

EGMS Program Reviews

Organizations and LEAs

Instructions Part 3:
The Exit & Follow-Up Process



A young girl with her hand raised in a classroom setting, wearing a yellow long-sleeved shirt and dark pants. She is sitting on the floor, looking towards the right. In the background, another child is visible, and the scene is overlaid with a semi-transparent yellow filter.

Responding to the Preliminary Report in EGMS

Content

Instructions

- Reviewing Final Determinations
- Accessing and Responding to Follow-Up Item
- Notifying OSPI of Evidence Submission
- Identifying Approved Items in Follow-Up Tab
- When Additional Assistance is Needed



Reviewing Final Determinations

To view the final determinations, Organization/LEA users will need to open the Program Review.

1. Click on Monitoring tab
2. Program Reviews (in left menu)
3. View icon (green eye)

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Monitoring', which is highlighted with a red box. The left sidebar contains a menu with 'Program Reviews' also highlighted with a red box. The main content area shows a table of 'Program Reviews' with one record visible. The 'Actions' column for this record contains a green eye icon, which is also highlighted with a red box.

EGMS ID	Review Type	Program Review Title	Program Review Dates ↓	OSPI Team Lead	Organization Team Lead	Status	Actions
MON-00057	Program & Fiscal	Program Review & Support	8/28/2023 - 2/29/2024	Test27 OSPITestAccount27	Auburn Admin	Submitted to Grantor	

At the time of your Exit meeting, the Review will be closed. You will notice that the status bar indicates the Review is closed.

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', and 'Payments'. The main content area shows a 'Program Review' for 'Federal Program Review & Support' with EGMS ID 'MON-00034' and Subrecipient Organization 'Auburn School District'. The status is 'Closed', highlighted with a red box. A progress bar below shows five steps: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed', with the final step also highlighted in red. Below the progress bar are tabs for 'Overview', 'Program Review', 'Follow Up', 'History', and 'Collab'. The 'General Information' section lists 'Review Type' as 'Program & Fiscal', 'OSPI Team Lead' as 'Test27 OSPITestAccount27', 'Organization Team Lead' as 'Auburn Admin', 'Start Date' as '05/22/2023', and 'End Date' as '09/29/2023'. A 'Description' section is partially visible at the bottom.

One way to view the determinations at the time of the Exit meeting is to review the Snapshot History.

- Click on the History Tab
- Click on the most recent pdf file to view the snapshot of the Program Review at the time it was closed.

The screenshot displays the Education Grants Management System interface. The top navigation bar includes the Washington Office of Superintendent of Public Instruction logo, the system name, and a Grants Portal dropdown. The main navigation menu on the left lists various sections like Opportunities, Applications, Grants, and Monitoring. The central content area shows details for a 'Federal Program Review & Support' with a status of 'Closed' and subrecipient 'Auburn School District'. A progress bar indicates the review process stages: Created, Sent to Organization for Response, Submitted to Grantor, Report Sent to Organization, and Closed. Below this, a 'History' tab is selected, showing a 'Snapshot History' table. The table lists several PDF files, with the most recent one, 'Program Review - Notified.pdf', highlighted by a red box. The table also shows the date taken and the user who took the snapshot.

File Name	Date Taken	Taken By
Program Review - Notified.pdf	06/15/2023 10:09 AM	Test27 OSPITestAccount27
Program Review - Notified.pdf	05/19/2023 3:34 PM	Test27 OSPITestAccount27
Program Review - Submitted to Grantor.pdf	05/19/2023 3:17 PM	Auburn Admin
Program Review - Sent to Organization for Response.pdf	05/19/2023 2:17 PM	Test27 OSPITestAccount27
Program Review - Notified.pdf	05/19/2023 2:17 PM	Test27 OSPITestAccount27

Total Records : 5

Another way to view the determinations at the time of the Exit meeting is to look through the Program Review Tab.

- Click on the Program Review Tab
- Click on the plus icon to expand and review each program checklist.
- Note, that this Tab is locked, and items cannot be edited or added to. All edits and uploads now take place in the Follow-up 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 tabs are 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, showing a progress bar for grant 'MON-00034' with stages: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed'. Below the progress bar, the 'Program Review' tab is highlighted with a red box. The 'Programs and Review Items' section contains a table with 6 records. The first two rows have their plus icons highlighted with a red box.

	Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
+	Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	No	✗	
+	Program Review Test--Equity and		Test10 OSPITestAccount10	Auburn Admin	No	✗	
+	Consolidated Grant Program Rev	Title II, Part A	Test2 OSPITestAccount02	Auburn Admin	Yes	✓	
+	Consolidated Grant Program Rev	Title I, Part A	Test19 OSPITestAccount19	Auburn Admin	No	✗	
+	Consolidated Grant Program Rev	Title IV, Part A	Test10 OSPITestAccount10	Auburn Admin	No	✓	
+	Consolidated Grant Program Rev	Title I, Part C	Test2 OSPITestAccount02	Auburn Admin	No	✗	

Total Records:6



Accessing and Responding to Follow-up Items

When a Program Review closes, there may be some items that have not been fully implemented. These items remain in their final status until the LEA/Organization fully implements the requirement, uploads evidence, and notifies OSPI. To view the remaining items, click on the Follow-up Tab.

You'll notice from a previous slide that there were six programs under review. In the Follow-up Tab you can see items remain in four of those program checklists.

The screenshot displays the 'Education Grants Management System' interface. At the top, the Washington Office of Superintendent of Public Instruction logo is visible on the left, and 'Grants Portal' with a user profile icon is on the right. The main navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, showing details for program 'MON-00034' (Closed) under 'Auburn School District'. A progress bar at the top of the monitoring section shows five steps: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed', all marked with green checkmarks. Below the progress bar, a tabbed interface shows 'Overview', 'Program Review', 'Follow Up' (highlighted with a red box), 'History', and 'Collab'. The 'Follow Up' section is titled 'Programs and Review Items Follow Up' and contains a search bar and a table of records. A note states '* Records are sorted by Created Date ascending order'. The table shows 4 records, all with 'Fully Implemented?' status as 'X'. A red box highlights the 'Total Records:4' text at the bottom of the table area.

	Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Fully Implemented?	Actions
+	Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	X	🔄
+	Program Review Test--Equity and Civil R		Test10 OSPITestAccount10	Auburn Admin	X	🔄
+	Consolidated Grant Program Review Tes	Title I, Part A	Test19 OSPITestAccount19	Auburn Admin	X	🔄
+	Consolidated Grant Program Review Tes	Title I, Part C	Test2 OSPITestAccount02	Auburn Admin	X	🔄

Total Records:4

Once you fully implement an item, you can upload evidence of that in the same manner that you did during the Review. The difference now, is that you do that in the Follow-up Tab.

- Click on the plus icon for the appropriate program to view the remaining item(s)

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

Navigation: Opportunities | Applications | Grants | Monitoring

EGMS ID: MON-00034 | Status: Closed | Subrecipient Organization: Auburn School District

Process Flow: Created → Sent to Organization for Response → Submitted to Grantor → Report Sent to Organization → Closed

Overview | Program Review | **Follow Up** | History | Collab

Programs and Review Items Follow Up

Showing 1 to 4 of 4 records

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Fully Implemented?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	✘	🔄
Program Review Test--Equity and Civil Rights		Test10 OSPITestAccount10	Auburn Admin	✘	🔄
+ Consolidated Grant Program Review Test	Title I, Part A	Test19 OSPITestAccount19	Auburn Admin	✘	🔄

Review Items

Item # ↑	Title	Description	Determination	Actions Required	Final Determination	Actions
+ <input type="checkbox"/> 1.1	Ranking and Allocating	Title I, Part A funds are used for eligible schools and	Not Implemented	please submit evidence the action plan has been		👁

Total Records: 1

Consolidated Grant Program Review Test | Title I, Part C | Test2 OSPITestAccount02 | Auburn Admin | ✘ | 🔄

To upload Notes or Attachments in response to those requirements, the LEA can do the following:

1. Click on the plus icon to expand the Review Items, displaying the "Evidence" and the "Notes and Attachments" sections.
2. Click on the "Add" button in the "Notes and Attachments" to upload a note or an attachment that reflects the actions required.

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

Monitoring

	Program Review Test--Fiscal		Test27 OSPITestAccount27	Auburn Admin	Yes		
	Consolidated Grant Program Review Test	Title II, Part A	Test27 OSPITestAccount27	Auburn Admin	No		
	Consolidated Grant Program Review Test	Title I, Part A	Test27 OSPITestAccount27	Auburn Admin	No		

Review Items

Search...

Showing 1 to 1 of 1 records

<input type="checkbox"/>	Item # ↑	Title	Description	Risk Score	Determination	Actions Required	Actions
	1.1	Ranking and Allocating	Title I, Part A funds are used for eligible schools and fi	2	Partially Implemented	Please submit expenditure report for Title I Eleme	

Evidence

Search...

Showing 1 to 1 of 1 records * Records are sorted by Created Date ascending order

Item #	Evidence Description	Evidence Met?
A	Submit expenditure Reports for each school	

Total Records:1

Notes and Attachments

Search...

Showing 1 to 1 of 1 records * Records are sorted by Created Date ascending order

Type	Related Evidences ⓘ	Description	File Name	Last Updated By	Last Updated On	Actions
Note	A	testing	N/A	Auburn Admin	12/01/2023 3:26 PM	

A window (Add Note/Attachment) will pop-up.

3. Complete each field (Type, Related Evidence, and Description) in the window and

4. Click Save

Add Note/Attachment [Close]

* Required to Save | ⚠ Required to Submit

Overview

Program	Focus Area	Review Item #
Consolidated Grant Program Review Test	Title I, Part A	1.1

*Type: Attachment
*Related Evidences: A

Description

*Description

Expenditure Report for Title I Elementary attached

Characters: 44 Characters Left: 3956

Save

Save

Type	Related Evidences	Description	File Name	Last Updated By	Last Updated On	Actions
Note	A	testing	N/A	Auburn Admin	12/01/2023 3:26 PM	

If selected "Attachment" in the Type field, a new action icon allowing to upload the file will pop-up.

5. Click on the Upload Document Actions icon  (blue cloud with up arrow).

6. In the pop-up window click on "Choose File".

7. In the folder pop-up, select the appropriate document from your files.








8. Click Save

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	testing	N/A	Auburn Admin	12/01/2023 3:26 PM	  
Attachment	A	Expenditure Report for Title I Elementary attached		Auburn Admin	12/01/2023 4:04 PM	   

Total Records:2

Upload Document ✕

Upload file from Computer

*File Choose File No file chosen

Save



Pop-up window will confirm the attachment was uploaded successfully.

9. Close the pop-up window

10. See the file in the new row.

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 Choose File No file chosen

Save

Notes and Attachments

Showing 1 to 2 of 2 records

* Records are sorted by Created Date ascending order

Type	Related Evidences	Description	File Name	Last Updated By	Last Updated On	Actions
Note	A	testing	N/A	Auburn Admin	12/01/2023 3:26 PM	
Attachment	A	Expenditure Report for Title I Elementary attache	1.1--Title IA RandA.docx	Auburn Admin	12/01/2023 4:06 PM	

Total Records:2





Notifying OSPI of Evidence Submission

After the evidence of implementation has been uploaded, you will need to notify the Program Review for that program that you have submitted evidence. You notify them of the submission by sending a Chat.

- Click on the Collab Tab
- Click into the Chat text box in the My Feed section to identify the Program Reviewer and type your message.

The screenshot displays the 'Education Grants Management System' interface. At the top, a navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. A progress bar shows five stages: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed', all marked with green checkmarks. Below this, a menu bar contains 'Overview', 'Program Review', 'Follow Up', 'History', and 'Collab', with 'Collab' highlighted by a red box. On the left sidebar, 'My Feed' is also highlighted by a red box. The main content area features a search bar, a text input field with the placeholder 'What are you working on? @mention someone...', and a 'Share' button. Below the input field, the feed is sorted by 'Recent Activity' and shows two chat messages: one from 'Test10 OSPITestAccount10 (Employee)' and another from 'Auburn Admin (Partner)'. At the bottom, a 'Messages' section is visible with a search bar and a 'Send Email' button.

Notice that when you type the @ and begin typing the recipient's name the system will display options to select from. This only works for staff who have an EGMS license.

The screenshot displays the Education Grants Management System (EGMS) interface. At the top, the Washington Office of Superintendent of PUBLIC INSTRUCTION logo is on the left, and the Grants Portal and user profile are on the right. The main navigation bar includes Opportunities, Applications, Grants, and Monitoring. The current view is for a Program Review titled "Federal Program Review & Support" with EGMS ID MON-00034, Status Closed, and Subrecipient Organization Auburn School District. A progress bar shows the review stages: Created, Sent to Organization for Response, Submitted to Grantor, Report Sent to Organization, and Closed. Below the progress bar, a navigation menu includes Overview, Program Review, Follow Up, History, and Collab (highlighted with a red box). The "My Feed" section features a search bar and a list of activities, with a dropdown menu (highlighted with a red box) showing suggestions for "@test10": "Test10 OSPITestAccount10" and "John Test10". Below the feed, two activity entries are visible: one from "Test10 OSPITestAccount10 (Employee)" and another from "Auburn Admin (Partner)". The footer includes the GovGrants logo and a "Send Email" button.

To notify OSPI of implementation evidence submission, you can also send an email through your Program Review.

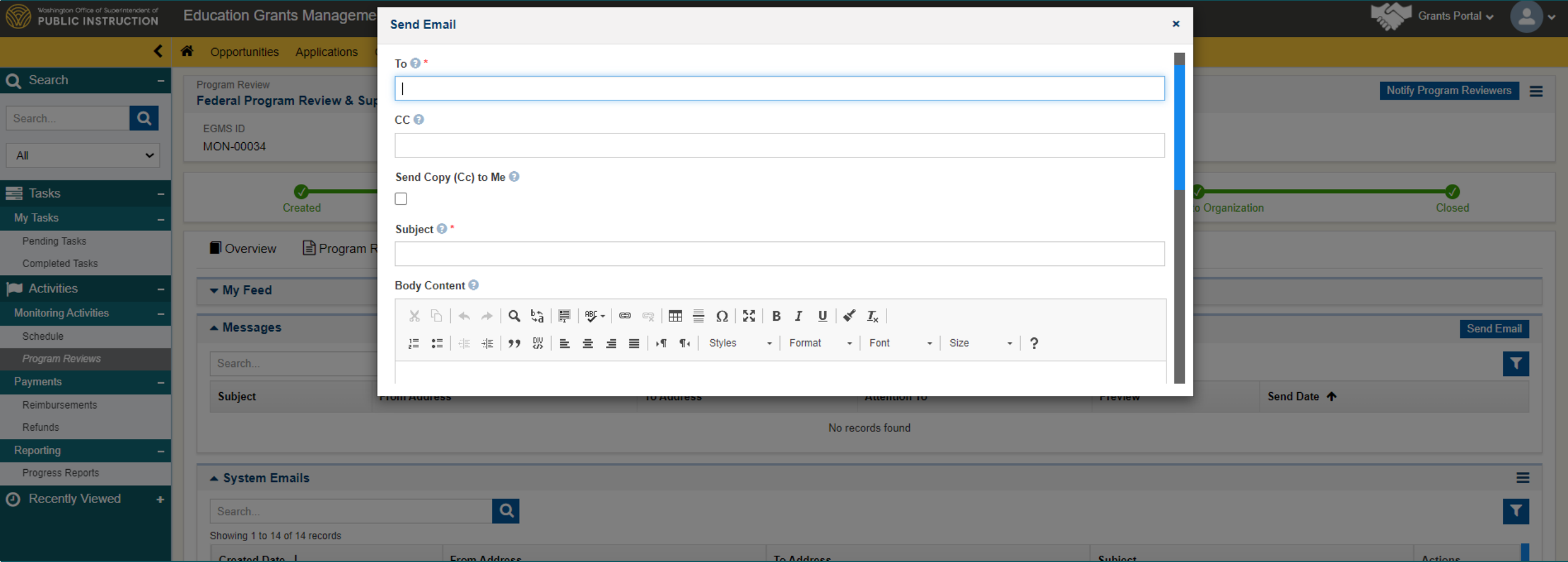
- Click on the Collab Tab
- In the Messages section, click on Send Email.

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, showing details for a 'Program Review' titled 'Federal Program Review & Support' with EGMS ID 'MON-00034' and Status 'Closed'. A progress bar indicates the review is complete, with steps: Created, Sent to Organization for Response, Submitted to Grantor, Report Sent to Organization, and Closed. Below the progress bar, the 'Collab' tab is highlighted with a red box. Underneath, the 'Messages' section is also highlighted with a red box, and a 'Send Email' button is visible on the right side of this section. Below the messages, the 'System Emails' section shows a list of 14 records.

Created Date ↓	From Address	To Address	Subject	Actions
06/15/2023 10:12 AM	ospitestaccount27@yopmail.com	ospitestaccount02@yopmail.com	You have been assigned as a program reviewer for program review	👁
06/15/2023 10:12 AM	ospitestaccount27@yopmail.com	ospitestaccount10@yopmail.com	You have been assigned as a program reviewer for program review	👁
06/15/2023 10:12 AM	ospitestaccount27@yopmail.com	ospitestaccount19@yopmail.com	You have been assigned as a program reviewer for program review	👁
05/24/2023 11:48 AM	auburn.admin@yopmail.com	ospitestaccount02@yopmail.com	Notification: 2023 Organization Documentation Submitted for Aubu	👁

The system will generate a pop-up window to compose your email.

The benefit of sending a Chat or Email is that the system will permanently save them in the Program Review record.





Identifying Approved Items in Follow-up Tab

- You will notice that the Program checklist items in the Follow-up Tab have a additional column in the table. They continue to display the previous determination and actions required. There is now a new column for **Final Determinations**.
- You may also notice that all previous notes and attachment submissions are also visible under the applicable items. New submissions will be uploaded in the same Notes and Attachment sections of each applicable item. Use the dates to determine what remains from previous submission and what is new.

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

Monitoring

Search... Showing 1 to 1 of 1 records

Item #	Title	Description	Determination	Actions Required	Final Determination	Actions
15.1	Grant Claims and Expenditures	Grants reimbursements must be supported by	Partially Implemented	please upload ...		

Evidence

Showing 1 to 2 of 2 records

Item #	Evidence Description	Evidence Met?	Evidence Finally Met?
A	Describe the LEA's process, including the names/positions of key staff, for ensu	✘	✘
B	Provide the LEA's chart of accounts with coding for subprograms, sub objects, a	✘	✘

Total Records:2

Notes and Attachments

Showing 1 to 2 of 2 records

Type	Related Evidences	Description	File Name	Last Updated By	Last Updated On	Actions
Attachment	A	see the attached document	15.1--Fiscal document.docx	Auburn Admin	05/19/2023 3:05 PM	
Note	B	This is the information needed to show this item	N/A	Auburn Admin	03/01/2024 12:10 PM	

Total Records:2

When the OSPI Reviewer approves the item, the Final Determination will be added.

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

Monitoring

Review Items

Item #	Title	Description	Determination	Actions Required	Final Determination	Actions
15.1	Grant Claims and Expenditures	Grants reimbursements must be supported by	Partially Implemented	This item is now complete	Fully Implemented	

Evidence

Item #	Evidence Description	Evidence Met?	Evidence Finally Met?
A	Describe the LEA's process, including the names/positions of key staff, for ensu	✗	✓
B	Provide the LEA's chart of accounts with coding for subprograms, sub objects, a	✗	✓

Notes and Attachments

Type	Related Evidences	Description	File Name	Last Updated By	Last Updated On	Actions
Attachment	A	see the attached document	15.1--Fiscal document.docx	Auburn Admin	05/19/2023 3:05 PM	
Note	B	This is the information needed to show this item i	N/A	Auburn Admin	03/01/2024 12:10 PM	

When all the items on a Program checklist are fully implemented, the entire Program checklist will be marked Fully Implemented on the Follow-up Tab.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Monitoring

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

Overview Program Review **Follow Up** History Collab

Programs and Review Items Follow Up

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	Fully Implemented?	Actions
Program Review Test--Fiscal		Test19 OSPITestAccount19	Auburn Admin	✓	

Review Items

Showing 1 to 1 of 1 records

Item # ↑	Title	Description	Determination	Actions Required	Final Determination	Actions
15.1	Grant Claims and Expenditures	Grants reimbursements must be supported by	Partially Implemented	This item is now complete	Fully Implemented	

Total Records:1

Program Review Test--Equity and Civil Rights		Test10 OSPITestAccount10	Auburn Admin	✗	
Consolidated Grant Program Review Test	Title I, Part A	Test19 OSPITestAccount19	Auburn Admin	✗	
Consolidated Grant Program Review Test	Title I, Part C	Test2 OSPITestAccount02	Auburn Admin	✗	

Total Records:4



When Additional Assistance is Needed

If the LEA has any questions or concerns about the Program Review process or EGMS functionality, reach out to your OSPI Team Lead.
The OSPI Team Leads can be located on the Overview tab demonstrated below.

The screenshot displays the Education Grants Management System (EGMS) interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains various navigation options such as 'Search', 'Tasks', 'Activities', and 'Monitoring Activities'. The main content area shows the 'Program Review & Support' page for EGMS ID 'MON-00057'. A progress bar indicates the review process stages: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed'. The 'Overview' tab is highlighted with a red box. Below the tabs, the 'General Information' section is visible, with the 'OSPI Team Lead' field highlighted by a red box, showing the name 'Test27 OSPI TestAccount27'. The 'Organization Team Lead' is listed as 'Auburn Admin'. The 'Description' section provides details about the review process and lists the programs being reviewed: Title I, Part A; Title II, Part A; Title IV, Part A; and Federal Fiscal.

EGMS ID	Status	Subrecipient Organization
MON-00057	Submitted to Grantor	Auburn School District

OSPI Team Lead
Test27 OSPI TestAccount27

Organization Team Lead
Auburn Admin

General Information

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

Description

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 II, Part A
- Title IV, Part A
- Federal Fiscal

Any questions or concerns about a Program Review individual item, reach out to the OSPI Program Reviewer assigned to that Program noted under the OSPI Program Reviewers tab.

The screenshot displays the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains various menu items such as 'Search', 'Tasks', 'My Tasks', 'Activities', 'Monitoring Activities', 'Schedule', 'Program Reviews', 'Payments', 'Reporting', and 'Recently Viewed'. The main content area shows a 'Program Review & Support' section for EGMS ID 'MON-00057', with a status of 'Submitted to Grantor' and a subrecipient organization of 'Auburn School District'. A progress bar indicates the workflow stages: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed'. Below this, the 'Program Review' tab is highlighted with a red box. The 'Programs and Review Items' section contains a table with 4 records, where the 'OSPI Program Reviewers' column is also highlighted with a red box. The table columns are Program, Focus Area, OSPI Program Reviewers, Organization Program Reviewers, Technical Assistance Entered?, Items Addressed?, and Actions.

Program	Focus Area	OSPI Program Reviewers	Organization Program Reviewers	Technical Assistance Entered?	Items Addressed?	Actions
Program Review Test--Fiscal		Test27 OSPITestAccount27	Auburn Admin	Yes	✘	
Consolidated Grant Program Review Test	Title II, Part A	Test27 OSPITestAccount27	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	Test27 OSPITestAccount27	Auburn Admin	No	✔	

Using the 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.

