Welcome Migrant Education Program Directors and Staff

The webinar will begin shortly. If you are joining as a group, please use the chat area on the right side of the screen for roll call (enter your name and region number).

If the sound is not coming through, please connect via telephone at 877-991-3753 and enter password 89774946#. Thank you!
Migrant Education Online Grant Application Enhancement System Training

February 18, 2020
Webinar Participation Steps

1. Mute your speaker.

2. Use the **Chat** function to enter your name, title, and region or district.

3. Use the **Chat** function to submit your questions.
Webinar Participation Steps (2)

4. Download the PowerPoint from the Webinar Interface.

5. If the sound is not coming through, please connect via telephone at 877-991-3753 and enter password 89774946#.
Introductions

Session Facilitators
1. Teresa Palomino, Education Programs Consultant, California Department of Education (CDE)
2. Brian Yamamoto, Web Applications Manager, Los Angeles County Office of Education (LACOE)
3. Krissy Smith, Senior Systems Specialist, LACOE
4. Amalenalee Lule, Technology Services Contractor, LACOE

Participants
• Statewide Migrant Education Program Staff
This webinar’s objective is to discuss the new enhancements made to the 2020—21 online application system. We will not discuss the step-by-step process on how to complete, review, and submit an application at this time. If you would like to learn more about the step-by-step process, please watch last year’s trainings. The link to the trainings will be provided on the next slide.
Note

- If you are new, please review our comprehensive training located at https://connect.lacoe.edu/piq62v5ho6jx/
**Terminology**

- RA: Regional Application
- DFDSA: Direct-Funded District Service Agreement (also known as DFD)
- DSA: District Service Agreement
- MOU: Memorandum of Understanding
- CDE Subgrantees = Regions and DFDs
Outline

I. System Access
II. New Main Menu
III. Enhancements
I. System Access
- Login: Enter email and password

- New users will have to “Sign Up for an account”.

- After completing the required information, an email will be sent to the email account you provided with your login information.

- Login again with the provided information and you will be required to change your password.
II. New Main Menu
Section 1: The Grant Application Section

- **User Menu:**
  
  This is where the Subgrantee can:
  - Create New Grant Applications (for the Region and its DSAs and MOUs)
  - Read or Edit and Existing Grant Application
  - Change Password
  - And Contact Link to submit any questions/concerns to LACOE Helpdesk.

- **Regional Reviewer Menu:** This menu gives *regional reviewers* access to *submitted* district plans that they are assigned to review.

- **Regional Administrator Menu:** This menu allows *regional administrator* to assign regional reviewers to review *submitted* DSA and MOU applications.

Note: DFDSAs, DSAs, and MOUs will only have access to the **User Menu**.
Section 2: The Budget Revisions Section

*** Unless authorized by the CDE, you should not access this new section as it could impact the MEPEX system!!

For this training, we will only address the User Menu.
III. Enhancements
III. Enhancements (2)

- **Section 1**: General Information
- **Section 2**: Allocation & Student Profile
III. Enhancements (3)

- **Section 5**: Regular School Year (RSY)
- **Section 6**: Summer/Intersession (S/I)
- **Section 7**: School Readiness RSY
- **Section 8**: School Readiness (S/I)
- **Section 9**: Other Education, Health, Nutrition, & Social Services
III. Enhancements (4)

- **Section 10**: Identification & Recruitment
- **Section 11**: Parent Advisory Council
- **Section 13**: Administration
III. Enhancements (5)

- **Section 14**: Legal Assurances & Certifications
- **New Budget Cross Check**
- **Minor Changes to Overall Application**
III. Enhancements
  • Section 1
Section 1 is now comprised of two tabs instead of just the general information tab.

The first tab is the General Information Tab

The Regional Office must complete this section for their RA, their DSAs and MOUs. DFDSAs must also complete this section.

First field under the General Information Tab:

- **Short Description:** use the LEA’s full name instead of the Region or DFDSA’ number (For example, do not use: 2020–21 Region 1).

- **Subgrantee Type:** Regional Office will select **Region**.

- **Region:** Santa Clara County Office of Education (example)

- **County:** This field will prepopulate for an application with Subgrantee Type as **Region**.

- **District:** This field will prepopulate for an application with Subgrantee Type as **Region**.

- **Under “Who is the Sub-grantee Contact”, enter the name the Migrant Education Program, or MEP Director and their contact information.**
The second tab under **Section 1** is the **Funding Allocations Tab**.

For a Region or DFDSA, this information is now populated automatically upon plan rollover based on “Estimated” funding provided by the CDE. These boxes are now grayed out and non-editable.
Section 1, Funding Allocations Tab.

For DSAs and MOUs, this information is not populated automatically upon plan rollover, but instead the Region is still responsible for entering this information based on the portion of funds it will receive. These numbers will be placed in the “Estimated” sections boxes that are open for editing.

Please note, if the “Actual” funding is increased or decreased, the change will be reflected in the first budget revision created, and will appear right next to the “Estimated” section as a new column. This also pertains to Regions and DFDSAs.

Training on the new budget revision system will be provided in late summer or early fall.
III. Enhancements

• Section 2
In the past, Regions and DFDSAs were required to enter all student counts for not only themselves, but also all their DSAs and MOUs.

Now, ALL “student counts” are automatically populated based on MSIN reports. These numbers cannot be edited or changed. However, Regions still need to enter their RA, DSAs, and MOUs’ Allocation Amounts (arrow 1) and District Type (arrow 2) as shown in the next slide.

As in previous applications, any submitted DSA or MOU applications will appear in the region application highlighted in yellow (as shown in graphic 3), which when selected, will take the user to the actual district application. Once a district’s application has been submitted, their application can now be reconciled by the Region to the regional application. To do this, the Region will select the “Edit” button (as shown in section 4 of this graphic.)
Once the “Edit” button has been selected, the Region user will see the screen above (graphic 1). The Region will have to enter the “District Type” and “Allocation” amounts for that specific DSA or MOU.

If the Region user wishes to update the information from the DSA/MOU submitted plan to the region plan, they will need to select the “Update from submitted plan data” button (as shown in arrow 1). This will populate all the previous data entered by the region into the district’s application. The User will then click the “Update District” button to complete the process (as shown in graphic 2).
Continuation

Just a quick refresher: the “District Type” drop down menu lets the Region user select from DSA, MOU, or Regional Application (RA) type.

**RA type should be selected for those districts or county offices of education (COEs) that are receiving services from the region and are not under a DSA or MOU. RA type should also be selected by the Region. For Example, Tulare County Office of Education would select RA as their “District Type”.

If the Region is updating information for districts or COEs that are receiving services from the RA, they will enter the “District Type” as RA and enter the amount they estimate will be used for the direct service for that specific district under “Allocation”. The Allocation amount for all districts marked as RA (including the Region), should not surpass the total allocation allotted for the Region. If so, the total amount in Section 2 will not match the amounts listed in Section 1.

For example, Tulare County Office of Education received $100,000 total allocation for 2020–21. They allocated $50,000 to their DSAs, and they kept $50,000 at the region level. They would have to breakdown the $50,000 they kept at the regional level between their Region and the districts/COEs receiving services at the regional level.

To populate all the previous data entered by the region, the User will click the “Update District” button to complete the process (as shown in graphic 1).
III. Enhancements
• Sections 5–9
The first new feature is the New **State Service Delivery Plan (SSDP) Strategies Tab**.

This is a new tab added to Sections 5–9.

Within this tab, the user will find all the SSDP Focus Areas.

In this tab, the user will select the specific strategy focus areas to be addressed within the service/allowable activity. Once this is done, it will open all the strategies that are related to the SSDP Focus Area (as seen in the next slide).
As previously mentioned, once the SSDP Focus Area is selected, the system will open up all the strategies that are available for selection within that Focus Area.

After all the Focus Areas and SSDP strategies areas are selected, the user will need to “Save and Continue Editing”.

III. Enhancements
• Sections 5–9 (3)
Once the user has selected the SSDP Focus Areas, the Strategies, and has saved, a new feature will be triggered that allows the user to see the applied strategies while they are working throughout the service/allowable activity. This feature will be displayed on the top center of the page with the orange highlighted link labeled “selected SSDP strategy list”, as shown in this graphic.

We will discuss the link further on the next slide.
Once the user clicks on the “selected SSDP strategies list” link, the system will display a floating box that will show all SSDP Focus Areas/Strategies chosen for this service/allowable activity only.

This box will remain open until the user closes the box by clicking the “X”, or the user leaves the service.

This box will also remain open while the user moves from tab to tab while working in the service/allowable activity.

This feature helps ensure that if a strategy is selected, the RAs, DFDSAs, DSAs and MOUs confirm that all the required components for that specific strategy are addressed throughout the application. For example, if SSDP Focus Area: English Language Arts and Principle Strategy 1.0 are selected, the application should address key skills, instructional strategies, et cetera for that specific strategy. The service/allowable activity should also meet the minute requirements as indicated in the SSDP for that specific strategy.
The next new feature is the New SSDP Focus Area for English Language Development, or ELD.

All instructional services teaching core subjects must include ELD.
The next enhancement to Sections 5–9 is a cross check feature that only allows the students entered into the “Migrant Students Served” Tab (arrow 1) to be selected in the “Activity Time” Tab (arrow 2).

In this slide you can see that in the “Migrant Students Served” Tab students were entered in kindergarten through grade four.
Now, based on the students entered into the “Migrant Students Served” Tab, the grade levels that may be selected in the “Grade Level” area in the “Activity time” Tab will be restricted to those selected in the “Migrant Students Served” Tab. In this example, only kindergarten through grade 4 are available for selection for this service/allowable activity.
Checking for Understanding
Checking for Understanding (2)

True or False:
The Users will no longer have to populate the Funding Allocation Tab in Section 1 of the application for RAs and DFDSAs.
True or False:
Student Counts still need to be entered in Section 2 of the Application.
Checking for Understanding (4)

True or False:
The New “Main Menu” will look the same for RAs, DFDSAs, DSAs, and MOUs.
True or False:
All instructional services teaching core subjects must include English language development (ELD).
Checking for Understanding (6)

Melissa eats candy for lunch______.  
A. Sometimes  
B. ALWAYS  
C. Only the day before payday
III. Enhancement
• Section 10
In Section 10, the user will now see that there is no longer a “Budget” Tab.

All budget items related to Identification and Recruitment, or I&R will now be placed in Section 13: Administration.

The budgets that were previously entered in this section will no longer roll over and will need to be re-entered in the administration section (section 13).
III. Enhancements
• Section 11
In Section 11, the user will now see that there is no longer a “Budget” tab.

All budget items related to parent advisory councils, or PACs will now be placed in Section 13: Administration.

The budgets that were previously entered in sections 10 and 11 will no longer roll over and will need to be re-entered in the administration section (section 13).

Reminder: All I&R & PAC activities are considered unique MEP activities and will be subtracted from the admin expenditures to reduce the overall admin expenditures.

For questions on this item, you may contact the MEP Administrator, Celina Torres.
III. Enhancements
• Section 13
In Section 13, we have added a row for subtotal for each of the Administration Budget sections (for example: subtotal for Regular School Year, Summer, etc.).

The user will now see that each section within the Administration Budget will contain a “Subtotal for 1100-6999” budget line as well a “Total” budget line, which will include all 7000 object code items.
III. Enhancements
  • Section 14
For Section 14, the order of the tabs have changed. The Legal Assurances Tab is no longer on the top of this section.

The following tabs will still need be completed and uploaded prior to grant application submission:

- Inventory List
- Job Duty Statements
- Organizational Chart
- Summer Waivers (if applicable)

Please note, there is a new summer waiver form. You can find the link under the “Summer Waivers” Tab in the application. Please use this form, if old forms are uploaded, the application will be rejected.
Section 14 is continuation….

The following tabs will be completed after the grant application has been approved:

- Budget Certification (applies to regional and DFDSAs only)
- Legal Assurances
- Cover Page

In prior years, the Legal Assurances had to be signed and uploaded prior to the grant application submission. However in the 2020–21 grant application, the Legal Assurances process is now being moved to be completed after the approval of the application.
III. Enhancements
• Budget Cross Check
The first cross check occurs in Section 2 of the grant application and only applies to RAs and DFDSAs.

In this check, the system will cross check the “Total Allocation” in Section 1 of the application (see arrow 1), with the overall “Total” of all the allocations in Section 2 (see arrow 2). This total includes the allocation amounts for all DSAs, MOUs, districts/COEs marked as RA, and Region.

Should the amount not match, a prompt will display in RED advising that the “Total Amount Allocated in Section 1 does not match the Total in Section 2” (see arrow 3).
The second cross check is visible in the Budget Summary section of the grant application and applies to all applications.

In this check, the system will cross check in one of two ways:

For RAs and DFDSAs: the system will cross check the total allocation amounts entered in Section 2 for districts, COEs and Region marked as “RA” under “District Type” (as shown in arrow 1 and as discussed in slide 19), against the “Budget Summary Total” (as shown in arrow 2).
Continuation……

For MOUs or DSAs: the system will cross check the “Total Allocation” in Section 1 (as seen in arrow 1) with the “Budget Summary Total” (as seen in arrow 2).

In all scenarios, if the amounts do not match, a prompt will display in RED advising that the two amounts do not match.
III. Enhancements
• Minor Changes to Overall Application
Checking for Understanding (7)
Checking for Understanding (8)

True or False:
The Budget Tab was removed in the PAC section only.
Checking for Understanding (9)

True or False:
Legal Assurances must be uploaded after the grant application has been approved.
Checking for Understanding (10)

True or False:
99% of Subgrantees submitted their applications complete and on time.
Here is a screenshot of where you can find various resources such as: the last three webinar recordings, presentations, and rubric.

Please watch the recordings or review these presentations before contacting your Region, CDE, or LACOE with questions about the application.
Questions? (2)
System Questions
Contact Information

LACOE
Technology Services
Help Desk Contact Information
Helpdesk@lacoe.edu
562-922-6646
Please reach out to your assigned CDE consultant if you have questions that have not been addressed in this training or previous trainings.

### 2020–21 CDE Staff Contacts

<table>
<thead>
<tr>
<th>#</th>
<th>Subgrantee Name</th>
<th>MSP Director</th>
<th>MEO Staff</th>
<th>Fiscal Staff</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Santa Clara CDE</td>
<td>Hogyohto Lienes</td>
<td>Teresa Paolino</td>
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Thank you!