

**Protocol for Title I, Part A Technical Assistance and
Monitoring in Maryland Public School Systems
for SY 2013-2014**

Title I, Part A Technical Assistance (TA)		Title I, Part A Monitoring	
Timeline	Activity	Monitoring/Timeline	Purpose/Feedback
July – June	Title I, Part A Components <i>(Highly Qualified, Parent Involvement, Schoolwide, Targeted Assistance, Equitable Services, Fiscal and Amendments)</i> Ongoing phone calls, emails, Peer-to-Peer networking, webinars, and onsite TA visits if requested	Title I, Part A Annual Program Review Monitoring Onsite Visit <i>(Required for all Maryland LEAs)</i> Timeline: December – February	Purpose: The Title I, Part A Program Review Monitoring Onsite Visit occurs in all Maryland LEAs each year and is the most comprehensive of all the MSDE monitoring in LEAs. Using MSDE’s Title I Annual Program Review tool, the LEAs provide documentation to ensure implementation of all Title I components with requirements, where applicable, adhere to federal requirements.
July - August	Participation Report Phone calls and emails		Feedback: MSDE will provide written feedback to all Maryland LEAs that includes areas of non-compliance with Title I requirements. If there are requirements that were “NOT MET” or “PARTIALLY MET”, MSDE will provide a timeline for the LEA to correct the identified areas.
July – November	Attachment 7 Phone calls, emails, and onsite TA visits if requested		ESEA Flexibility and Title I School Visitation Timeline: February-May
September	<i>Title I Administrative One Day Meeting for LEA Title I Directors/Coordinators</i>	Title I, Part A Spring Monitoring <ul style="list-style-type: none"> ➤ LEA Onsite Monitoring Visit; ➤ LEA Desk Monitoring; or ➤ LEA Phone Call Monitoring Timeline: May – June	Feedback: MSDE will provide written feedback to all Maryland LEAs and Title I schools that participate in the ESEA and Title I schools visits.
September – October	Title I, Part A Follow-up from Previous School Year Program Review-Fall Title I Visit Phone calls, emails, and onsite TA visit if needed		Purpose: All Maryland LEAs will receive one of the 3 types of spring monitoring depending on the LEA need from the feedback of the Annual Program Review. If a LEA had requirements as “NOT MET” or “PARTIALLY MET” from their Program Review, the MSDE specialist will either conduct an onsite or desk monitoring. For LEAs with no non-compliance recommendations, MSDE will conduct a phone call monitoring in those LEAs.
October – December	Title I Carryover Report and Comparability Report Phone calls, emails, and onsite TA visits if requested		Feedback: If the spring monitoring consists of an onsite visit or desk monitoring, the MSDE specialist will provide written feedback as a running record to the Title I Program Review feedback. If there is a Spring Monitoring Phone Call, the MSDE Title I Point-of-Contact will send a letter to the LEA documenting the call.
December	<i>Title I Administrative Briefing for LEA Title I Directors/Coordinators</i> Webinar, Conference call if needed	Title I, Part A Fall Monitoring <ul style="list-style-type: none"> ➤ LEA Onsite Monitoring Visit; ➤ LEA Desk Monitoring; or ➤ LEA Phone Call Monitoring Timeline: September - October	Purpose: All Maryland LEAs will receive one of the 3 types of fall monitoring depending on the LEA need from the feedback of the Spring Monitoring. If a LEA had requirements as “NOT MET” or “PARTIALLY MET” from their Program Review, the MSDE specialist will either conduct an onsite or desk monitoring. For LEAs with no non-compliance recommendations, MSDE will conduct a phone call monitoring in those LEAs.
November – February	Title I, Part A Program Review Preparation Before Annual Monitoring Visit Phone call, emails, and onsite TA visit		Feedback: If the fall monitoring consists of an onsite visit or desk monitoring, the MSDE specialist will provide written feedback as a running record to the Title I Spring feedback. If there is a Fall Monitoring Phone Call, the MSDE Title I Point-of-Contact will send a letter to the LEA documenting the call.
April –May	<i>Title I Administrative Two Day Meeting for LEA Title I Directors/Coordinators</i>		
May – June	Title I, Part A Follow-up from Program Review Phone calls, emails, and onsite TA visit if needed		