



COLORADO
Department of Education

EANS I Monitoring

Submitting Evidence

April 25th, 2023

Agenda



~~Monitoring Overview and Activities 4/18~~



Submitting Evidence- 4/25



Colorado GEER, RISE and EANS Closeout and Final Narrative Report 5/2



Topic for 5/9 if needed



Topic for 5/16 if needed

Monitoring Overview and Activities

Monitoring is a collaborative process that includes input from both the non-public school and Colorado Department of Education (CDE). This is to ensure that both parties involved in the Monitoring Process are aware of the expectations and requirements.

CDE will use existing processes, systems and data for monitoring reviews:

- Applications for use of federal funds, including CRRSA EANS applications
- Application budget, and responses to comments
- Small Business Administration PPP Loan Data

Non-public schools will be required to submit the following reports and evidence:

1. Colorado GEER, RISE and EANS Closeout and Final Narrative Report
2. Evidence supporting the number of low-income students reported in the EANS application
3. Asset Tagging

Submitting EANS I Evidence

To demonstrate compliance, non-public schools will submit the required evidence through both Smartsheet's and Syncplicity. Smartsheet's will be used so non-public schools can easily enter necessary information through a simple form. While Syncplicity, a secure online platform, will be utilized for the submission of evidence that may contain personally identifiable information or PII.

1. **Student Evidence-** To be collected through Syncplicity *(we will be going over this process today)*
2. **Asset Tagging-** To be collected through Smartsheet *(we will be going over this process today)*
3. **Colorado GEER, RISE and EANS Closeout and Final Narrative Report-** To be submitted through Smartsheet *(upcoming on 5/2/23)*

Student Enrollment and Low-Income Data

Low-Income Student Evidence- To be collected through Syncplicity

CDE will verify the data reported in the EANS application. Non-public schools reported the total number of students enrolled in the school during the 2019-2020 school year and the number of students considered low-income within the student enrollment data. Applicants were allowed to choose between several data sources to determine the number of low-income students whose family income does not exceed 185 percent of the 2020 Federal poverty guidelines.

Section 312(d)(3)(C) requires an SEA to prioritize services or assistance to non-public schools that enroll low-income students and are most impacted by COVID-19. Applicants are required to provide evidence that supports the 2019-2020 enrollment and low-income data provided in the EANS application. To determine low-income students, CDE allowed the use of the following poverty data if the measure was comparable to 185 percent of the federal poverty guidelines:

- Free or reduced-price lunch data,
- Scholarship or financial assistance data,
- E-Rate data,
- American Community Survey (ACS) data,
- U.S. Census Bureau Small Area Income and Poverty Estimates (SAIPE) program data,
- Proportionality Data (Title I),
- Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs.

Student Enrollment and Low-Income Evidence

CDE will utilize the Syncplicity Platform to collect student enrollment and poverty data from the 2019-2020 school year. Examples of evidence includes but is not limited to:

Enrollment Data:

- Colorado Department of Education student October report
- Report from the school's Student Information System

Poverty Data:

- Child nutrition claim forms
- NSLP applications
- Low-income survey
- Scholarship and or financial assistance data that meets 185% of the federal poverty guidelines
- E-rate form 471
- Copies of data from the 2019-2020 school year from the following:
 - U.S. Census Bureau Small Area Income and Poverty Estimates (SAIPE) program data,
 - Proportionality Data (Title I),
 - Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs.



How to Upload Student Evidence through Syncplicity



- Syncplicity is a secure file synchronization system that enables you to access files remotely from multiple computers and mobile devices.
- CDE will utilize the Syncplicity Platform to upload student enrollment and low-income data.
- **DO NOT** upload your student data through Smartsheet, or email, as it contains personally identifiable information (PII).

Step 1: Receiving Access

- An email has been sent to the school representative from Syncplicity
- Email Description Example:
 - "EANS I Monitoring" has been shared with you by Elena Merrit (Merrit_E@cde.state.co.us)
 - Be sure to check your SPAM folder
- This email can't be shared with others, it will not allow them to access the folder
- If you need access, email Elena Merrit at Merrit_e@cde.state.co.us



syncplicity
by axway

Elena Merrit,

[Log In](#)

Michelle Prael (Prael_M@cde.state.co.us) just shared a folder with you called **EANS I Monitoring – Elenas Awesome School**.



Please use the latest Syncplicity client version with SyncDrive to access this content on the desktop.

Any changes you make inside the folder will be visible on the devices Michelle has connected to Syncplicity, and any changes Michelle makes will be visible on your devices. Don't worry about overwriting anything, either – Syncplicity handles potential conflicts and will never lose any of your files.

Of course, you can always access and update this folder directly on the Syncplicity [website](#).

Syncplicity
support@syncplicity.com

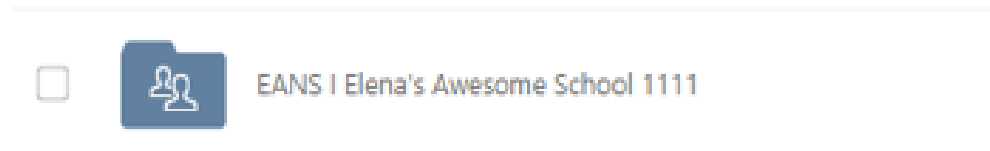
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Step 2: Login to Syncplicity

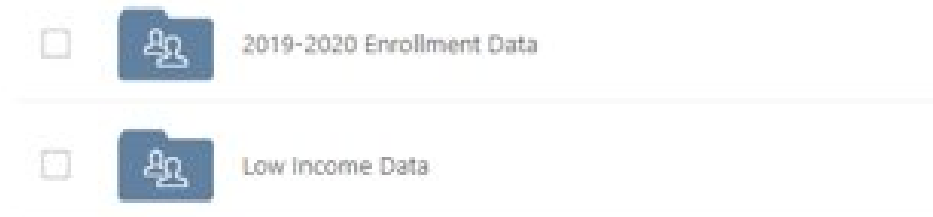
- Login to your Syncplicity account to access your school's folder by either clicking on the Syncplicity email or going to my.Syncplicity.com
- You may need to create an account to access your folder
- If you have accessed Syncplicity before, but can't remember your password, utilize the [Reset Password](#) link

Step 3: Locating your Folder

- In Syncplicity, you will find a folder with your school's name:



- Once you are in your folder, you will see subfolders for both your enrollment data and your low-income data:



Step 4: Begin to Upload Evidence

- Upload evidence that corresponds with the 2019-2020 student enrollment data and the low-income data folders.
- As needed, provide a narrative description of evidence or processes that will help CDE reviewers evaluate the submitted evidence. This can be done by including a Word document in your evidence folder.
- Please use the following naming convention:
 - EANS I (Insert- School Name and Code) Low Income Data
 - Example: EANS I Elenas Awesome School 1111 Low Income Data
 - EANS I (Insert- School Name and Code) 2019-2020 Student Enrollment
 - Example: EANS I Elenas Awesome School 1111 2019-2020 Student Enrollment

Questions?

- Asset Tagging- To be collected through Smartsheet
 - All items purchased on behalf of the school must remain in local control.
 - Local Control: Since EANS funds were not released to the non-public school and the items were paid (procured and reimbursed) for by CDE, then the items are owned by CDE and must be tagged with property tags.

Program Requirements : All non-consumable items must be tagged

- For non-capital items considered highly walkable, attractive, such as Chromebooks, laptops, small printers, web camera, speakers, iPads, tablets, portable ventilation systems, etc.
- Single item equipment with a purchase value greater than \$5000 per unit, such as awnings, body temperature measuring systems, floor scrubber, air purifier, must be tracked, maintained and inventoried per federal regulation 2 CFR 200.312 and must be done once every two years at least throughout the record retention period.



[Asset Tagging Step by Step Process](#)

Notification, Review Process and Timeline

- Once all evidence is uploaded to Syncplicity and the GEER, RISE and EANS Closeout and Final Narrative report (with attachments) is submitted, non-public schools will complete the [EANS I Monitoring Evidence Completion Form](#)
 - **DO NOT upload any student level data to this form! Student and low-income data is considered personally identifying information and it will need to be provided through a secure file transfer, Syncplicity.**
- CDE staff will then review the submitted evidence and provide a response within 30 business days (approximately 6 weeks).

All evidence and forms are due by **May 31, 2023**

Questions?

Contacts

Monitoring Questions:

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Website: [EANS Monitoring](#)

