Completing the 2020-2021 Title I, Part A Performance Report

Office of Fiscal and Data Services
Division of Educational Services
December 2021
Completing the 2020-2021 Title I, Part A Performance Report

This PowerPoint presentation will cover the following:

1. Purpose of the report;
2. What districts need to complete the report;
3. How to log on to the Electronic Web-Enabled Grant (EWEG) system;
4. Navigating EWEG and creating the report;
5. Completing the different report tabs;
6. Submission of the report;
7. Amendments to the report; and
8. Contact information.
Purpose of Title I, Part A Performance Report

• Contributes data to the larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education (NJDOE) must submit to the United States Department of Education (ESEA §8303); and

• Provides a summative analysis of Title I, Part A funds and the services provided by districts utilizing these funds for the 2021 school year (July 1, 2020 – June 30, 2021).

Note: Title I, Part A requires two reports: (1) Title I, Part A Performance Report and (2) Title I Comparability Report (due December 3, 2021); each with different purposes and data elements. Please ensure that both reports are submitted to the NJDOE.
Districts Required to Submit the Report

- The Elementary and Secondary Education Act (ESEA) requires the annual collection of data from school districts that receive Title I, Part A funds.

- All districts that received Title I, Part A funds in the 2020 - 2021 regular school year (July 1, 2020 – June 30, 2021) must complete and submit a report.

- Districts that were allocated Title I, Part A funds, submitted an ESEA Consolidated Subgrant Application but refused Title I, Part A funds or did not submit an ESEA Consolidated Subgrant Application do not need to complete this report.

Note: The submission due date is Friday, January 7, 2022.
The report is accessed via the Electronic Web-Enabled Grant (EWEG) system at: EWEG Logon Page.

On the EWEG Logon Page, enter your EWEG user ID, password, and county district code and hit the “LOGON” button. User IDs are limited to eight characters. Federal regulations require that each user have their own unique ID and password. Passwords are case sensitive. Please allow 48 hours for your permissions to become active.
How to Create the 2020-2021 Title I, Part A Performance Report

On the GMS Access Select Screen, you will need to select 2021 from the drop-down box labeled “Select Fiscal Year.”

This screen will list the “Title I – Performance Report” and you will need to select the report and create it by clicking the “Create” button.
Selecting & Navigating the 2020-2021 Title I, Part A Performance Report in EWEG

• Once the 2021 report is created, select the “Open” button associated with the Title I – Performance Report for data input into the report.

• The EWEG system has a tabbed interface available for navigating throughout the system. A link for the corresponding instructions is located in the upper righthand corner of each screen.
Helpful Hints for Navigating EWEG

• Do not use the browser “Back” button when you are working in the EWEG system. This will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished by clicking on the different tabs.

• White cells are available for entering data, and gray cells are calculated cells.

• The “Save Page” button must be clicked before you leave each tab or you will lose the data entered.

• The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message on the tab or on the submit tab when a consistency check is unsuccessfully conducted.
Overview Tab

This screen provides the purpose and other useful information to assist with the completion and submission of the Title I, Part A Performance Report. No data input is required.

<table>
<thead>
<tr>
<th>Overview</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date:</strong></td>
<td>January 7, 2022</td>
</tr>
<tr>
<td><strong>Program:</strong></td>
<td>Title I, Part A - Improving the Academic Achievement of the Disadvantaged</td>
</tr>
<tr>
<td><strong>Project Period:</strong></td>
<td>The project period for this Title I Performance Report is July 1, 2020 - June 30, 2021.</td>
</tr>
<tr>
<td><strong>Funding:</strong></td>
<td>CFDA - 84.010</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>The purpose of the Title I Performance Report is to determine the impact of Title I funds on student performance and to report how Title I funds were used. The New Jersey Department of Education provides the assessment data for those schools and students that received Title I services. However, the school district must provide the demographic and service data. This information contributes to the national perspective of the impact of Title I. The Elementary and Secondary Education Act amended as the Every Student Succeeds Act (ESSA) requires the collection of data from school districts receiving Title I funds. This information contributes to the State Performance Report that the department must submit to the U.S. Department of Education.</td>
</tr>
<tr>
<td><strong>Legislation:</strong></td>
<td>Public Law 115-224: Title I, Part A</td>
</tr>
<tr>
<td><strong>Guidance:</strong></td>
<td>Title I Laws, Regulations and Guidance</td>
</tr>
</tbody>
</table>
Contact Information Tab

• The Contact Information tab does not require any data input in the Title I Performance Report, because the data are maintained within the LEA Central Contact system. The information displayed on this tab is the same as the 2021-2022 ESEA Consolidated Subgrant Application.

• Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions. Any changes to the LEA Contact information should be made in the LEA Central Contact system. NJDOE staff use this information to contact district personnel.
The Student Participation tab contains two subtabs - Student Participation by Racial/Ethnic Group and Student Participants by Grade Level

- **Student Participation by Racial/Ethnic Group Subtab**
  This subtab contains Table 1a. and collects data for public school students by type of Title I, Part A program—targeted assistance (TAS) or schoolwide (SWP) and the student counts must be disaggregated according to racial/ethnic group.

- **Student Participation by Grade Level Subtab**
  This subtab contains Table 1b. collects data by age/grade level for all students served with Title I, Part A funds.
### Student Participation by Racial/Ethnic Group

**Note:** TAS stands for "Targeted Assistance Program," and SWP stands for "Schoolwide Program."

#### Student Participants by Racial/Ethnic Group

<table>
<thead>
<tr>
<th>Student or Ethnic or Racial Group</th>
<th>TAS</th>
<th>SWP</th>
<th>Total</th>
<th>Last Year's Total</th>
<th>% Change this Year to Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>0</td>
<td></td>
<td>455</td>
<td></td>
<td>-100.00</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td></td>
<td>3</td>
<td></td>
<td>-100.00</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td></td>
<td>26</td>
<td></td>
<td>-100.00</td>
</tr>
</tbody>
</table>

- For the section, do not include Nonpublic students and Neglected students. Include students who identify as Hispanic/Latino in the Hispanic/Latino group only. Do not include Hispanic students in other racial groups, include the "Two or More Races" group. The "Total" row in this table must equal the sum of the Total Public TAS and Public SWP students provided in Table 1b.
- The last column in a calculation that reflects the percentage change from this year compared to the previous year for each race/ethnic group. If the percentage change in your district is greater than plus or minus 20% in any race/ethnic group, you will need to provide an explanation for this change. If the race/ethnic group is a small population and any differences result in a significant percentage change, please include this in your explanation.
- Hispanic/Latino - Reason why the percentage change is plus or minus 20%. If the 20% change in student group counts is the result of three (3) or fewer students moving then please note that fact in the textbox. (0 of 300 maximum characters used)
- American Indian or Alaska Native - Reason why the percentage change is plus or minus 20%. If the 20% change in student group counts is the result of three (3) or fewer students moving then please note that fact in the textbox. (0 of 300 maximum characters used)
- Asian - Reason why the percentage change is plus or minus 20%. If the 20% change in student group counts is the result of three (3) or fewer students moving then please note that fact in the textbox. (0 of 300 maximum characters used)
This tab contains Table 1a. Student Participants by Racial/Ethnic Group (Unduplicated) and requires data on public school students by type of program—targeted assistance (TAS) or schoolwide (SWP). The student data must be disaggregated according to racial/ethnic group.
For Table 1a. enter the *unduplicated count*, by racial/ethnic group, for students who participated in a Title I, Part A program at any time during this reporting period (July 1, 2020 – June 30, 2021). Include students in targeted assistance programs (TAS) and schoolwide programs (SWP).

- Count a student only once in each racial/ethnic category even if the student participated during more than one term or in more than one school during the reporting period.

- Any racial/ethnic combination that includes Hispanic/Latino must be counted as Hispanic/Latino only and students of multiple races/ethnicities must be counted as two or more races.
Table 1a. Student Participants Racial/Ethnic Group

- Include students in Pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or adult participants in adult literacy programs funded by Title I, Part A in this table. Zeros must be entered in any entry box that your district does not have any student counts.

- Title I, Part A students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “TAS.”

- All students who participated in a school that operated an approved Title I, Part A Schoolwide Program need to be reflected in the second column labeled “SWP.”
The sum of the counts entered into the two columns - “TAS” and “SWP” are calculated by the EWEG system and reflected in the total column. The report also reflects for each race/ethnic group count the district submitted in 2019-2020 and is reflected in the “Last Year’s Total” column. The EWEG system calculates the percentage difference between this year’s total counts compared to last year’s total count and is reflected in “% Change This Year to Last Year” column.

For each racial/ethnic group which has a calculated percentage difference greater than ±20.00%, a brief explanation is required. If the difference can be attributed to a small population size and associated difference resulting in greater than ±20%, please include it in the explanation. The explanation text boxes are limited to 300 characters.
This tab contains Table 1b. Public, Nonpublic, and Local Neglected Students by Grade Level and requires data on public school students by type of program—targeted assistance (TAS) or schoolwide (SWP), local neglected students, and nonpublic school students served with Title I, Part A funds. The student data must be disaggregated according to age/grade level.
Table 1b. Public, Nonpublic, and Local Neglected Students by Grade Level

- In Table 1b., enter unduplicated counts by age/grade level, for students who participated in a Title I, Part A program at anytime during July 1, 2020 – June 30, 2021. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.

- Include students in ages 0–2, 3–5 (Pre-K), grade K–12, and ungraded students.

- Title I, Part A students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “Public TAS.”

- All students who participated in a school that operated an approved Schoolwide Title I, Part A Program need to be reflected in the second column labeled “SWP.”
Table 1b. Public, Nonpublic, and Local Neglected Students by Grade Level (Cont.)

• Students served with Title I, Part A Neglected funds need to be reflected by age/grade in the column labeled “Neglected.”

• Students served with Title I, Part A funds that attend nonpublic schools need to be reflected by age/grade in the column labeled “Nonpublic.”

• The sum of the counts entered into the four columns are calculated by the EWEG system and reflected in the “Totals” row. The report also displays for each column the total count submitted in 2019-2020 and is reflected in the “Totals from Previous Year” row. The EWEG system calculates the percentage difference between this year’s total counts for each column compared to last year’s total count and is reflected in “Percentage Change in Totals from This Year Compared to Last Year” row. For each column that has a calculated percentage difference greater than ±20.00%, a brief explanation is required.
Subtab General Information

• The system calculates the total for each row and column for both tables when the “Calculate Totals” button at the bottom of the screen is clicked.

• To save the information entered, you must click the “Save Page” button, also, located at the bottom of the screen.

• The Public TAS column total in Table 1b. must equal the TAS column total reflected in Table 1a.

• The Public SWP column total in Table 1b. must equal the SWP column total reflected in Table 1a.

• The Total Public TAS and Public SWP row in Table 1b. must be greater than zero and equal to the student totals for Table 1a. If totals do not equal, you will receive an error message.
2. Student Participation by Special Service Group

Note: Provide the total, unduplicated number of students participating in and served by Title I of ESEA, as amended, Part A, Sections 1114 (Schoolwide Programs (SWP)) and 1115 (targeted assistance programs (TAS)) in each of the following special service groups listed below.

- Homeless
- English Learners
- Migrant
- Children with disabilities (IDEA)

<table>
<thead>
<tr>
<th>Service Group</th>
<th>Totals Served</th>
<th>Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the number of children with disabilities reported above reflect only IDEA-eligible students who also received Title I, Part A services?

- [ ] Yes
- [ ] No
This tab requires the total unduplicated count of district Children with Disabilities, English Learners, Children and Youth Experiencing Homelessness, and students who are Migrant and that received Title I, Part A services at any time during the regular school year (July 1, 2020 – June 30, 2021).
Special Service Group Tab Information

• Enter in the “Totals Served” column the total number of public school disabled, English Learners (EL), homeless, and migrant students who received services funded by Title I, Part A during the 2020-2021 school year in TAS and SWP programs. Count students in pre-K through Grade 12. Count each student in as many categories as apply to the student but count a student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.

• For the “Children with disabilities (IDEA)” row, there is a verification that the count represents children with disabilities meeting the definition of IDEA, who also received Title I, Part A funded services. Enter the correct count in the “Children with disabilities” row and select “yes” to proceed. The tab will not save if “no” is selected.
• Do not include children with disabilities who receive only IDEA services in the count. Count children with disabilities that meet the definition of IDEA, who also received services funded with Title I, Part A.

• Any count entered on this tab should not include nonpublic students, local neglected students, or participants of adult literacy programs funded by Title I, Part A.

• If your district does not have any children that reflect the category and received Title I, Part A services, a zero should be placed in the associated row.
Submit Tab

The application has been submitted.

Consistency check is completed but the application has not been submitted. Submission of the application requires an authorized user to select the SUBMIT to NJDOE button.

If after running a successful consistency check a submit button does not appear, you are not authorized to submit the application. Please check with your technology administrator for users who are authorized to submit the application.

Consistency Check was run on: 11/19/2021
Authorized Representative submitted the application to NJDOE on: 11/19/2021
Final Application Review
Submit Tab – Information

• Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button. A consistency check validates the data entered into the EWEG system based on programmed edits. If any errors are detected, corresponding error messages will appear on the tab in red. All errors must be corrected on the applicable tabs. To ensure all errors have been rectified prior to submission, a consistency check must be conducted again. The EWEG system will not allow the submission of the report with any remaining unresolved errors.

• Once the consistency check is successful, the report is considered locked but not submitted to the Department.
Submit Tab – Information (Cont.)

• If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.

• If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the reported to be considered submitted to the Department.
Amendments

• If you realize data was incorrectly entered and your report has been successfully submitted to the Department, you will need to create an amendment.

• After the report is submitted, you will need to create an amendment by clicking the “Create Amendment” button on the GMS Access Select Screen in the Title I – Performance Report row.

• Once the data has been entered, a consistency check must be re-run and any errors corrected prior to submission.
Questions Regarding Title I, Part A Performance Report and EWEG System

• For Title I, Part A Performance Report program and data questions, please contact the Office of Fiscal and Data Services (OFDS):

  Michelle Dohrenwend  
  Michelle.Dohrenwend@doe.nj.gov

  or

  John Ingersoll  
  John.Ingersoll@doe.nj.gov

  or

  OFDS  
  OFDS@doe.nj.gov  
  (609) 376-9101

For EWEG or authorization questions, please contact the EWEG Help Desk at: Eweghelp@doe.nj.gov
Thank You!

New Jersey Department of Education: nj.gov/education

Office of Fiscal and Data Services
(609) 376-9101

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