

**California Department of Education  
Federal Program Monitoring**

**Glossary of Terms**

Alternate sites	Schools or programs (in addition to common site) which only certain programs review or visit
Associated documents	Documents related to more than one program item
Common site	LEA or school selected for FPM team visit or review
Compliance Assistance	Statutory explanations about what the LEA must do to demonstrate it is meeting requirements
Daily schedule	Times and events of FPM visit at LEA and selected sites
First Day of Review	Day official FPM schedule lists as start of review
Monitoring process	CDE procedures for determining whether LEAs meet program legal requirements
Notification of Findings	Official report of findings from the FPM
Online Review (Cycle D)	Characterizes FPM review or portion thereof conducted only through CAIS
On-site Review (Cycle B)	Characterizes FPM team visit to LEA and selected schools and programs for monitoring
Online during on-site	Program review conducted only via CAIS during team's on-site review
Preliminary Findings	Draft of the NOF given to the LEA for review
Program Instrument	Contains the legal requirements pertaining to a specific program
Program Reviewers	CDE staff on FPM teams who monitor programs
Proposed Resolution of Findings	Request to either resolve findings by uploading additional documentation in the 45-calendar-days or by requesting a Resolution of Agreement for additional time to implement specified corrective actions identified in the NOF
Regional Team Leader	CDE staff responsible for ensuring that the FPM review is carried out consistent with established CDE policies
Required Documents	Documents referenced in the program item
Suggested Documents	Documents not referenced in the program item but suggested for uploading to CAIS
Technical Assistance	Explanations provided outside of a FPM review which may go beyond statutory requirements to include best practices or recommendations

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**Common Acronyms**

BASP	Before and After School Program
CAIS	California Accountability and Improvement System
CDE	California Department of Education
CTE	Career and Technical Education
CD	Child Development
CE	Compensatory Education
EJF	Education Jobs Fund
EE	Educational Equity
EL	English Learner
FM	Fiscal Monitoring
FPM	Federal Program Monitoring
HIV	HIV/AIDS Prevention
HE	Homeless Education
ITQ	Improving Teacher Quality
LEA	local educational agency
ME	Migrant Education
NOF	Notification of Findings
NorD	Neglected or Delinquent
PE	Physical Education
PRF	Proposed Resolution of Findings
RTL	Regional Team Leader
SFSF	State Fiscal Stabilization Fund
UCP	Uniform Complaint Procedures