A Guide to Completing the DMI

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

ADA Compliant 8/26/2020

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)

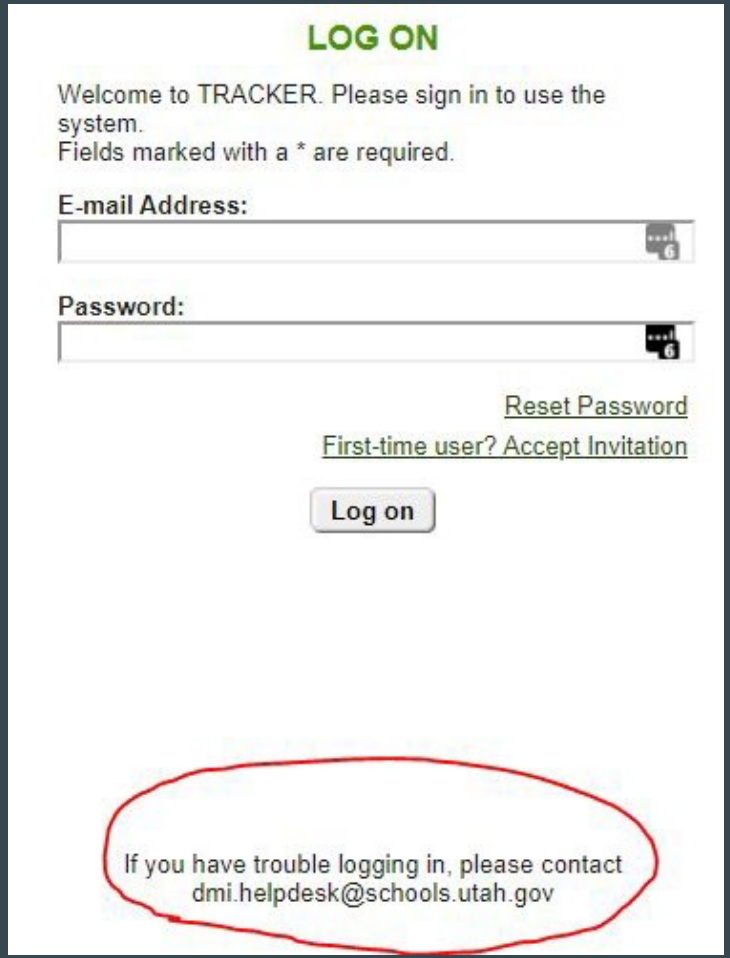
The Annual Core is a collection of Title I assurances and practices LEAs must respond to each year.

Login Information

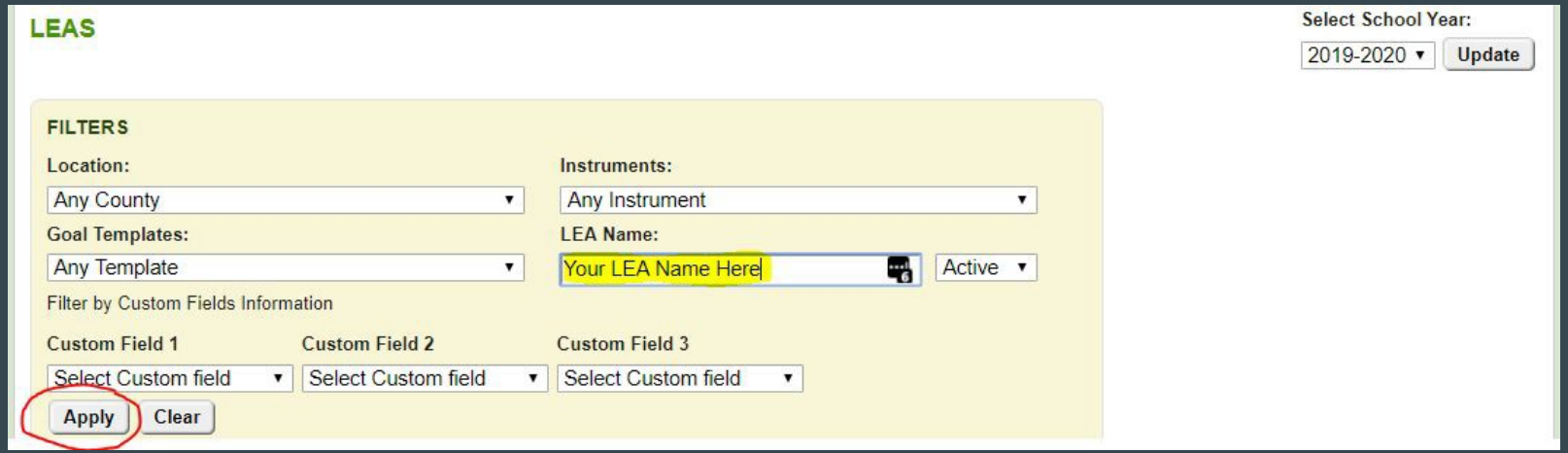
https://dmi.schools.utah.gov/Tracker/Security/Login.aspx

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

dmi.helpdesk@schools.utah.gov

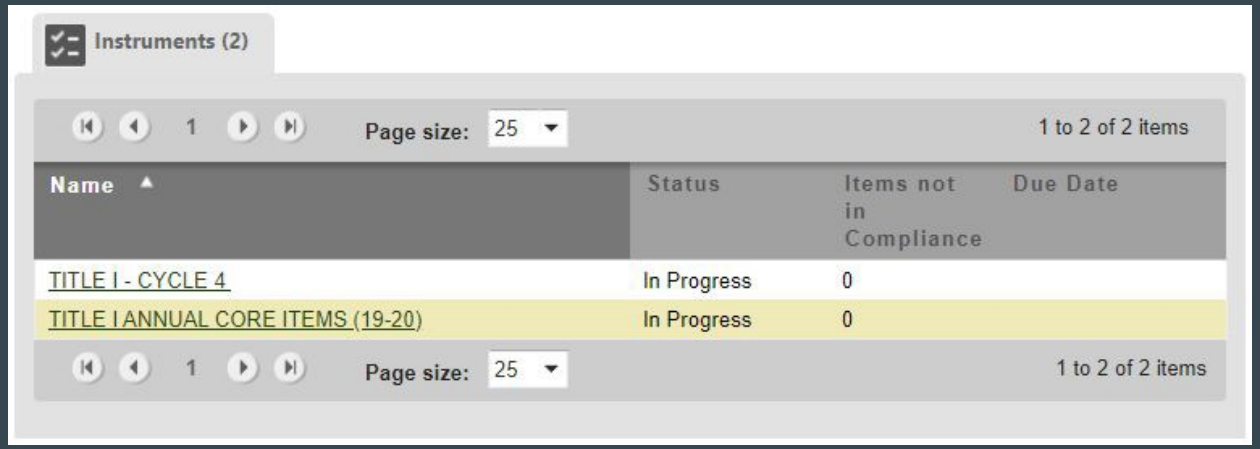


Search for your LEA



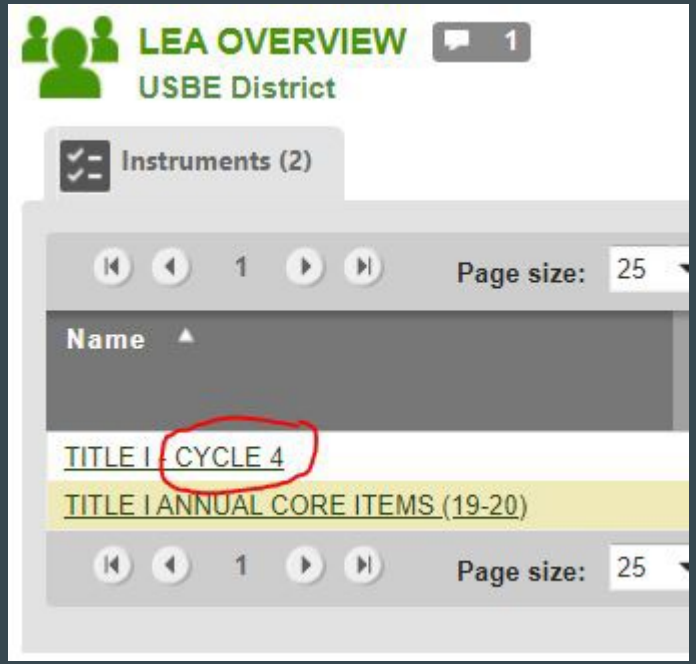
Two Instruments

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

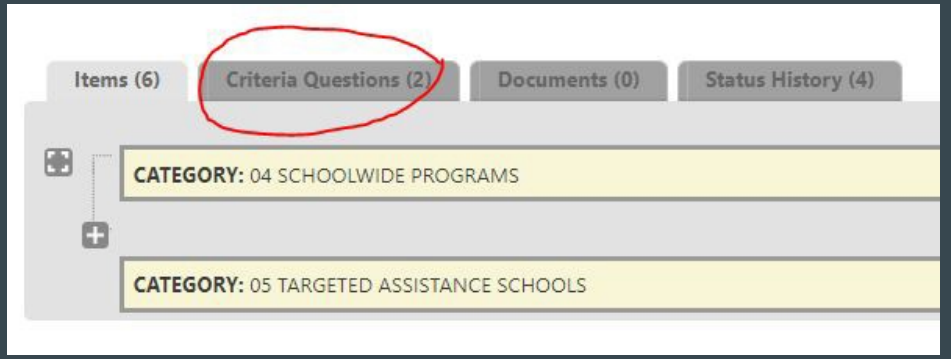


Completing the Current Year Cycle

Click on the Current Cycle



Click on Criteria Questions Tab



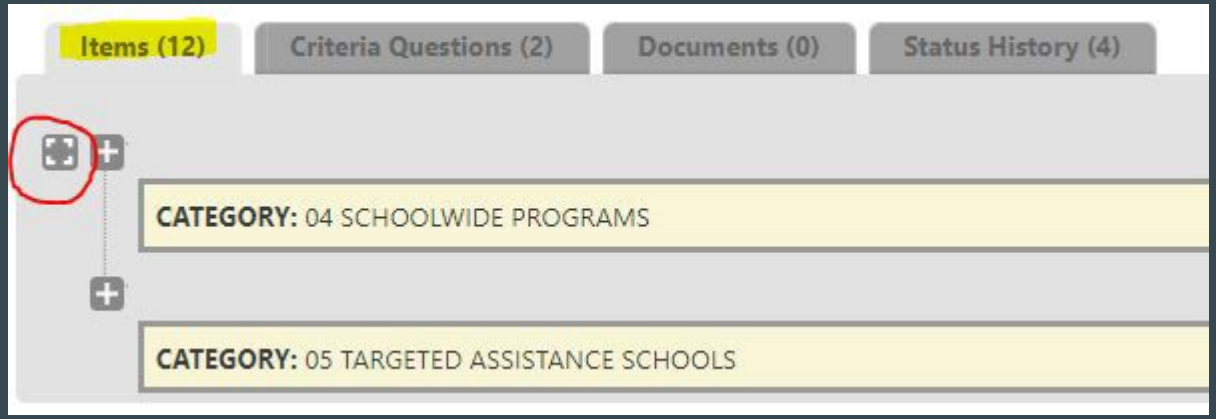
Current Year Cycle (continued)

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

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.

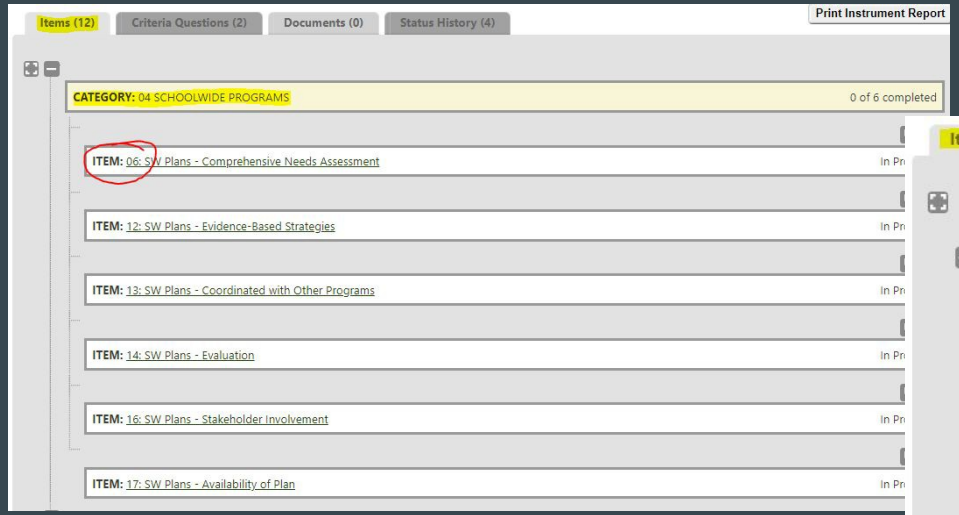
Current Year Cycle (continued)

Expand all items to be addressed

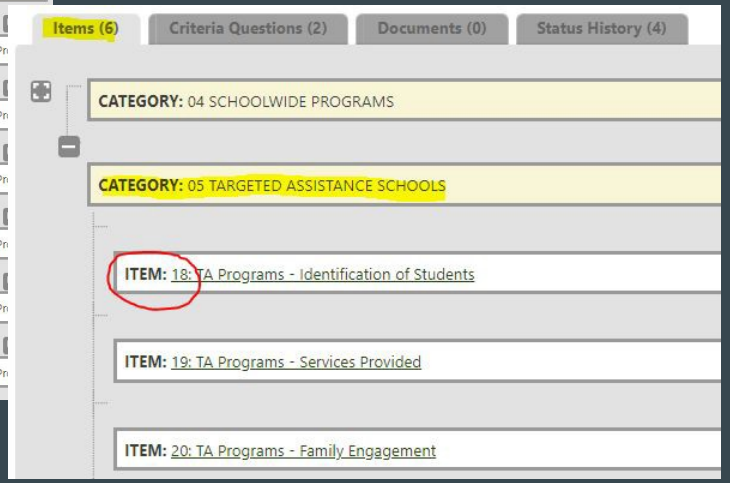


Current Year Cycle (continued)

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



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



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

Demonstrating Compliance: Assurance or Documentation?

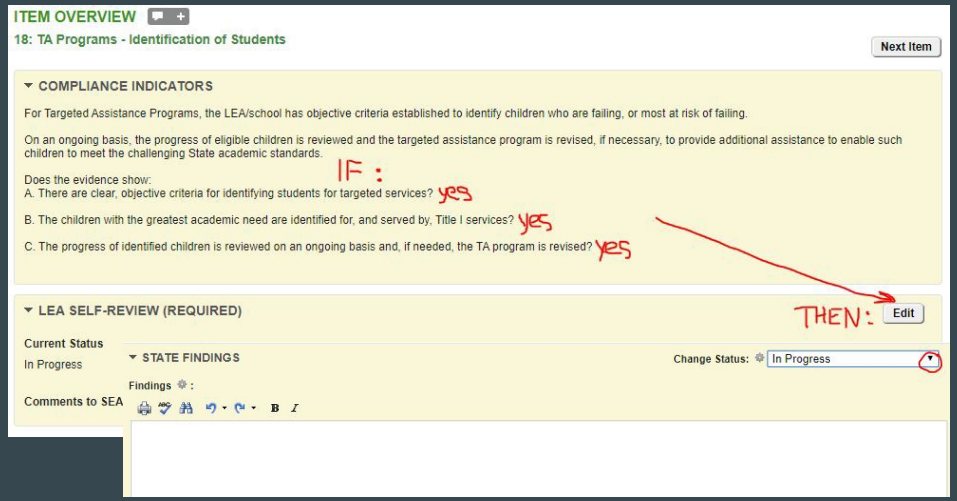
Depending on the item, an LEA is asked to demonstrates compliance by:

making an assurance or uploading documentation.

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

Current Year Cycle (assurance - no upload required)

Example from Cycle 4



After reading compliance indicators:

1. Click on Edit button to indicate whether the LEA:

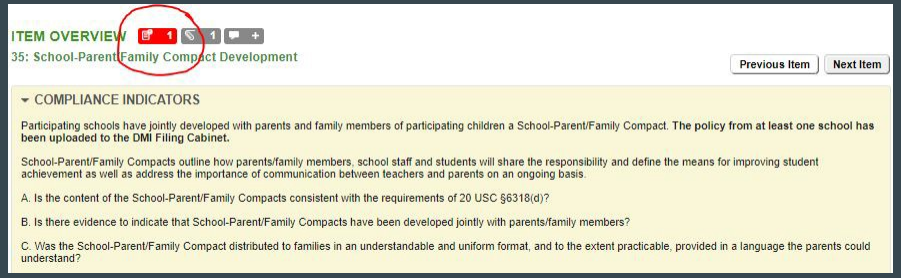
   Meets Requirements

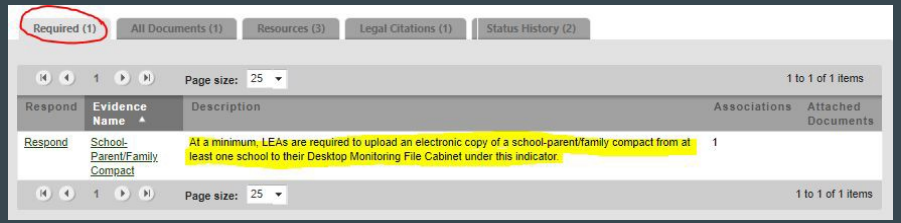
   Does Not Meet Requirements

   Not Monitored
2. Add clarifying comments (optional)
3. Click Save
4. Click Next Item

Current Year Cycle (documentation - upload required)

Example from Cycle 3





After reading compliance indicators:

1. Click on Edit button to indicate whether the LEA:

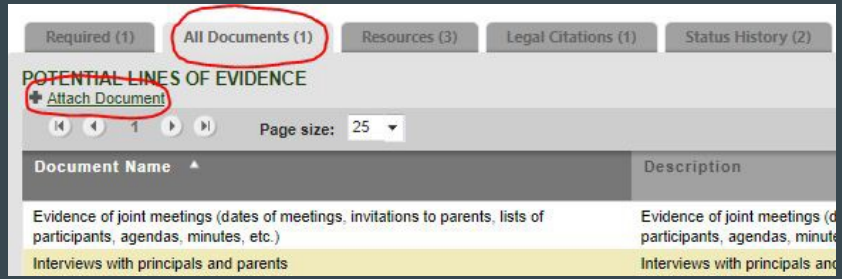
   Meets Requirements

   Does Not Meet Requirements

   Not Monitored
2. Add clarifying comments (optional)
3. Look at Required tab and description

Continued on next slide

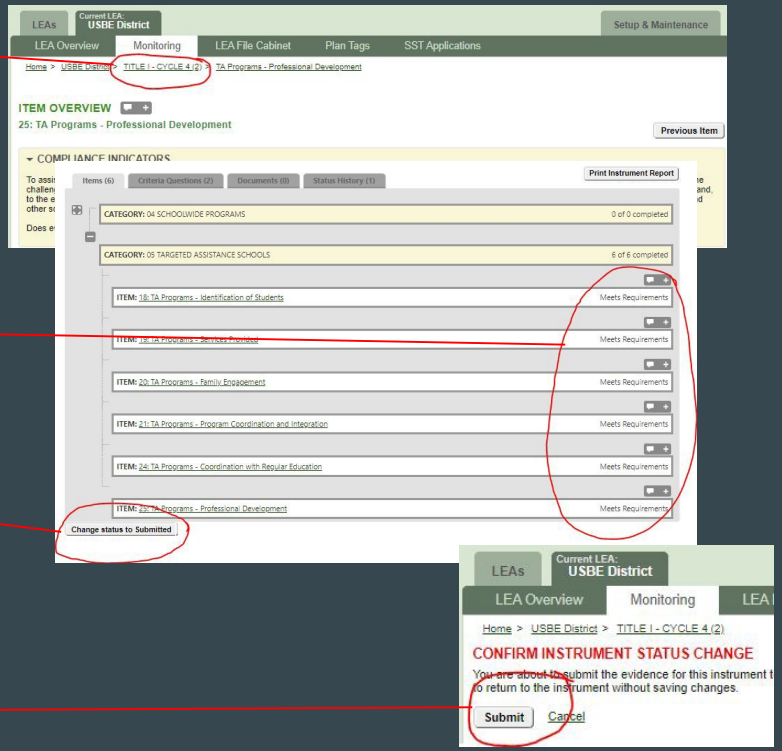
Current Year Cycle (documentation - upload required) cont.



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



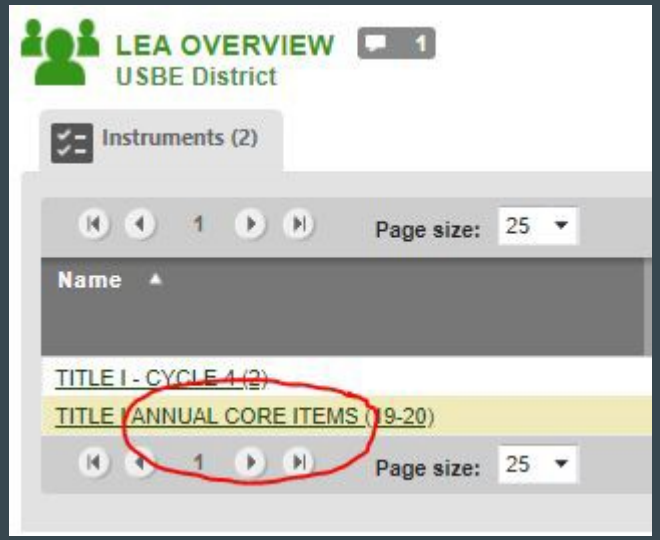
1. Return to the instrument overview
2. Ensure that all items have been changed from “In Progress” to one of the other responses
3. Click Change Status to Submitted
4. Click Submit

Completing the Annual Core

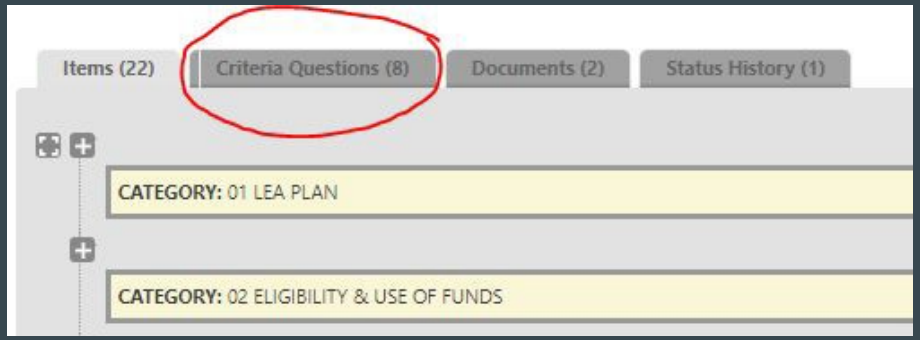
Return to the LEA Overview

Completing the Annual Core

Click on the Annual Core Items

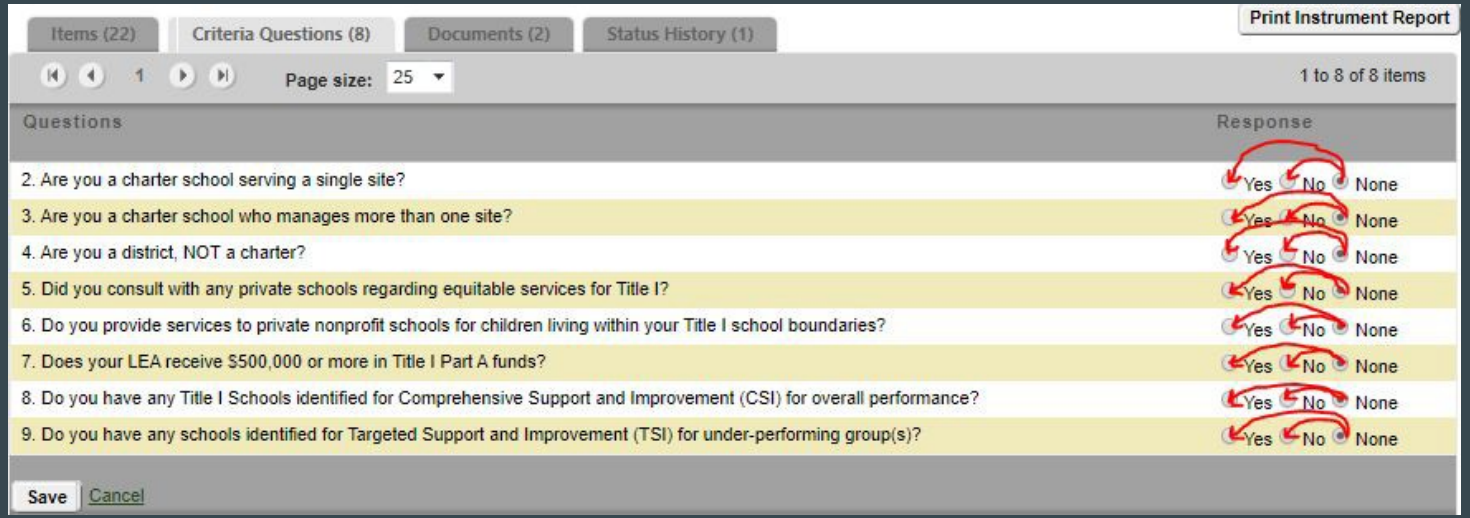


Click on Criteria Questions Tab



Annual Core (continued)

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



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