

## CPM Online & CAIS FAQ

March 2010

### ***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 select Administrators who will manage access to CAIS for their LEA.

### ***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.

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

CDE staff will wait from indication by the LEA that the documents are available for review, either through a formal process of submitting documentation for an

instrument or by using electronic comments to request that a document or documents be reviewed prior to the formal submission.

***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 identified by CDE and made by the LEA 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, PowerPoint or Excel documents, Adobe Acrobat or PDF documents, plain text file and image files such as .jpg or .gif files. There is no technical restriction on the type of file you upload but it is encouraged that you only provide documents that may typically be opened by the majority of computers. Files created in software not usually found on business computers may not be accessible to CDE reviewers.

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

Any document containing student-identifying information may NOT be uploaded into the system. A district can create a “hard copy reference only” record in the online system that tells reviewers where this information is and that it will be available during the visit.

***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 and enter it as a hard copy reference. 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. Additionally, an optional self-review tool is available to the LEA.

***Will there be training?***

Training will be provided for the online system in a variety of ways. 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.