

Desktop Monitoring Instrument (DMI) 2019-20 Changes and Documentation Requirements

DMI Website: <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 4 Annual Core	2 8	 Please mark answers to the LEFT of the correct response. No item left “None”.

Cycle 4 Indicators

Indicator Numbers	Indicator Category	Description of Change(s) or Required Uploads
PROGRAMMATIC ITEMS (Val)		
6, 12, 13, 14, 16, 17,	Schoolwide Programs	No uploads required. Each indicator assures compliance with schoolwide program requirements.
18, 19, 20, 21, 24, 25	Targeted Assistance Programs	No uploads required. Each indicator assures compliance with targeted assistance program requirements.

Annual Core Indicators

Indicator Number	Indicator Name	Description of Change(s) or Required Uploads
PROGRAMMATIC ITEMS (Val)		
1	LEA Accountability Report Card	USBE review RISE data recommendations October 3 rd Scheduled to publish school report cards by December 1 st If/when report cards become available, must publish
2	LEA Plan	NEW LEA Plan must be completed in the Utah Grants Management System (indicator 2 = assurance)
28	CSI Plan	NEW CSI plan assurances
29	TSI Plan	NEW TSI plan assurances
34	Annual Title I Meeting	At a minimum, upload minutes, an agenda, the actual presentation, or other detailed Annual Title I Meeting documentation from at least one school to LEA Filing Cabinet
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. See resource tab for sample letter. Notifications should be sent early spring.

40	Private Schools Consultation	<p>A) For each private school that declines to participate, upload a copy of Table I from the Equitable Services Checklist* to the LEA Filing Cabinet.</p> <p>B) For each private school that consults but decides NOT to participate, upload a copy of Table I from the Equitable Services Checklist* and a signed Affirmation of Consultation* to the LEA Filing Cabinet.</p> <p>C) For each private school that consults and decides to participate, upload a copy of the Equitable Services Checklist* and signed Affirmation of Consultation* to the LEA Filing Cabinet.</p> <p>*See resource tab for fillable pdf.</p>
FISCAL ITEMS (Sandi/Tami)		
44	Supplement Not Supplant	Last year each LEA was required to upload a Supplement Not Supplant (SNS) Methodology. 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 (see resource tab for more information.) If no change to methodology, no upload required. LEA must assure SNS methodology is followed.
45	Comparability Multiple-Site LEA	NEW & IMPROVED! Two options. Download, complete, and upload corresponding Comparability forms to LEA File Cabinet. See resource tab for fillable forms.
45	Comparability Single-Site LEA	NEW & IMPROVED! Download, complete, and upload the Single-Site Comparability Form to LEA File Cabinet. See resource tab for fillable form.
46	Time/Effort Multiple Activities	Upload a blank Time and Effort Multiple Activities Form. Documentation may include a digital timecard with the required information. See resource tab for sample form.
47	Time/Effort Single Activity	Upload a blank Time and Effort Single Activity Form. Documentation may include a digital timecard with the required information. See resource tab for sample form.

For **login** questions, please contact renee.medina@schools.utah.gov (801) 538-7704 or becky.peters@schools.utah.gov (801) 538-7712

For assistance on **Cycle 4** and Annual Core **Programmatic** questions, please contact val.murdock@schools.utah.gov (801) 538-7975

For assistance on Annual Core **Fiscal** questions, contact sandra.grant@schools.utah.gov (801) 538-7844 or tami.long@schools.utah.gov (801) 538-7832

