

2020-21 Desktop Monitoring Instrument (DMI) Updates

Due: December 1, 2020

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

Problem Prevention:

1. **Answer ALL** criteria questions (no item should be marked “None”).
2. **Click “Save”** after EVERYTHING.
3. Just because you **clicked “Submit”** doesn’t mean you are finished. **Click again to confirm.**

Criteria Questions

| Instrument | Number of Criteria Questions | Answering Criteria Questions |
|-------------|---|--|
| Cycle 1 | 2 |  |
| Annual Core | 7 (New criteria questions for Time & Effort) | Please mark answers to the LEFT of the correct response. No item left “None”. |

Cycle 1 Indicators

| Indicator Numbers | Indicator Category | Description of Changes or Required Uploads |
|---------------------------------|------------------------------|---|
| PROGRAMMATIC ITEMS (Val) | | |
| 10, 8, 37 | Schoolwide Programs | Uploads required. Summaries describing how LEA <u>ensures</u> educator equity, state-qualified teachers, and highly-qualified paraprofessionals Resources: USBE Title I, Part A Handbook; 2020 Licensing Changes Summary; link to USBE Teacher Licensing webpage |
| 10, 22, 36, 38 | Targeted Assistance Programs | Uploads required. Summaries describing how LEA <u>ensures</u> educator equity, state-qualified teachers, and highly-qualified paraprofessionals Resources: USBE Title I, Part A Handbook; 2020 Licensing Changes Summary; link to USBE Teacher Licensing webpage |
| 0, 00 | Both SW & TA Programs | Redundant items could not be deleted. Mark “Not Monitored” on both. |

Annual Core Indicators

| Indicator Number | Indicator Name | Description of Change(s) or Required Uploads |
|---------------------------------|--------------------------------|---|
| PROGRAMMATIC ITEMS (Val) | | |
| 1 | LEA Accountability Report Card | If/when report cards become available, LEA must publish. Mark, “Not Monitored” if no data available from SEA at time of DMI submission. |
| 34 | Annual Title I Meeting | At a minimum, upload minutes, an agenda, the actual PowerPoint or video recording (working link, no password) |

| | | |
|----------------------------|--|--|
| | | required), or other detailed Annual Title I Meeting documentation from at least one school to LEA Filing Cabinet. Resources: Checklist/Tips for Annual Title I Meeting; Sample Title I Meeting Presentation |
| 39 | Private Schools Notification of Equitable Services | Upload , to LEA Filing Cabinet, a copy of the LEA's Letter of Invite to Consult sent to private schools. Notifications should be sent early spring. Resource: Sample letter |
| 39 ½ | UT Grants | Account for ALL private schools' responses/decisions |
| 40 | Private Schools Consultation | For each private school, upload a signed copy of either: 1. The USBE Title I Affirmation of Consultation for Equitable Services (see Resources Tab); or 2. Similar LEA-specific Affirmation of Consultation for Equitable Services form/documentation. Resource: NEW Affirmation of Consultation |
| FISCAL ITEMS (Tami) | | |
| 44 | Supplement Not Supplant | Each multi-site LEA was required to upload a Supplement Not Supplant (SNS) Methodology in SY 2018-19. If the methodology has changed, an updated methodology must be submitted . If, since last year, a single-site LEA added a campus to become a multi-site LEA , a SNS Methodology must be submitted . If no change to methodology, no upload required. LEA must assure SNS methodology is followed. Resources: SNS section of the USBE Title I, Part A Handbook; SNS examples |
| 45 | Comparability Multiple-Site LEA | Spreadsheet Completion Two options. Download, complete, and upload corresponding Comparability forms to LEA File Cabinet. Resources: Required spreadsheet |
| 45 | Comparability Single-Site LEA | Spreadsheet Completion Download, complete, and upload the Single-Site Comparability Form to LEA File Cabinet. Resources: Required spreadsheet |
| 46 | Time/Effort Multiple Activities (New criteria question) | Upload a blank Time and Effort Multiple Activities Form. Documentation may include a digital timecard with the required information. Resources: Sample Time & Effort docs (multiple activities) |
| 47 | Time/Effort Single Activity (New criteria question) | Upload a blank Time and Effort Single Activity Form. Documentation may include a digital timecard with the required information. Resources: Sample Time & Effort docs (single activity) |

Login questions? Please contact renee.medina@schools.utah.gov (801) 538-7704

becky.peters@schools.utah.gov (801) 538-7712

Cycle 1 and Annual Core **Programmatic** questions? val.murdock@schools.utah.gov (801) 538-7975

Annual Core **Fiscal** questions? tami.long@schools.utah.gov (801) 538-7832