

EGMS: Program Reviews

Organizations and LEAs

Part 1: Providing Initial Responses

Subrecipient access to Program Reviews

The top screenshot shows the 'Education Grants Management System' dashboard. The 'Task Summary By Phase' table is as follows:

Phase	Count
Opportunities	0
Applications	10
Monitoring	2

The bottom screenshot shows the 'Pending Tasks (Assigned To Me)' table. The row for 'MON-00030' is highlighted in red:

EGMS ID	Type	Status	Subject	Created By	Due Date	Actions
AP-OSPI-1043	Application Revision R...	In Progress	Consolidated grant announcement (F...	PMInternal Ross	05/31/2022	▶
AP-OSPI-1091	Complete Application	Not Started	Title III Consortium for LEA Testing	Auburn Admin	08/31/2022	▶
MON-00030	Revise and Submit Pro...	Not Started	Federal Program Review & Support	Test1 OSPITestAccount01	05/17/2023	▶
MON-00048	Complete and Submit ...	Not Started	Program Review & Support	Test27 OSPITestAccount27	08/28/2023	▶
PR-OSPI-0999	Complete Pre-application	In Progress	FP 215 Perkins	Auburn Admin	08/31/2023	▶
PR-OSPI-1005	Complete Pre-application	Not Started	FP 215 Perkins (test #2)	Auburn Admin	08/31/2023	▶
AP-OSPI-2688	Complete Application	In Progress	Select REAP Eligible Consolidated Gr...	Auburn Admin	08/31/2023	▶
AP-OSPI-2801	Complete Application	In Progress	Consolidated Grant Application 2023J...	Auburn Admin	09/30/2023	▶

- ❑ The Subrecipient Organization can see an additional Monitoring task was assigned on the dashboard.
- ❑ In the Pending Tasks page, the Subrecipient can see the Monitoring Task on the “Assigned to Me” section.
- ❑ The Subrecipient can click on the green triangle (action button) to open the Review or access it through the Monitoring tab.

Overview Tab

The screenshot shows the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The main content area is titled 'Program Review & Support' and displays the following information:

EGMS ID	Status	Subrecipient Organization
MON-00048	Sent to Organization for Response	Auburn School District

A progress bar below the table shows the workflow stages: Created (checked), Sent to Organization for Response (checked), Submitted to Grantor (unchecked), Report Sent to Organization (unchecked), and Closed (unchecked).

The 'Overview' tab is highlighted with a red box. Below the navigation tabs, the 'Program Information' section contains:

Review Type	OSPI Team Lead	Organization Team Lead
Program & Fiscal	Test27 OSPI TestAccount27	Auburn Admin

The 'Start Date' is 08/28/2023 and the 'End Date' is 11/17/2023.

The 'Description' section contains the following text:

The main focus of this continuum is to support LEAs as partners with an emphasis on student outcomes. This process is used to monitor several programs under the Elementary and Secondary Education Act (ESEA). This oversight process fulfills requirements under state and federal regulations. The process includes a review of the following programs.

- Title I, Part A
- Title I, Part C
- Title I, Part D
- Title II, Part A
- Title III, TBIP
- Title IV, Part A
- Title V, Part B – Rural Education
- Homeless Education

- When the Program Review is opened the first time, the Overview tab is displayed.
- This tab has general information about your Review.
- No actions needed on this tab.

Program Review Tab

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Search

Program Review & Support

EGMS ID: MON-00048 Status: Sent to Organization for Response Subrecipient Organization: Auburn School District

Created Sent to Organization for Response Submitted to Grantor Report Sent to Organization Closed

Overview **Program Review** History Collab

Programs and Review Items

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19		No	×	
Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10		No	×	
Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27		No	×	
Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01		No	×	

Total Records: 4

Edit Submit to Grantor Notify Program Reviewers

- ❑ This tab includes all the Program Checklists and is where you will respond to the checklist items.
- ❑ Each row of the table pertains to a single Program. **Program** and **Focus Area** columns contain the name of the Program.
- ❑ Use the to expand each row to see the checklist items.

Program Review Tab

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Program Review

Program Review & Support

EGMS ID: MON-00048 Status: Sent to Organization for Response Subrecipient Organization: Auburn School District

Created Sent to Organization for Response Submitted to Grantor Report Sent to Organization Closed

Overview Program Review History Collab

Programs and Review Items

Showing 1 to 4 of 4 records

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19		No	x	
Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10		No	x	
Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27		No	x	
Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01		No	x	

Edit Submit to Grantor Notify Program Reviewers

- ❑ The **OSPI Program Reviewers** column contains the OSPI staff who will Review that Program.
- ❑ The **Organization Program Reviewers** are those the Organization Team Lead assigns to each Program. *Only the Team Lead can assign staff to the Programs.*

Assign Organization Program Reviewers

The screenshot displays the 'Education Grants Management System' interface. A pop-up window titled 'Assign Organization Program Reviewers' is open, showing a search bar and an 'Add' button. The main interface shows a table of 'Programs and Review Items' with columns for Program, Focus Area, OSPI Program Reviewers, Organization Program Reviewers, Technical Assistance Entered?, Items Addressed?, and Actions. The 'Actions' column contains icons for assigning reviewers and editing. The 'Add' button in the pop-up window and the assign reviewer icon in the table are highlighted with red boxes.

Washington Office of Superintendent of PUBLIC INSTRUCTION

Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Schedule

Program Reviews

Payments

Reimbursements

Refunds

Reporting

Progress Reports

Recently Viewed

Program Review

Program Review & Support

EGMS ID
MON-00048

Created

Sent to Organization

Overview Program Review History

Assign Organization Program Reviewers

Assign Organization Program Reviewers

Search...

Advanced filter will not be applicable for Reference, Date, Date-time and Multi-pickList fields

* Records are sorted by Created Date ascending order

Showing 0 to 0 of 0 records

Reviewer	Phone	Email	Actions
No Records Found			

Showing 1 to 4 of 4 records

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19		No	×	
Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10		No	×	
Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27		No	×	
Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01		No	×	

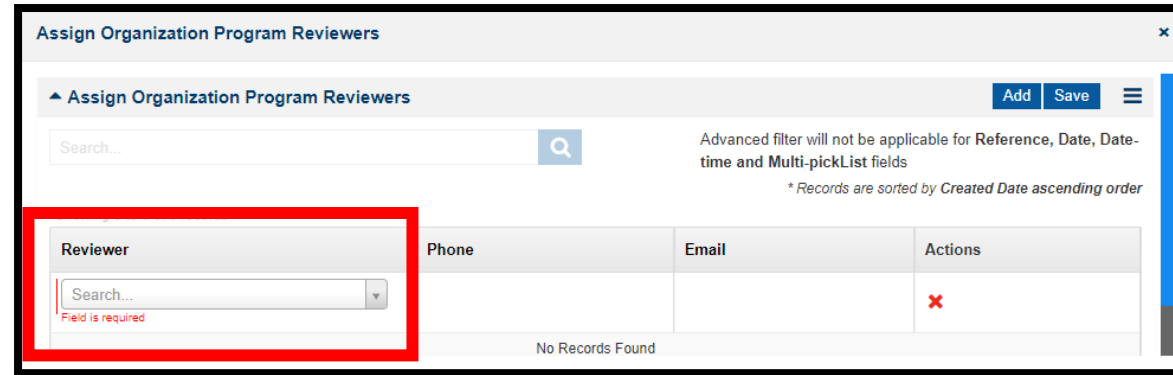
Total Records: 4

Edit Submit to Grantor Notify Program Reviewers

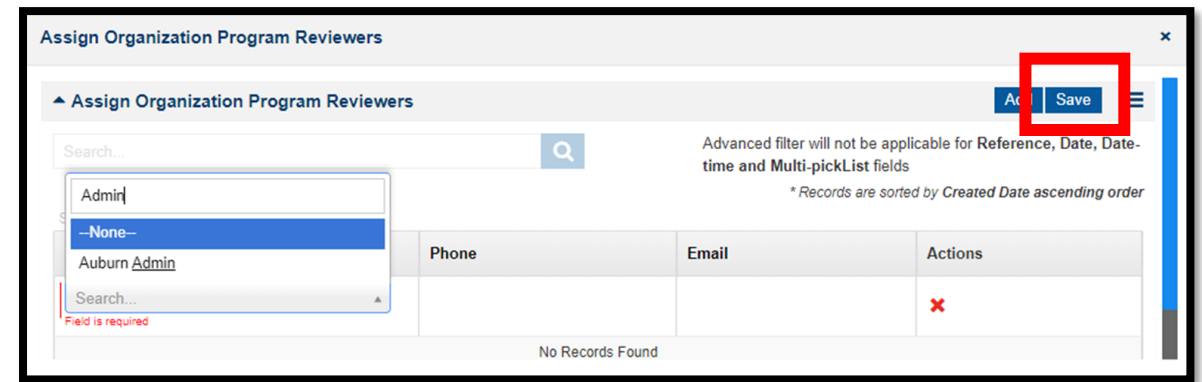
- ❑ Click on to assign a user to that program. Only the Team Lead and this user can edit this Program Checklist.
- ❑ In the pop-up window click **Add**

Assign Organization Program Reviewers

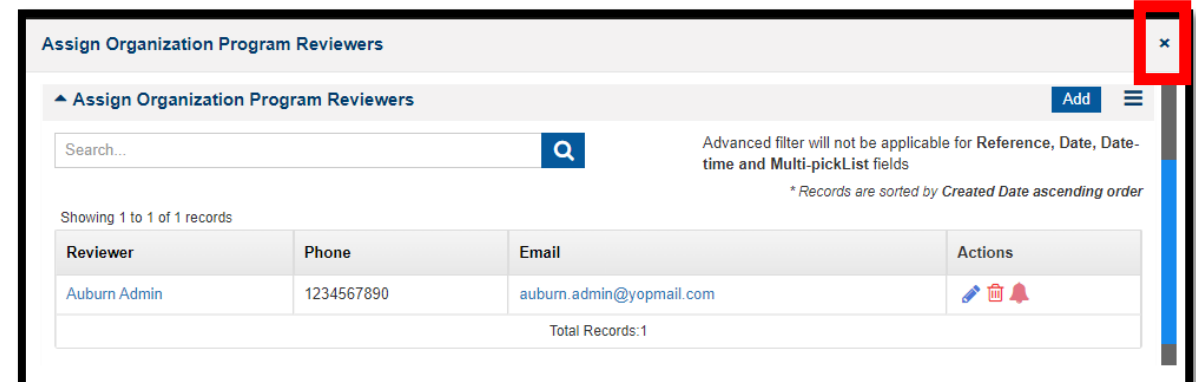
- ❑ Begin typing in the **Search** field



- ❑ Click on the name of the staff member to assign. Then click **Save**.



- ❑ Add another staff member to that same Program by completing the steps above or click on the **x** to close the window.



Assign Organization Program Reviewers

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Monitoring

Program Review & Support









EGMS ID: MON-00048 Status: Sent to Organization for Response Subrecipient Organization: Auburn School District

Created Sent to Organization for Response Submitted to Grantor Report Sent to Organization Closed

Overview Program Review History Collab

Programs and Review Items

Showing 1 to 4 of 4 records

	Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
+	Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	×	 
+	Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10		No	×	 
+	Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27		No	×	 
+	Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01		No	×	 

Total Records:4

Notify Program Reviewers

- ❑ After the assignment is made for the first row, use the same process until all rows of the table have assignments.
- ❑ Once all rows have assignments, click on **Notify Program Reviewers** to send an automatic email to each Organization Reviewer.

Responding to Checklist Items

Washington Office of Superintendent of PUBLIC INSTRUCTION | Education Grants Management System | Grants Portal

Monitoring | Overview | Program Review | History | Collab

Programs and Review Items

Showing 1 to 4 of 4 records

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01	Auburn Admin	No	✘	

Review Items

Showing 1 to 2 of 2 records

<input type="checkbox"/>	Item # ↑	Title	Description	Risk Score	Determination	Actions Required	Actions
<input type="checkbox"/>	18.1	Comprehensive Needs Assessment	LEAs receiving an allocation of more than \$30,000 • Access to, and opportunities for, a well-rounded education • School conditions for student learning in order to meet state educational standards • Access to personalized learning experiences				
<input type="checkbox"/>	18.2	Distribution of Funds	ESEA Section 4106 LEAs are required to prioritize the distribution of funds for the following: • Are among the schools with the greatest need • Have the highest percentages or numbers of students who are economically disadvantaged • Are identified for comprehensive support and intervention • Are implementing targeted support and interventions				

Use the to expand each row to see the checklist (or Review) items. Click on the to read the **Description** if needed.

Responding to Checklist Items (cont.)

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Washington Office of Superintendent of PUBLIC INSTRUCTION', 'Education Grants Management System', and 'Grants Portal'. The main navigation menu on the left lists various sections like 'Opportunities', 'Applications', 'Grants', 'Monitoring', 'Tasks', 'My Tasks', 'Activities', 'Monitoring Activities', 'Payments', 'Reporting', and 'Recently Viewed'. The 'Monitoring' section is active, showing a table of checklist items. The first item, 'Comprehensive Needs Assessment' (Item # 18.1), is highlighted with a red box around its expand/collapse icon. Below this item, the 'Evidence' section is expanded, showing a table with one record. The 'Evidence Description' column contains text about a comprehensive needs assessment and a link to a PDF guide. The 'Evidence Met?' column shows a red 'X' icon. Below the evidence section, the 'Notes and Attachments' section is also visible, currently showing no records.

Item #	Title	Description	Risk Score	Determination	Actions Required	Actions
18.1	Comprehensive Needs Assessment	LEAs receiving an allocation of more than \$30,000 • Access to, and opportunities for, a well-rounded education • School conditions for student learning in order to meet state and local needs • Access to personalized learning experiences ESEA Section 4106				

Item #	Evidence Description	Evidence Met?
A	Provide evidence of a comprehensive needs assessment conducted as part of the program planning process for the year un... Please note: If your LEA received more than \$30,000, Item 18.1 is required regardless of whether funds were transferred to... For assistance with the comprehensive needs assessment, please visit: https://www.k12.wa.us/sites/default/files/public/studentssupport/titleiva/TitleIVProgramPlanningGuide.pdf	

- Use the to expand the Review Items and see the **Evidence** sub-items. Hover over the **Evidence Description** to read more.
- Use the **Notes and Attachments** section to upload documents, descriptions, and notes.

Responding to Checklist Items (cont.)

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Washington Office of Superintendent of PUBLIC INSTRUCTION', 'Education Grants Management System', and 'Grants Portal'. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, showing a list of 'Evidence' items. A pop-up window titled 'Add Note/Attachment' is open, displaying the following fields:

- Overview:**
 - Program: Consolidated Grant Program Review Test
 - Focus Area: Title IV, Part A
 - Review Item #: 18.1
 - *Type: --None-- (with a red error message: 'This field is required')
 - *Related Evidences: (empty field)
- Description:**
 - *Description: (Rich text editor with a toolbar and a character count of 0/4000)

The 'Add' button in the background interface is highlighted with a red box.

- ❑ Click on **Add** to add a response to the Checklist Item with a Note or an Attachment.
- ❑ Window will pop-up with the fields to complete.

Uploading a Note

- ❑ Click on the **Type** field to select **Note**
- ❑ Enter the **letter** of the sub-item you are responding to in the **Related Evidence** field.
- ❑ Enter the note or description to address the sub-item in the **Description** field. You can edit the text, add links, etc. as needed to completely address the sub-item.
- ❑ Click **Save** when complete.

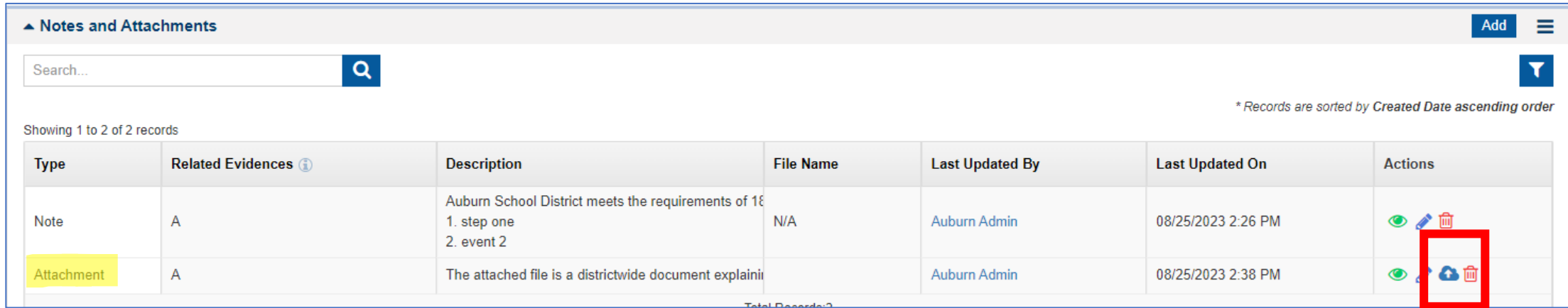
The screenshot shows the 'Add Note/Attachment' form. At the top right, there is a 'Save' button highlighted with a red box. Below the title bar, there are two warning icons: a red asterisk for 'Required to Save' and a yellow triangle for 'Required to Submit'. The form is divided into two main sections: 'Overview' and 'Description'. In the 'Overview' section, the 'Program' is 'Consolidated Grant Program Review Test', the 'Focus Area' is 'Title IV, Part A', and the 'Review Item #' is '18.1'. The '*Type' field is a dropdown menu with 'Note' selected, highlighted with a red box. The 'Related Evidences' field contains the letter 'A', also highlighted with a red box. The 'Description' section features a rich text editor with a toolbar containing icons for undo, redo, search, bold, italic, underline, link, unlink, list, and indent. The text area contains the following content: 'Auburn School District meets the requirements of 18.1.A of Title IV, Part A by the following actions.' followed by a numbered list: '1. step one' and '2. event 2'. The 'Description' field is highlighted with a large red box. At the bottom right of the form, there is another 'Save' button.

Uploading an Attachment

- ❑ Click on the **Type** field to select **Attachment**
- ❑ Enter the **letter** of the sub-item you are responding to in the **Related Evidence** field.
- ❑ Enter a description of the file to be attached in the **Description** field. You can edit the text, add links, etc. as needed to completely address the sub-item.
- ❑ Click **Save** when complete.

The screenshot shows the 'Add Note/Attachment' form. At the top right, there is a 'Save' button highlighted with a red box. Below it, there are two status indicators: '* Required to Save' and '* Required to Submit'. The form is divided into two main sections: 'Overview' and 'Description'. The 'Overview' section contains three fields: 'Program' (Consolidated Grant Program Review Test), 'Focus Area' (Title IV, Part A), and 'Review Item #' (18.1). Below these are two fields: '*Type' (Attachment) and '*Related Evidences' (A), both highlighted with red boxes. The 'Description' section contains a rich text editor with a toolbar and a text area containing the text: 'The attached file is a districtwide document explaining the process for completing this sub-item.' At the bottom right of the text area, it says 'Characters: 0 Characters Left: 4000'. A 'Save' button is located at the bottom right of the form, also highlighted with a red box.

Uploading an Attachment (cont.)










▲ Notes and Attachments Add ☰

Search... 🔍 ⌵

* Records are sorted by Created Date ascending order

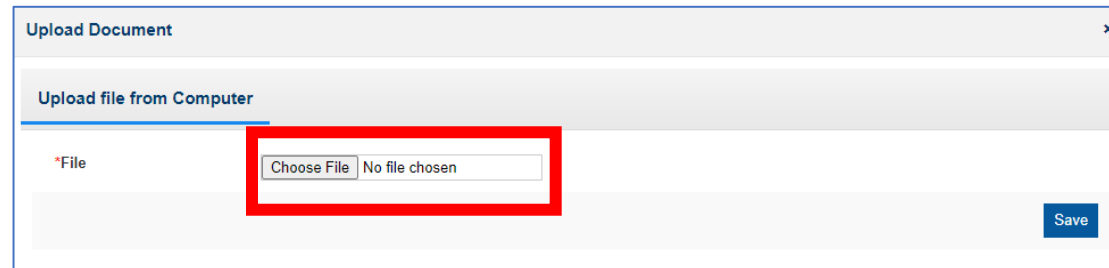
Showing 1 to 2 of 2 records

Type	Related Evidences ⓘ	Description	File Name	Last Updated By	Last Updated On	Actions
Note	A	Auburn School District meets the requirements of 18 1. step one 2. event 2	N/A	Auburn Admin	08/25/2023 2:26 PM	  
Attachment	A	The attached file is a districtwide document explaini		Auburn Admin	08/25/2023 2:38 PM	   

Total Records: 2

❑ Next, click on the upload icon  to select the file to upload.

- ❑ Choose File to upload
- ❑ Then click **Save**.



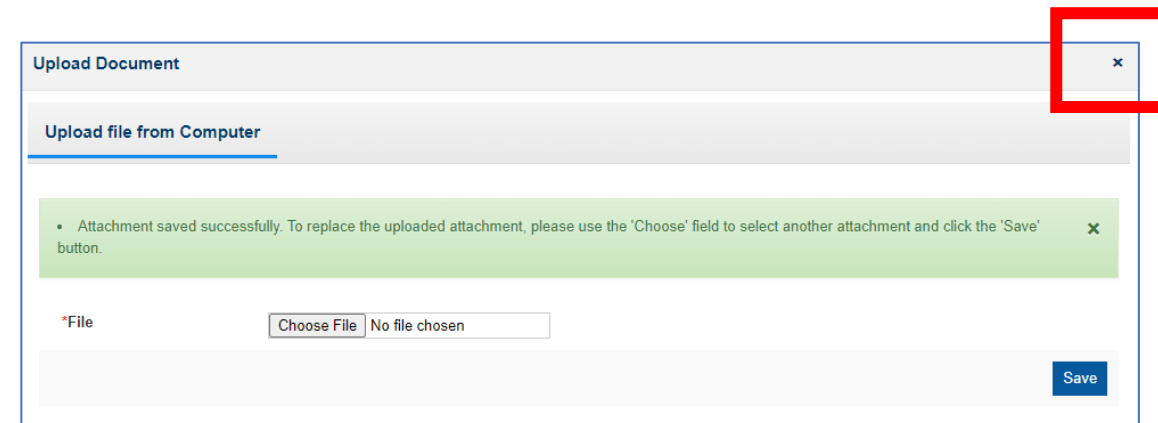
Upload Document ×

Upload file from Computer

*File No file chosen

Save

- ❑ A green banner will indicate the file was uploaded successfully.
- ❑ Click the **X** to close the window.



Upload Document ×

Upload file from Computer

• Attachment saved successfully. To replace the uploaded attachment, please use the 'Choose' field to select another attachment and click the 'Save' button. ×

*File No file chosen

Save









Notes and Attachments (Action Icons)

Notes and Attachments Add ☰






Search... 🔍 🔼

** Records are sorted by Created Date ascending order*

Showing 1 to 2 of 2 records

Type	Related Evidences ⓘ	Description	File Name	Last Updated By	Last Updated On	Actions
Note	A	Auburn School District meets the requirement 1. step one 2. event 2	N/A	Auburn Admin	08/25/2023 2:26 PM	  
Attachment	A	The attached file is a districtwide document e	18.1--Comprehensive Needs Assessment.doc	Auburn Admin	08/25/2023 2:47 PM	    

Total Records:2

-  --The **View icon** opens a pop-up window with details of that row of the table.
-  --The **Edit icon** allows you to edit the details of that row.
-  --The **Upload icon** opens a pop-up window to select and upload a file for that row. It can also be used to replace the file in that row.
-  --The **Download icon** will download the file from that row of the table.
-  --The **Delete icon** will delete that row of the table.

Submit to Grantor (OSPI)

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Search

Program Review & Support

EGMS ID: MON-00048 Status: Sent to Organization for Response Subrecipient Organization: Auburn School District

Created Sent to Organization for Response Submitted to Grantor Report Sent to Organization Closed

Overview Program Review History Collab

Programs and Review Items

Showing 1 to 4 of 4 records

	Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
+	Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	✘	
+	Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10	Auburn Admin	No	✘	
+	Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27	Auburn Admin	No	✘	
+	Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01	Auburn Admin	No	✘	

Total Records: 4

Edit Submit to Grantor Notify Program Reviewers

- ❑ Once all items in each checklist are responded to, the Organization Team Lead will click on **Submit to Grantor**.
- ❑ This will send a notification to the OSPI Team Lead that it is ready for OSPI staff to review.

Submit to Grantor (OSPI) (cont.)

• Program Review Tab - Each review item that is applicable must have at least one note or attachment before this program review can be submitted.

Program Review

Edit Submit to Grantor Notify Program Reviewers

Program Review & Support

EGMS ID: MON-00048
Status: Sent to Organization for Response
Subrecipient Organization: Auburn School District



Overview Program Review History Collab

Programs and Review Items

Search...

* Records are sorted by Created Date ascending order

Showing 1 to 4 of 4 records

	Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
+	Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	×	
+	Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10	Auburn Admin	No	×	
+	Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27	Auburn Admin	No	×	
+	Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01	Auburn Admin	No	×	

Total Records:4

❑ All items must be responded to. If any responses are missing, you will see this Pink Banner indicating at least one item is missing a response.

Submit to Grantor (OSPI) (cont.)

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is visible on the left. The main content area shows a 'Program Review & Support' section with a status bar for a program with ID 'MON-0048'. The status bar is highlighted with a red box and shows a progress line with five stages: 'Created' (checked), 'Sent to Organization for Response' (checked), 'Submitted to Grantor' (checked), 'Report Sent to Organization' (unchecked), and 'Closed' (unchecked). Below the status bar, there are tabs for 'Overview', 'Program Review', 'History', and 'Collab'. The 'Program Review' tab is active, showing a table of 'Programs and Review Items'. The table has columns for Program, Focus Area, OSPI Program Reviewers, Organization Program Reviewers, Technical Assistance Entered?, Items Addressed?, and Actions. There are 4 records shown, all with 'Submitted to Grantor' status and 'No' technical assistance. A note indicates records are sorted by Created Date ascending order.

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title II, Part A	Test10 OSPITestAccount10	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27	Auburn Admin	No	✘	
Consolidated Grant Program Review Test	Title IV, Part A	Test1 OSPITestAccount01	Auburn Admin	No	✘	

- ❑ If all items are responded to, the page will refresh, and the **status bar** will indicate the new status: **Submitted to Grantor**.
- ❑ Now that it is submitted to OSPI, the organization cannot respond to, or edit any of the responses.
- ❑ After OSPI's review, the OSPI Team Lead will send it back to the Organization for additional responses as needed.

History Tab

The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Washington Office of Superintendent of PUBLIC INSTRUCTION', 'Education Grants Management System', and 'Grants Portal'. The main navigation menu on the left lists 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, showing a 'Program Review & Support' section for EGMS ID 'MON-00048'. The status is 'Sent to Organization for Response' and the subrecipient organization is 'Auburn School District'. A progress bar shows the current status 'Sent to Organization for Response' is active, with previous steps 'Created' and 'Submitted to Grantor' completed, and 'Report Sent to Organization' and 'Closed' pending. Below the progress bar, the 'History' tab is highlighted with a red box. The 'Snapshot History' table lists three records:

File Name	Date Taken	Taken By
Program Review - Notified.pdf	08/25/2023 1:28 PM	Auburn Admin
Program Review - Sent to Organization for Response.pdf	08/21/2023 12:38 PM	Test27 OSPITestAccount27
Program Review - Notified.pdf	08/21/2023 12:35 PM	Test27 OSPITestAccount27

Total Records : 3

- ❑ The History tab includes a “snapshot” of the entire Review every time there is a change in the status.
- ❑ These snapshots are saved here as pdf documents with dates and the name of the person (Team Lead) who made the status change.

Collab Tab

Overview Program Review History **Collab**

My Feed

Search... 



What are you working on? @mention someone...


To this record

Share


Sort By: [Recent Activity](#)

No feeds available.

Messages

Search... 



Send Email 


Subject	From Address	To Address	Attention To	Preview	Send Date ↑
---------	--------------	------------	--------------	---------	-------------

No records found

System Emails

Search... 

Showing 1 to 6 of 6 records

Created Date ↓	From Address	To Address	Subject	Actions
08/25/2023 1:32 PM	auburn.admin@yopmail.com	auburn.admin@yopmail.com	You have been assigned as a program reviewer for program review	

- My Feed** allows you to Chat with any other user in your organization or OSPI.
- They must have an **EGMS license** to participate in the Chat or see the Chat.
- Tag another user** by typing the “@” and their name—user names will appear as you type. Select the user you want.
- All Chats through this Program Review are saved here on this page.

- The **Messages** section allows you to send emails through the system to another user or non-user.
- These emails are saved here for this Program Review.

- The **System Emails** section contains a record of every automatic email notification generated by the Organization Team Lead or the OSPI Team Lead.

Additional Information

- The EGMS Administrator in your LEA or organization can assist with assigning EGMS licenses. If the org. or LEA reaches their maximum license amount, the Admin can reach out to Amy.Harris@k12.wa.us and Cc EGMS.Support@k12.wa.us to request additional licenses.
- Once you gain access to the Program Review, if you have questions or concerns with EGMS Program Review, reach out to the OSPI Team Lead assigned to your Review.
- Coming Soon
 - Part 2: Responding to the Preliminary Report in EGMS
 - Part 3: Closing the Program Review and Follow-up