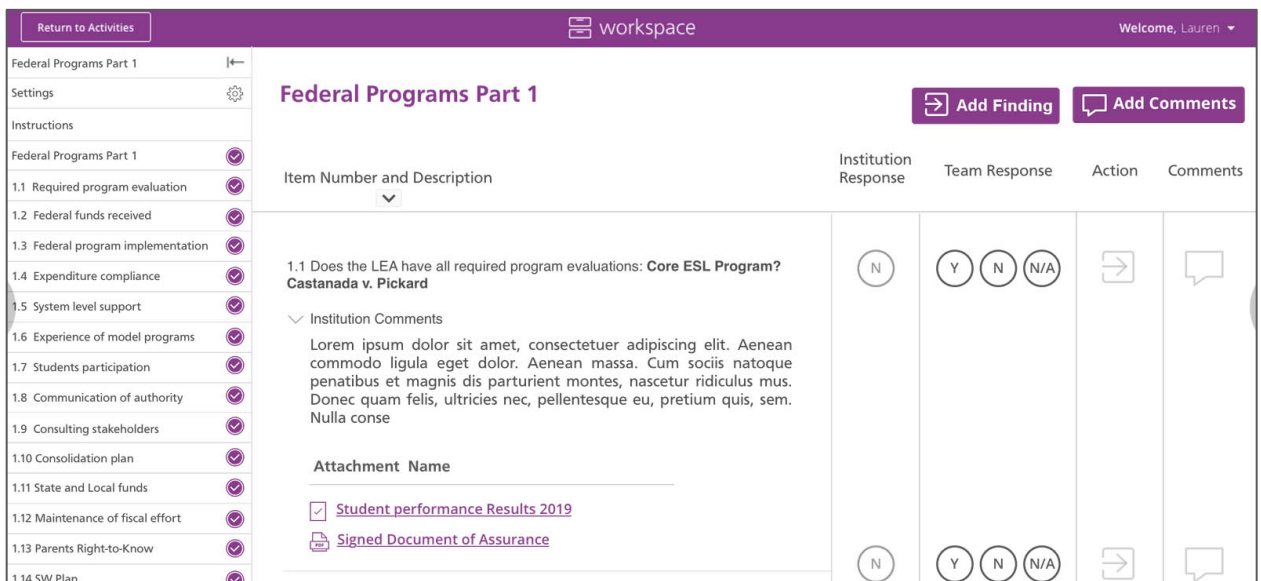


# Compliance monitoring review

## Getting started

When an institution sends a diagnostic to the review team’s workspace, eProve diagnostics notifies the administration owner and admin-level users by email. The team lead is notified when the diagnostic appears in the workspace.

1. Select the vertical ellipsis (three dots) next to the diagnostic you want to view from the activity list.
2. *(Optional)* If you want additional team members who are already part of the review to receive notifications about this diagnostic, select Assign from the pop-up menu. Select the team members from the drop-down menu, and then select **Update**. Review team members can also assign themselves to receive notifications about a diagnostic. A team member must already belong to the assigned review in order to receive notifications.
3. Select **Open** from the pop-up menu. The diagnostic settings area shows the name, status, and last modified date for the diagnostic. Scroll down to view the diagnostic responses.



The screenshot shows the eProve workspace interface. On the left is a sidebar with a list of activities, including 'Federal Programs Part 1' which is selected. The main content area is titled 'Federal Programs Part 1' and contains a table of diagnostic items. The table has columns for 'Item Number and Description', 'Institution Response', 'Team Response', 'Action', and 'Comments'. One item is expanded to show details: '1,1 Does the LEA have all required program evaluations: Core ESL Program? Castanada v. Pickard'. Below this, there is an 'Institution Comments' section with placeholder text and an 'Attachment Name' section with two attachments: 'Student performance Results 2019' and 'Signed Document of Assurance'. The 'Institution Response' column shows a 'N' in a circle, and the 'Team Response' column shows 'Y', 'N', and 'N/A' in circles. There are also 'Add Finding' and 'Add Comments' buttons at the top right of the main area.

Item Number and Description	Institution Response	Team Response	Action	Comments
1,1 Does the LEA have all required program evaluations: Core ESL Program? Castanada v. Pickard	N	Y N N/A	[Add Finding]	[Add Comments]
Institution Comments Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla conse Attachment Name <input checked="" type="checkbox"/> Student performance Results 2019 <input checked="" type="checkbox"/> Signed Document of Assurance	N	Y N N/A	[Add Finding]	[Add Comments]

4. If an institution has sent a diagnostic, it appears on the diagnostics page. Each diagnostic item displays with the institution’s response, as well as any comments or attachments that the institution added for the item. If the institution has not added comments or attachments, those areas will be blank. You will still be able to add your team’s responses, as well as comments or findings.
5. Select a Team Response (Yes, No or N/A) for an item.

6. You can add a finding from the response page or add it by going to the Findings section of the left-hand navigation. To create a finding for an item, select **Add Finding**.

Please enter a statement and description related to a finding, then select a due date for the finding to be completed. You can also add an optional notification to serve as a reminder for your finding due date. Finally, add any associated items to your description and statement.

**Title\***  
Enter a title for this comment

**Statement\***  
Enter a statement for this finding  
2000 Characters Left

**Add Item(s)\***  
Select item(s) to link to this  
Administration and Finance Select an item for finding Add

Added Items:  
No items have been added

**Description**  
Enter a short description for this finding

7. Add a title and statement for the finding.
8. Select items in the diagnostic that you want to link to the finding. You may link to an unlimited number of items.
9. Select a due date by which the finding needs to be completed.
10. When you have finished, select **Save**.

**Note:** After each diagnostic is completed, it generates individual finding plans for the institution.

### Add comments and download report

11. You can add a comment from the response page or by going to the Comments section of the left navigation. To create comments for an item, select **Add Comments**.
12. Add a title and comment in **Add Comments** dialog box. You can also link a comment to multiple items in the diagnostic if the comment applies to multiple items.
13. When you have finished, select **Save**.

**Note:** While findings are shared with the institution in finding plans, comments are never shared with the institution and are used for the team to discuss and collaborate.

14. To download a report in PDF or CSV format, select **Download Report**.
15. When all the findings have been completed, navigate to the bottom of the diagnostic and select **Mark as Completed**. This generates an email from eProve workspace to the contributors (such as the Head Of Institution and Primary Contacts), informing them that the findings for this diagnostic are available and that they may log in and respond to those findings in the shared workspace folder. If no findings are created for a diagnostic, no email will be sent.