

Questions & Answers

Results-Based ESEA & IDEA Program

Monitoring Updates & COVID-19 Guidance

This document serves as a guidance resource for LEAs concerning monitoring processes conducted during the 2019–20 school year by the division of federal programs and oversight (FPO) regarding changes made related to district and school closures related to COVID-19.

Results-Based On-Site Monitoring

1. *Our on-site monitoring has already occurred, we participated in an exit call, and received monitoring results. Will you extend deadlines for items already shared with districts?*

All LEAs that have participated in an exit conference were contacted via email on March 17, 2020 by Geneva Taylor, senior director of compliance and operations, and offered an extension. LEAs must email Geneva.Taylor@tn.gov with the items for which an extension is sought and a reasonable date. Responses to each request will be issued within two business days.

2. *Our on-site monitoring was canceled. How should we proceed?*

All LEAs that canceled on-site monitoring were contacted via email on March 16, 2020 by Geneva Taylor with instructions. If the on-site monitoring was canceled due to school closure and has not been rescheduled, please email Geneva.Taylor@tn.gov to collaborate on a virtual monitoring schedule. As of March 16, 2020, all on-site monitoring visits will move to WebEx, a virtual platform, if district and school leaders are working and are able to proceed.

3. *Our on-site monitoring is now virtual. How should we prepare?*

All LEAs that had remaining on-site monitoring dates were contacted via email by Geneva Taylor on March 16, 2020 with instructions. All on-site monitoring visits will be conducted via WebEx if district and school leaders are working remotely and wish to proceed. Please contact your FPO divisional coordinator for assistance to prepare. Please contact Geneva.Taylor@tn.gov to collaborate on a virtual monitoring schedule.

Results-Based Desktop Monitoring

4. *Our desktop monitoring has already concluded, we participated in an exit call, and received monitoring results. Will you extend deadlines for items already shared with districts?*

All LEAs that have participated in an exit conference were contacted via email on March 17, 2020 by Geneva Taylor, senior director of compliance and operations, and offered an extension. LEAs must email Geneva.Taylor@tn.gov with the items for which an extension is sought and a reasonable date. Responses to each request will be issued within two business days.

5. *We completed desktop monitoring but have not had an exit conference. How should we proceed?*

Divisional coordinators reached out to schedule exit meetings with all desktop monitoring districts. As these meetings were originally scheduled to be virtual meetings via WebEx, the meetings can remain on schedule. Districts can contact their FPO divisional coordinator if meetings need to be rescheduled.

6. *Our desktop monitoring deadline is set for April 15. Can we get an extension?*

Yes. LEAs that have not yet completed desktop monitoring may request an extension by emailing Geneva.Taylor@tn.gov or calling (615) 580-2039 and proposing a new deadline date.

Self-Assessment

7. *Our Self-Assessment is in “Draft Completed” status or has already been submitted to the department. How should we proceed?*

LEAs that choose to complete the draft by **May 15** will not be penalized for late submission, and in fact will receive a small reduction in risk analysis points (amount to be determined) for the next monitoring season (during the 2020–21 school year). LEAs choosing to complete after May 15 will also not be penalized but will not receive a reduction in risk for next season. If LEAs wish to complete the self-assessment, submit the draft by asking the IDEA director, ESSA director, and director of schools to change the status in ePlan. LEAs that cannot or choose not to complete the self-assessment because LEA staff are not working during this time may email Geneva.Taylor@tn.gov to request a waiver for the self-assessment requirement for the 2019–20 school year and monitoring season.

8. *Our Self-Assessment is not complete. How should we proceed?*

LEAs that wish to complete the self-assessment may do so by **May 15** and receive a reduction in risk analysis points (amount to be determined). LEAs that cannot or choose not to complete the Self-Assessment because LEA staff are not working during this time may email Geneva.Taylor@tn.gov, who will waive the self-assessment requirement for the 2019–20 school year and monitoring season.

IEP Self-Monitoring

9. *We received our Compliance Action Plan (CAP) report from IEP Self-Monitoring. May we have an extension on one or more items?*

Yes. All LEAs that have received their CAP report were contacted via email by Laura Dunn, IDEA compliance coordinator, and offered an extension. LEAs must email Laura.Dunn@tn.gov with a school closure notification, and Laura will add a business day for each day the school is closed. She will respond to each request within two business days.

10. *How will we proceed if schools do not return to regular sessions as planned?*

Please view the guidance for special education services on the [department’s COVID-19 response website](#) relating to IEP and evaluation timelines. The department is closely monitoring school closures and will continue to adjust timelines so that they are feasible regarding monitoring expectations. Contact K12.health@tn.gov or Laura.Dunn@tn.gov if answers to questions are not in the aforementioned document.

Other Monitoring

11. *My district was focus monitored. May we receive extensions to deadlines?*

Yes. Please contact Geneva.Taylor@tn.gov to request extensions on specific items with upcoming due dates. She will coordinate with department stakeholders and work with LEA contacts to set new deadlines.

12. *I have another monitoring question that wasn’t answered here. Who should I contact?*

For Results-Based Monitoring (on-site, desktop, and self-assessment), please contact Geneva Taylor at Geneva.Taylor@tn.gov or (615) 580-2039.

For IEP Self-Monitoring, CEIS, CCEIS, or IDEA Discretionary Monitoring, please contact Laura Dunn at Laura.Dunn@tn.gov or (615) 961-1331.