



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### INTRODUCTION AND OVERVIEW

Under the federal American Rescue Plan Act of 2021, Public Law 117-2, enacted on March 11, 2020, the Department awards grants to state educational agencies for the purpose of providing local educational agencies (LEAs), including charter schools that are in LEAs, with emergency relief funds to safely reopen and sustain the safe operation of schools and to address the impact of the coronavirus pandemic on the nation's students. The American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ARP ESSER, or ESSER III) requires LEAs to reserve no less than 20% of their total ESSER III allocation to address learning loss through evidence-based interventions and to ensure that the implemented interventions respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19 on underrepresented student groups.

This rubric was based on the United States Department of Education ESSER Annual Reporting tool that state education agencies and LEAs can use to monitor ESSER funds and interventions for the 2022-2023 and 2023-2024 school years. This rubric aligns to the specific criteria outlined in MSDE's ARP ESSER monitoring tool and will be used to provide feedback to LEAs on the implementation of evidence-based interventions purchased with ARP ESSER funds.

### RATING GUIDELINES

Evidence collected is assessed on criteria outlined in MSDE's ARP ESSER Monitoring Tool. Teams of trained reviewers will rate each component and provide descriptive feedback justifying a rating as:

- **Acceptable:** Evidence met all component requirements and was comprehensive, specific, valid, and reliable. An acceptable response for the monitoring process and sustainability plan component includes the following: who, what, when, where, and how.
- **Developing:** Evidence partially met component requirements and/or was limited, vague or not aligned.
- **Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Components rated as *Developing* must be revised and resubmitted to MSDE for a second review.



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 1: LEA INFORMATION

Requirement 1: Completion of the LEA Information tabs that provides information on schools receiving ARP ESSER funding, identify how students were selected for participation in interventions, and understand how funds were allocated to ensure that LEAs directly supported students disproportionately impacted by the COVID-19 pandemic.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Identification of schools in the LEA that received ARP ESSER funding:</b> LEA listed all elementary, middle, high, and alternative schools that received ARP ESSER funding.			
<b>Completion of the requirements on the Table of Contents:</b> LEA indicated which interventions that the LEA funded with ARP ESSER, indicated the total amount budgeted, and identified the total amount spent on the initiative to date.			
<b>Identification of strategies used to identify students who were disproportionately impacted by the COVID-19 pandemic:</b> LEA identified strategies used to identify students.			

*Requirement 1 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



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### REQUIREMENT 2: SUMMER PROGRAMS

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 2: Completion of the Summer School tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each Summer Program. The LEA identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.</p>			
<p><b>Monitoring Process:</b> LEA completed the required chart for each Summer Program. Information includes:</p> <ol style="list-style-type: none"> <li>1. How did the LEA monitor the implementation of the summer program?</li> <li>2. What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



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Requirement 2: Completion of the Summer School tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			
<b>Summer Program Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. ( <i>Data Table Tab</i> )  _____: Number of Tables Completed			

*Requirement 2 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 3: AFTER SCHOOL PROGRAMS

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 3: Completion of the After School Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each After School Program. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.</p>			
<p><b>Monitoring Process:</b> LEA completed the required chart for each After School Program. Information includes:</p> <ol style="list-style-type: none"> <li>1. How did the LEA monitor the implementation of the after-school program?</li> <li>2. What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

Requirement 3: Completion of the After School Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			
<b>After School Program Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. <i>(Data Table Tab)</i>  _____: Number of Tables Completed			

*Requirement 3 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 4: EXTENDED INSTRUCTION

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 4: Completion of the Extended Instruction Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each Extended Instruction Program. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.</p>			
<p><b>Monitoring Process:</b> LEA completed the required chart for each Extended Instruction Program. Information includes:</p> <ol style="list-style-type: none"> <li>1. How did the LEA monitor the implementation of the program?</li> <li>2. What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

Requirement 4: Completion of the Extended Instruction Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			
<b>Extended Instruction Program Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. ( <i>Data Table Tab</i> )  _____ : Number of Tables Completed			

*Requirement 4 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*





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### REQUIREMENT 5: HIGH DOSAGE TUTORING

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 5: Completion of the High Dosage Tutoring Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each High Dosage Tutoring Program. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.</p>			
<p><b>Monitoring Process:</b> LEA completed the required chart for each High Dosage Tutoring Program. Information includes:</p> <ol style="list-style-type: none"> <li>1. How did the LEA monitor the implementation of the program?</li> <li>2. What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

Requirement 5: Completion of the High Dosage Tutoring Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			
<b>High Dosage Tutoring Program Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. <i>(Data Table Tab)</i>  _____: Number of Tables Completed			

*Requirement 5 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 6: EARLY CHILDHOOD

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 6: Completion of the Early Childhood Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>Acceptable</li> <li>Developing</li> </ul>
<p><b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each Early Childhood Program. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.</p>			
<p><b>Monitoring Process:</b> LEA completed the required chart for each Early Childhood Program. Information includes:</p> <ol style="list-style-type: none"> <li>How did the LEA monitor the implementation of the program?</li> <li>What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

Requirement 6: Completion of the Early Childhood Programs tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.</p>			
<p><b>Early Childhood Program Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. <i>(Data Table Tab)</i></p> <p>_____: Number of Tables Completed</p>			

*Requirement 6 Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 7: EDUCATIONAL INTERVENTIONS

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 7: Completion of the Educational Intervention tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Name of the Program and Enrollment Data:</b> LEA completed the required chart for each Educational Interventions. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.			
<b>Monitoring Process:</b> LEA completed the required chart for each Educational Interventions. Information Includes: <ol style="list-style-type: none"> <li>1. How did the LEA monitor the implementation of the program?</li> <li>2. What assessment data did the LEA use to monitor the effectiveness of the program?</li> </ol>			



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Requirement 7: Completion of the Educational Intervention tabs that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<p><b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.</p>			
<p><b>Educational Intervention Data Table:</b> LEA submitted a data table that includes disaggregated data used to monitor the effectiveness of the program identified. (<i>Data Table Tab</i>)</p> <p>_____ : Number of Tables Completed</p>			

*Requirement 7: Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



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### REQUIREMENT 8: COMMUNITY SCHOOLS

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 8: Completion of the Community Schools tab that provides information on the programs that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Enrollment Data:</b> LEA completed the required chart for each community school to identify how many new community schools were launched, how many they currently have, and the total enrollment in the program.			
<b>Community Schools Attendance/Participation:</b> LEA completed the required chart explaining how they used the program to engage with the community to provide services.			
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			

*Requirement 8: Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*



## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 9: PURCHASING TECHNOLOGY

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 9: Completion of the Purchasing Technology tab that provides information on the educational technology funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Technology Purchased:</b> LEA completed the required chart answering each question regarding the purchase of Educational Technology.			
<b>Name of Intervention and Enrollment Data:</b> LEA completed the required chart for each educational technology interventions. The LEA has identified the name of the program, location, run dates, number of all eligible students in each group, and students who participated from all groups.			
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain the program over time and after the use of ARP ESSER funds.			

*Requirement 9: Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*





## Maryland State Department of Education (MSDE) ARP ESSER Monitoring Tool Rubric

### REQUIREMENT 10: HIRING AND RETENTION

**Does not apply:** If the LEA did not use ARP ESSER funding for an intervention listed in the monitoring tool, they will not be responsible for that requirement on the rubric.

Requirement 10: Completion of the Hiring and Retention tab that provides information on the staffing that were funded by ARP ESSER funds.			
Component	Component is included in the tool: Yes or No	Evidence used to support rating	Rating: <ul style="list-style-type: none"> <li>• Acceptable</li> <li>• Developing</li> </ul>
<b>Amount Expended:</b> LEA identified the amount of ARP ESSER funds expended to hire and retain staff.			
<b>Specific Positions Supported:</b> LEA identified the number of FTEs, not positions, for each staff category supported with ARP ESSER funds.			
<b>Sustainability Plan:</b> LEA included a plan that explains how they will sustain staffing over time after the use of ARP ESSER funds or, if they will not continue the program, an explanation is provided.			

*Requirement 10: Areas for Improvement and Recommendations – Areas marked Developing must be revised and submitted to MSDE for a second review.*