation regarding the progress toward the desired impact you provided. If you have completed any progress monitoring regarding the effects of the waiver, please provide that as well.</p>	
<input type="checkbox"/>	<p>The district can provide documentation of meeting Title IV spending requirements.</p> <ul style="list-style-type: none"> <li>• A minimum of 20% of the district's Title IV allocation was spent in WR and SH.</li> <li>• A portion of funds was spent in EUT.</li> <li>• The portion spent in this area is called your EUT budget. The district may not spend more than 15% of its EUT budget on technology infrastructure*. <i>Technology infrastructure includes devices, equipment, software applications, platforms, digital instructional resources, and/or other one-time information technology purchases.</i></li> </ul>
<p><b>Documentation:</b> Summary, ledger, summary of expenditures in the three areas, copy of WebGrant budget. Regarding the EUT budget, the district may need to provide a brief narrative to clarify what items were purchased that are considered technology infrastructure to determine if the 15% CAP was met.</p>	
<p><b>Resource links:</b> Object Code Categories, Tracking Federal and Local Funds, Title IV Use of Funds Quick Reference Guide, Title IV Coordinator Reference Guide (nd.gov), Title IV- see Funding Obligation accordion and Effective Use of Technology Resource Guide for Local Education Agencies</p>	

### SSAE 09 SCHOOL NURSE/eNURSE SERVICE

<input type="checkbox"/>	<p><b>If the district has used funds to hire or contract for nursing services,</b> federal funds can only pay for the portion of the school nurse's salary when they are NOT providing direct medical services. Medical services are listed as a prohibited use of funds in ESEA section 4001(b).</p>
<p><b>Documentation:</b> Time and Effort log 100% of all activities (federal and non-federal) compensated by the district; or copy of a contract with the division of duties paid with Federal and non-federal funds addressed.</p>	
<p><b>Resource links:</b> Use of Federal Title Funds for School Nurse/eNurse, and ESEA</p>	