

## FAQs on CPM Online System

Who will 'pilot' this new online process?

*LEAs in Regions 4 and 10 who are in cycle C (2008-2009) will be in the pilot for the new process (Alameda and San Bernardino Counties). These LEAs will receive early training and will help continue to refine the effectiveness of the process.*

When will everyone be using the online system?

*Starting with the 2009-2010 school year, all LEAs districts will have access to use the online system.*

Who will have access to the system?

*At the California Department of Education, CPM staff as well as program specific staff (e.g., Title I, Title II, etc) will have access to the system. At LEA and site levels, LEAs will designate users who should have access to this system.*

What is different about an online system?

*An online system should help eliminate the "bins and boxes" that have been part of past monitoring. Documents will only need to be uploaded once and distributed electronically rather than distributing multiple hard copies of one document for many programs. The intent is that this process will allow CDE to review documents at desk level in Sacramento providing more focused time during site visits. It is also anticipated that clarity and consistency will be supported through this process.*

What advantage should there be to having CPM online?

*Uploaded documents will be available immediately for review to each Categorical Program staff. Feedback on the documents can be provided at once and this feedback becomes part of the ongoing monitoring discussion. Many documents that reside at CDE will become part of this system. (An example is the LEA Plan, which is requested by many program instruments.)*

What technology system will my computer need to access the online program?

*This system is available using the Internet. Any computer that can access the web should be able to access the system. Although a*

*password is needed, those who are responsible for this process can access their district information from any computer.*

How will the CPM process change with the online system?

*The CPM Instruments will not be altered this year with this system. The content in the instruments will now be available online, but no changes will be made. However, additional information may be provided for clarification purposes. This might include automated reminders and messaging, links to the legal references for each item, and additional resource documents provided by CDE.*

We are not part of the pilot. Will we be able to begin loading our documents into the system before our assigned monitoring year?

*Any LEA that wishes to upload documents will be allowed to do so during the pilot year. However, CDE staff may not review these documents as they will be focusing on the districts in the pilot. LEAs that are in Cycle D, are encouraged to use the system, to become familiar. We anticipate providing training and orientation for these LEAs later in the fall or winter.*

Will CDE look at the documents before they do a CPM visit?

*CDE has committed to reviewing documents before the pilot site visits. The specific documents reviewed will be identified by CDE staff as the pilot progresses. Documents reviewed in advance may be different depending on questions that arise from data and program instruments.*

Will CDE look at our documents before we are ready for CDE to see them?

*CDE will not have access to LEA level documents until the LEA “turns on the switch,” thereby providing access. The LEA will decide when this occurs in alignment with CDE timelines (to be determined).*

Will we have the opportunity to “fix” problems before the site visit?

*One of the advantages of this system is that some easy “fixes” can be made before the site visit occurs. It is anticipated that not all issues will be solved ahead of the visit, but early communication can prepare LEAs in advance of the site visit.*

What types of documents may be uploaded?

*You can upload any document that you use in your normal activities. These include Microsoft Word or Excel documents, Adobe Acrobat documents, image files such as .jpg or .gif files. You may also enter links to websites that may have required information.*

Are there some documents that we should not upload to the system?

*Any document containing student identifiers may NOT be uploaded into the system. A district can enter a note in the online system that tells reviewers where this information is and that it will be available during the visit. Database or video files should not be uploaded. Files that require unusual applications in order to be read should be saved in a common format. For example, if you use Adobe InDesign to create a flyer, it would be advisable to save a PDF version of the document as most CDE staff will not be able to open the original version.*

What if we don't have an electronic version of a document?

*There are two options. One is to indicate that the information is available, but not electronically. The second option is to create an electronic file by scanning if you have the capability to do so.*

How will we know if the document we upload is what CDE wants?

*The system will allow CDE to provide clear guidance for each requested document. This clarification might include a detailed description or examples of desired data, and will be available directly at the point you upload the document. You will also have the option to add your own descriptive text to the document during the upload.*

Will this online system help support LEA- level monitoring?

*LEAs will find that having the documents gathered into one program will help with their own monitoring systems.*

How will this system be of help to County Offices?

*It is anticipated that the reports generated through this online system may provide greater opportunity to focus support for LEAs. County Office personnel will be involved with the pilot and their use of the system will be clarified during the pilot year.*

Will there be training?

*Training will be provided for the online system, in addition to the normal CPM process training. LEAs will be notified of dates and times as this process progresses. Many of the trainings will be available on archived webinars on the CPM Online website.*

Will there be technical support?

*Technical support will be available throughout this process. The system is designed to lead you through the monitoring process and provide timely information along the way. It is anticipated that even “non-techie” users will be able to use the system with appropriate training.*