

# A Guide to Completing the DMI



A Step-by-Step Guide for Completing the  
Desktop Monitoring Instrument (DMI)

# DMI Overview

The DMI is a monitoring tool used to demonstrate Title I Compliance. LEAs are required to complete the DMI each year by **December 1**. The DMI is comprised of a Current Year Cycle and the Annual Core.

The **Current Year Cycle** is thematic in content and based on a four-year rotation:

2020 = Cycle 1 (Teacher and Paraprofessional Qualifications, School Report Card)

2021 = Cycle 2 (Evidence-Based Practices, Professional Learning, Transitions)

2022 = Cycle 3 (Parent & Family Engagement)

2023 = Cycle 4 (Basic Program Requirements)

The **Annual Core** is a collection of Title I assurances and practices LEAs must respond to each year.

# Login Information

<https://dmi.schools.utah.gov/Tracker/Security/Login.aspx>

For login help or to add a submitter for your LEA,  
please contact:

[dmi.helpdesk@schools.utah.gov](mailto:dmi.helpdesk@schools.utah.gov)

**LOG ON**

Welcome to TRACKER. Please sign in to use the system.  
Fields marked with a \* are required.

**E-mail Address:**

**Password:**

[Reset Password](#)  
[First-time user? Accept Invitation](#)

If you have trouble logging in, please contact  
[dmi.helpdesk@schools.utah.gov](mailto:dmi.helpdesk@schools.utah.gov)

# Search for your LEA

**LEAS**

Select School Year: 2019-2020

**FILTERS**

Location: Any County  Instruments: Any Instrument

Goal Templates: Any Template  LEA Name: Your LEA Name Here  Active

Filter by Custom Fields Information

Custom Field 1 Select Custom field  Custom Field 2 Select Custom field  Custom Field 3 Select Custom field

# Two Instruments

1. Current Year Cycle (rotation of 4)
2. Annual Core

Instruments (2)

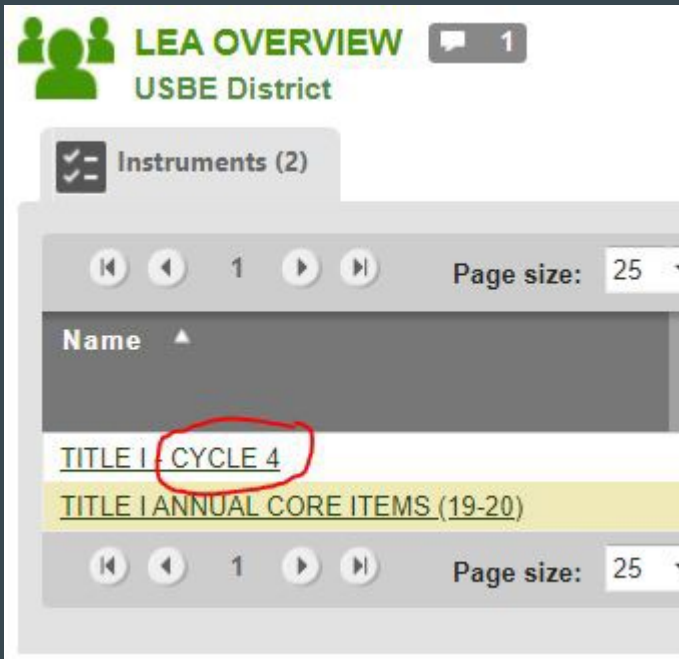
Page size: 25 1 to 2 of 2 items

Name ▲	Status	Items not in Compliance	Due Date
<a href="#">TITLE I - CYCLE 4</a>	In Progress	0	
<a href="#">TITLE I ANNUAL CORE ITEMS (19-20)</a>	In Progress	0	

Page size: 25 1 to 2 of 2 items

# Completing the Current Year Cycle

Click on the Current Cycle



LEA OVERVIEW 1  
USBE District

Instruments (2)

Page size: 25

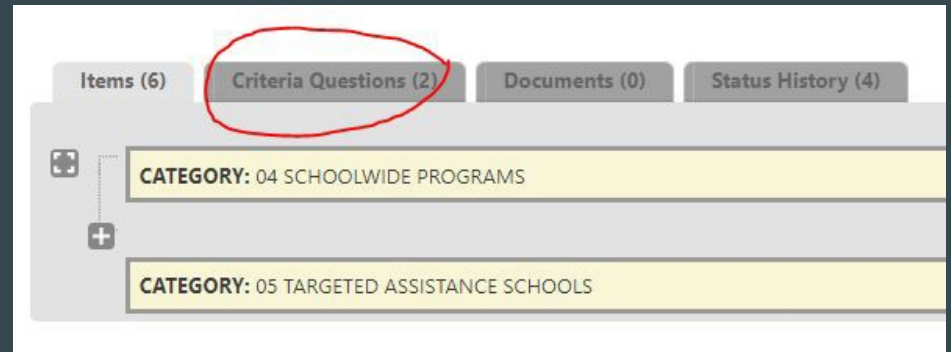
Name ▲

TITLE I CYCLE 4

TITLE I ANNUAL CORE ITEMS (19-20)

Page size: 25

Click on Criteria Questions Tab



Items (6) **Criteria Questions (2)** Documents (0) Status History (4)

CATEGORY: 04 SCHOOLWIDE PROGRAMS

CATEGORY: 05 TARGETED ASSISTANCE SCHOOLS

# Current Year Cycle (continued)

**Answer ALL** criteria questions “yes” or “no” (leave no item marked “none”)

Criteria Questions (2) Print Instrument Report

Page size: 25 1 to 2 of 2 items

Questions	Response
Do you have approved Schoolwide programs in your LEA?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
Do you have approved Targeted Assistance programs in your LEA?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None

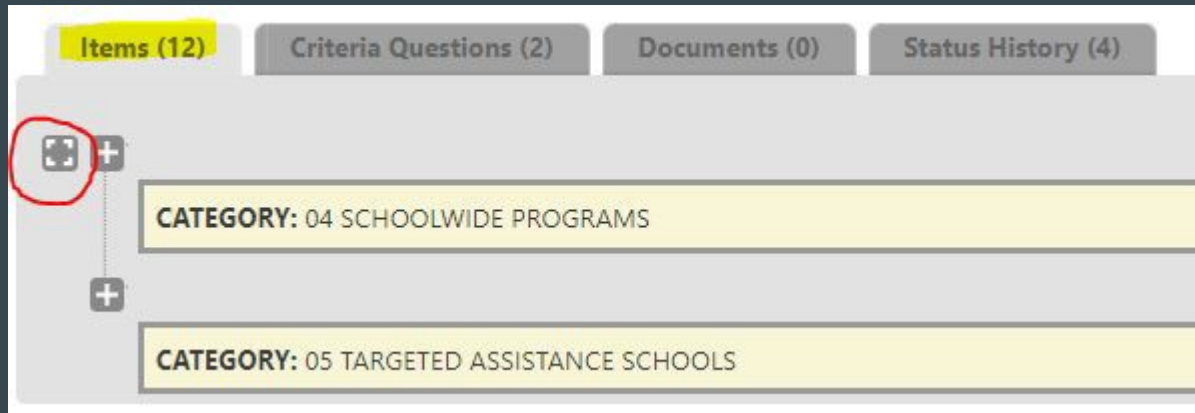
Save [Cancel](#)

Page size: 25 1 to 2 of 2 items

Answer “**yes**” for the type(s) of Title I programs you have in your LEA. If you only have one type, answer “**no**” for the other program.

# Current Year Cycle (continued)

**Expand** all items to be addressed



The screenshot displays a software interface with a top navigation bar containing four tabs: "Items (12)", "Criteria Questions (2)", "Documents (0)", and "Status History (4)". The "Items (12)" tab is highlighted in yellow. Below the tabs, a list of items is shown. The first item is "CATEGORY: 04 SCHOOLWIDE PROGRAMS", and the second is "CATEGORY: 05 TARGETED ASSISTANCE SCHOOLS". To the left of each item is a small square icon with a plus sign, which is circled in red. A vertical dotted line connects the circled icon to a plus sign icon below it, indicating a collapse or expand action.



# Current Year Cycle (continued)

Based on the LEA's responses to the criteria questions, corresponding items will populate. Click on first item.

This screenshot shows a software interface with a top navigation bar containing 'Items (12)', 'Criteria Questions (2)', 'Documents (0)', and 'Status History (4)', along with a 'Print Instrument Report' button. Below the navigation bar, a yellow header bar reads 'CATEGORY: 04 SCHOOLWIDE PROGRAMS' with '0 of 6 completed' on the right. A list of seven items follows, each in a grey box with a status of 'In Pr'. The first item, 'ITEM: 06: SW Plans - Comprehensive Needs Assessment', is circled in red. The other items are: 'ITEM: 12: SW Plans - Evidence-Based Strategies', 'ITEM: 13: SW Plans - Coordinated with Other Programs', 'ITEM: 14: SW Plans - Evaluation', 'ITEM: 16: SW Plans - Stakeholder Involvement', and 'ITEM: 17: SW Plans - Availability of Plan'.

In this scenario, the LEA has both SW and TA programs (12 items)

This screenshot shows a software interface with a top navigation bar containing 'Items (6)', 'Criteria Questions (2)', 'Documents (0)', and 'Status History (4)'. Below the navigation bar, a yellow header bar reads 'CATEGORY: 04 SCHOOLWIDE PROGRAMS'. Below that, another yellow header bar reads 'CATEGORY: 05 TARGETED ASSISTANCE SCHOOLS'. A list of four items follows, each in a grey box with a status of 'In Pr'. The first item, 'ITEM: 18: TA Programs - Identification of Students', is circled in red. The other items are: 'ITEM: 19: TA Programs - Services Provided' and 'ITEM: 20: TA Programs - Family Engagement'.

Here, the LEA only has TA program(s) (6 items)

# Demonstrating Compliance: Assurance or Documentation?

Depending on the item, an LEA is asked to demonstrate compliance by:

making an assurance

or

uploading documentation.




*Meets Requirements*



Slides 11-13 outline how to demonstrate compliance in each instance.

# Current Year Cycle (assurance - no upload required)

## Example from Cycle 4

**ITEM OVERVIEW** 

18: TA Programs - Identification of Students Next Item

**COMPLIANCE INDICATORS**

For Targeted Assistance Programs, the LEA/school has objective criteria established to identify children who are failing, or most at risk of failing.

On an ongoing basis, the progress of eligible children is reviewed and the targeted assistance program is revised, if necessary, to provide additional assistance to enable such children to meet the challenging State academic standards.


Does the evidence show:

A. There are clear, objective criteria for identifying students for targeted services? **IF :** *yes*


B. The children with the greatest academic need are identified for, and served by, Title I services? *yes*







C. The progress of identified children is reviewed on an ongoing basis and, if needed, the TA program is revised? *yes*

**LEA SELF-REVIEW (REQUIRED)** **THEN :**

Current Status: In Progress Change Status:  

STATE FINDINGS

Findings  :

Comments to SEA       **B** *I*

- After reading compliance indicators:
1. Click on **Edit** button to indicate whether the LEA:  
Meets Requirements  
Does Not Meet Requirements  
Not Monitored
  2. Add clarifying comments (optional)
  3. Click **Save**
  4. Click **Next Item**

# Current Year Cycle (documentation - **upload required**)

## Example from Cycle 3

The screenshot shows a web interface for a compliance indicator. At the top, the title is "35: School-Parent Family Compact Development". There are navigation buttons for "Previous Item" and "Next Item". Below the title, there is a section for "COMPLIANCE INDICATORS" with a dropdown arrow. The text describes the requirement for schools to upload a School-Parent/Family Compact. Below this, there are three sub-questions (A, B, and C) regarding the content and distribution of the compact. At the bottom, there is a navigation bar with tabs for "Required (1)", "All Documents (1)", "Resources (3)", "Legal Citations (1)", and "Status History (2)". The "Required (1)" tab is circled in red. Below the navigation bar, there is a table with columns for "Respond", "Evidence Name", "Description", "Associations", and "Attached Documents". The table contains one row with the following data: "Respond" is a link, "Evidence Name" is "School-Parent/Family Compact", "Description" is "At a minimum, LEAs are required to upload an electronic copy of a school-parent/family compact from at least one school to their Desktop Monitoring File Cabinet under this indicator.", "Associations" is "1", and "Attached Documents" is empty. The text in the description is highlighted in yellow.

ITEM OVERVIEW **1** **1** **1** **+**

35: School-Parent Family Compact Development Previous Item Next Item

▼ COMPLIANCE INDICATORS

Participating schools have jointly developed with parents and family members of participating children a School-Parent/Family Compact. The policy from at least one school has been uploaded to the DMI Filing Cabinet.

School-Parent/Family Compacts outline how parents/family members, school staff and students will share the responsibility and define the means for improving student achievement as well as address the importance of communication between teachers and parents on an ongoing basis.

A. Is the content of the School-Parent/Family Compacts consistent with the requirements of 20 USC §6318(d)?

B. Is there evidence to indicate that School-Parent/Family Compacts have been developed jointly with parents/family members?

C. Was the School-Parent/Family Compact distributed to families in an understandable and uniform format, and to the extent practicable, provided in a language the parents could understand?

**Required (1)** All Documents (1) Resources (3) Legal Citations (1) Status History (2)

Page size: 25 1 to 1 of 1 items

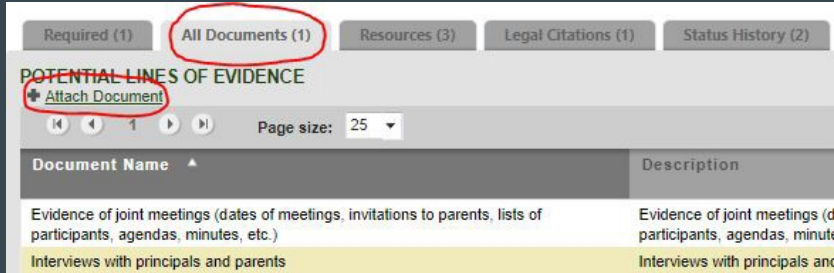
Respond	Evidence Name ▲	Description	Associations	Attached Documents
<a href="#">Respond</a>	<a href="#">School-Parent/Family Compact</a>	At a minimum, LEAs are required to upload an electronic copy of a school-parent/family compact from at least one school to their Desktop Monitoring File Cabinet under this indicator.	1	

Page size: 25 1 to 1 of 1 items

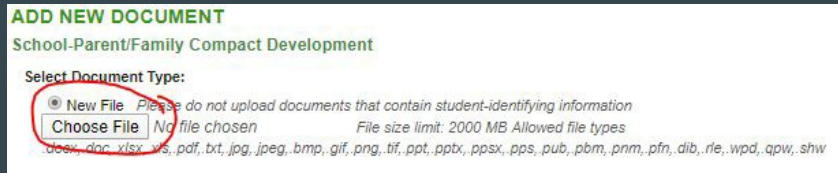
- After reading compliance indicators:
1. Click on **Edit** button to indicate whether the LEA:  
Meets Requirements  
Does Not Meet Requirements  
Not Monitored
  2. Add clarifying comments (optional)
  3. Look at **Required tab** and description

Continued on next slide

# Current Year Cycle (documentation - **upload required**) cont.



4. Click on **All Documents** tab
5. Under Potential Lines of Evidence, click **+Attach Document**
6. Click **Choose File** and upload from your computer/cloud account
7. Click **Save**
8. Click **Next Item**



# Current Year Cycle Submission

Review for completeness and submit instrument

1. Return to the instrument overview

2. Ensure that all items have been changed from “In Progress” to one of the other responses

3. Click **Change Status to Submitted**

4. Click **Submit**

1. Return to the instrument overview
2. Ensure that all items have been changed from “In Progress” to one of the other responses
3. Click **Change Status to Submitted**
4. Click **Submit**

# Completing the Annual Core

Return to the LEA Overview

LEAs **Current LEA: USBE District**

**LEA Overview** Monitoring LEA File Cabinet Plan Tags SST Applications

[Home](#) > [USBE District](#) > [TITLE I - CYCLE 4 \(2\)](#)

## INSTRUMENT OVERVIEW

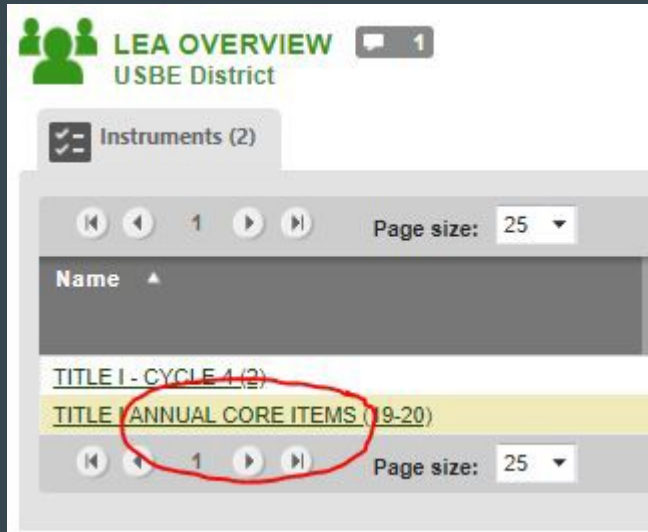
USBE District

TITLE I - CYCLE 4 (2) 1

<b>Status:</b> Submitted	Meets Requirements (6)	Does Not Meet Requirements (0)
<b>Due Date</b>	In Progress (0)	Not Monitored (0)

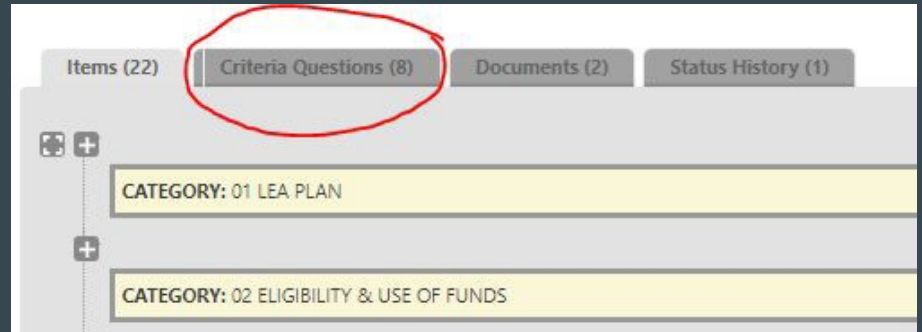
# Completing the Annual Core

Click on the Annual Core Items



The screenshot shows the 'LEA OVERVIEW' interface for 'USBE District'. At the top, there is a header with a green icon of three people and the text 'LEA OVERVIEW' and 'USBE District'. Below this is a tab labeled 'Instruments (2)'. The main content area has a navigation bar with a 'Page size: 25' dropdown and a list of items. The first item is 'TITLE I - CYCLE 4 (2)'. The second item, 'TITLE ANNUAL CORE ITEMS (19-20)', is highlighted in yellow and circled in red. Below the list is another navigation bar with a 'Page size: 25' dropdown.

Click on Criteria Questions Tab



The screenshot shows the 'LEA OVERVIEW' interface with a different tab selected. The top navigation bar has four tabs: 'Items (22)', 'Criteria Questions (8)', 'Documents (2)', and 'Status History (1)'. The 'Criteria Questions (8)' tab is selected and circled in red. Below the tabs is a list of categories. The first category is 'CATEGORY: 01 LEA PLAN' and the second is 'CATEGORY: 02 ELIGIBILITY & USE OF FUNDS'. Both categories are highlighted in yellow.



# Annual Core (continued)

Answer ALL criteria questions yes or no (leave no item marked “none”)

Items (22) Criteria Questions (8) Documents (2) Status History (1) [Print Instrument Report](#)

Page size: 25 1 to 8 of 8 items

Questions	Response
2. Are you a charter school serving a single site?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
3. Are you a charter school who manages more than one site?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
4. Are you a district, NOT a charter?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
5. Did you consult with any private schools regarding equitable services for Title I?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
6. Do you provide services to private nonprofit schools for children living within your Title I school boundaries?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
7. Does your LEA receive \$500,000 or more in Title I Part A funds?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
8. Do you have any Title I Schools identified for Comprehensive Support and Improvement (CSI) for overall performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
9. Do you have any schools identified for Targeted Support and Improvement (TSI) for under-performing group(s)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None

[Save](#) [Cancel](#)

Answer “yes” for all items corresponding to your LEA. Answer “no” for all items that do not correspond to your LEA.

# Annual Core (continued)

Complete the Annual Core by following the same process outlined for the Current Cycle:

**Expand** all items to be addressed (slide 8)

Read through compliance indicators for each item and change status (slide 11)

Determine whether compliance is demonstrated by an **assurance** or **documentation** (slides 12-13)

Return to Annual Core Overview and review for completeness (slide 14)

Click **Change Status to Submitted** and Click **Submit** (slide 14)

# Questions

For questions please email DMI Help Desk:

[dmi.helpdesk@schools.utah.gov](mailto:dmi.helpdesk@schools.utah.gov)