Charter Online Management and Performance System (COMPS)

Charter Management Organization (CMO) Program

Annual Performance Report (APR) and School/Subgrant Collection Module

User Guide

Release 2.0, January 2024

Comps.ed.gov

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2 Introduction

2.1 System Overview

This document provides a description of the executed tasks and associated screenshots that are used to describe the implementation and performance of CSP Grantees as part of the Charter School Programs (CSP) Data Collection, Risk Assessment, and Monitoring contract (GS-10F-0288W) and the Charter Online Management and Performance System (COMPS). Where applicable, this document provides explicit detail on the logic patterns of response options which show the full range of experiences Grantees may have as they use the system based on their responses as they go.

The Charter School Programs (CSP) grant program serves the purpose of Section 5201 of the Elementary and Secondary Education Act of 1965 (ESEA), which seeks to expand the number of high-quality charter schools and increase national understanding of the charter school model. Charter Management Organizations (CMO) are one of the key institutions and recipients of Federal CSP funds. CMOs are non-profit organization that operates or manages multiple charter schools (either through a contract with the charter schools or as the charter holder) linked by centralized support, operations, and oversight.

As CSP grant recipients, CMO Grantees have to follow certain Federal and U.S. Department of Education (ED) laws and regulations, as well as adhere to the project objectives and measures the grantee outlined in their grant applications. The APR is required under EDGAR §§ 74.51, 75.118, 75.590, and 80.40. The annual report provides data on the status of the funded project that corresponds to the scope and objectives established in the approved application and any amendments. Under EDGAR § 75.118, the report must provide the most current performance and financial information. The CSP collected additional data on schools funded through their grants using the CSP Data Collection Form, which supplemented the annual performance data and was first approved by OMB on November 21, 2016 (OMB Control Number 1855-0016).

Each Spring and Fall, these Grantees are required to submit information related to the schools funded by their CSP grant award and progress towards meeting their grant objectives through the APR and school/subgrant data collection. These current requirements are being adapted and converted into an online data and reporting system to help streamline the process and collection of information from Grantees.

2.2 Purpose

The Charter Online Management and Performance System **(COMPS)** is a web-based application designed to assist ED in conducting compliance and performance monitoring activities for CSP Grantees. COMPS accumulates evidence of compliance and performance from Grantees, as well as provides the ability to capture previously reported data in a more secure and efficient manner. The vision is that COMPS will:

- Streamline the collection of data relating to the CSP monitoring of CMOs using COMPS.

- Provide a comprehensive performance and knowledge management platform.
- Collect grant-recipient performance data, import budget data, perform analytics, automate key document and reporting workflows, and enable two-way communication between OESE and Grantees.

Grantees currently submit their Annual Performance Reports through the ED 524B generic form, and report on funding to schools using the Excel-based *CSP Data Collection Form*. The new collection for Grantees will combine and refine the data elements form each, and provide for reporting via a web-based platform.

Two modules in COMPS are covered within this user guide. They are:

- School/Subgrant Data Collection Module: Based on the current CSP Data Collection Form, this module allows ED to monitor CSP grant performance and analyze data related to accountability for academic performance and financial integrity. Grantees submit data twice per year (Spring and Fall) to update subgrant award information, obligations, operational statuses etc.
- Annual Performance Reports (APR) Module: Based on the "paper form" that is submitted to ED today, this module allows Grantees to submit their APRs twice per year (Spring and Fall) to enter narratives on their performance towards meeting project and grant objectives, pipeline, and budgets.

Authorized users submit their APRs using this system. In each subsequent reporting period, grantee users will only be required to update those sections of the performance report that have new activity or outcomes, thereby eliminating the need to re-enter the same static information each year. This is the most efficient way to collect and review performance reports at the grantee and program level. It also allows for rapid dissemination of data collected as it is collected via the web-based system and stored in a secure database. ED staff can access the data at any time to respond immediately to Congress. Select data elements are made available to authorized grantee users via the web-based application.

The purpose of this document is to outline the key tasks CMO Grantees undergo to complete the required activities in COMPS for the Spring and Fall reporting cycles, using the School/Subgrant and APR modules.

3 School/Subgrant Data Collection

3.1 Overview

The School/Subgrant Data Collection module is an online version of the previously used, excel based CSP Data Collection form. This module is used to collect information to ensure compliance and gauge program impact. ED seeks to collect descriptive information about program operation from each grantee. Also, ED seeks to collect school-level information on the operational statuses of all CSP-funded schools; amounts obligated and paid to CSP-funded schools; CMO and Authorizer information; and other school-level data (Title I status, school type, enrollment, and grade levels served). This module will be utilized twice a year by all CSP Grantees funded through the SE program. The module is considered part of the reporting requirement for Grantees and, as such, is typically administered in conjunction with the Annual Performance Report (APR) and again six months following (usually as Grantees are submitting updated budget documents to CSP).

3.2 Reporting Steps

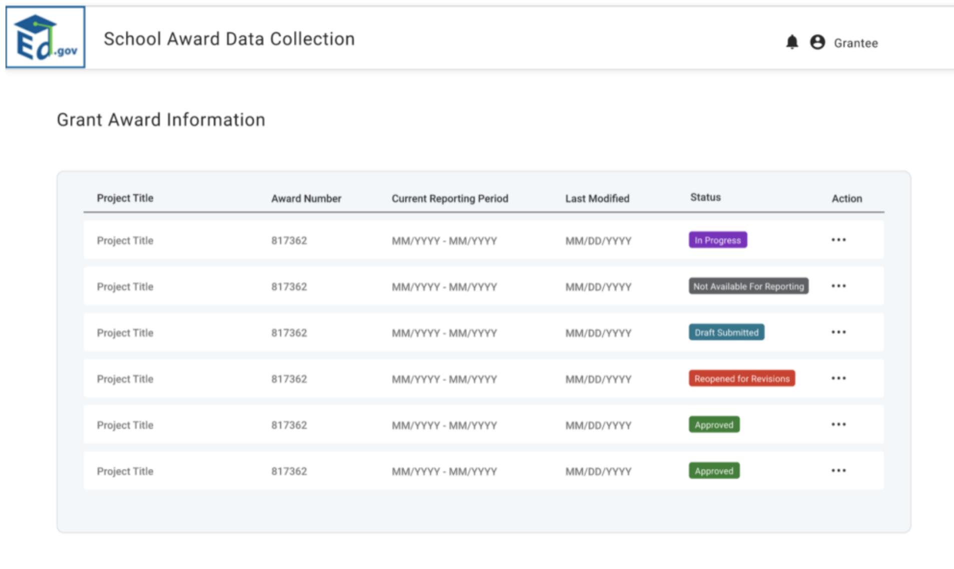
At a high-level, CMO Grantees will interact with the system as follows:

1. Grantees will have filled out a Grant Profile for their associated CSP award (see Grant Profile User Guide).
2. Each reporting period, ED will open the system for reporting.
3. Grantees will enter the School/Subgrant Data Collection Module to submit data associated to their grant award.
4. Grantees will fill out the requirement information and add a school (if new), or update school funding data (e.g., payments made).
    a. Please note: The subsequent sections/screenshots show the "add" school aspect of the process. Grantees can also click to edit prior submissions. This has the same data fields but would display what they had previously submitted.
5. Grantees will submit it back to ED/Contractor for review.
6. ED/Contractor will review, and either approve or reactivate the submission.
7. If reactivated, the grantee will add or correct information and resubmit the information back to ED.
8. Information submitted in the School/Subgrant Data Collection module will feed into the APR module (see section 4).
9. The process repeats each Spring and Fall until the grant award is closed out.

3.3 Tasks and Screenshots

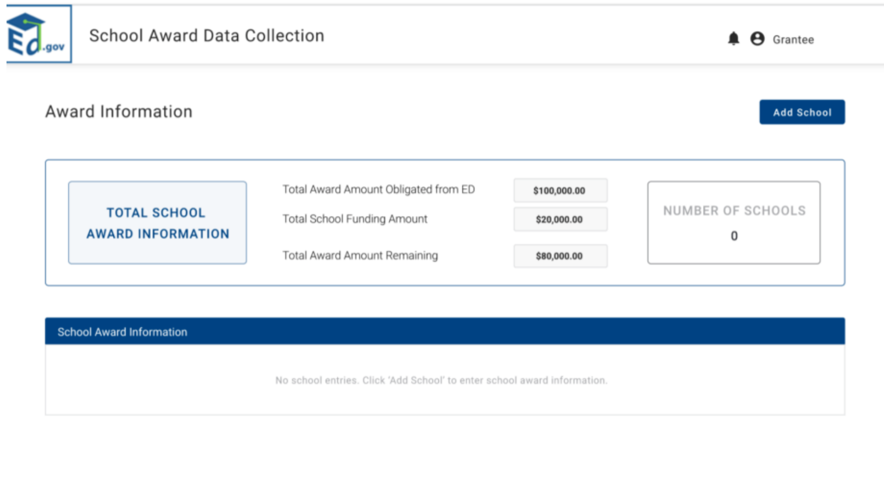
3.3.1 Homepage

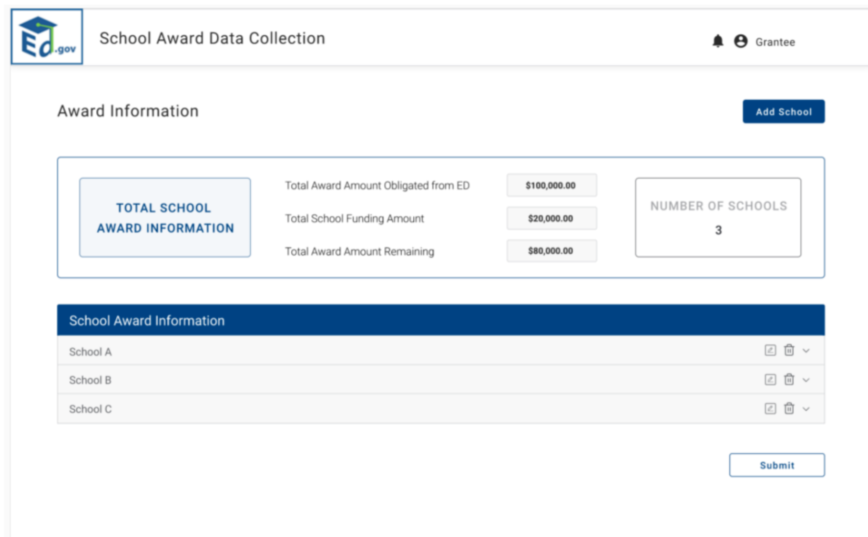
1. Grantees will enter COMPS and click on the School Award Data Collection Module.
2. Grantees will see their associated awards.
3. Grantees will click the action button to be able to view/edit.



3.3.2 School Award Page

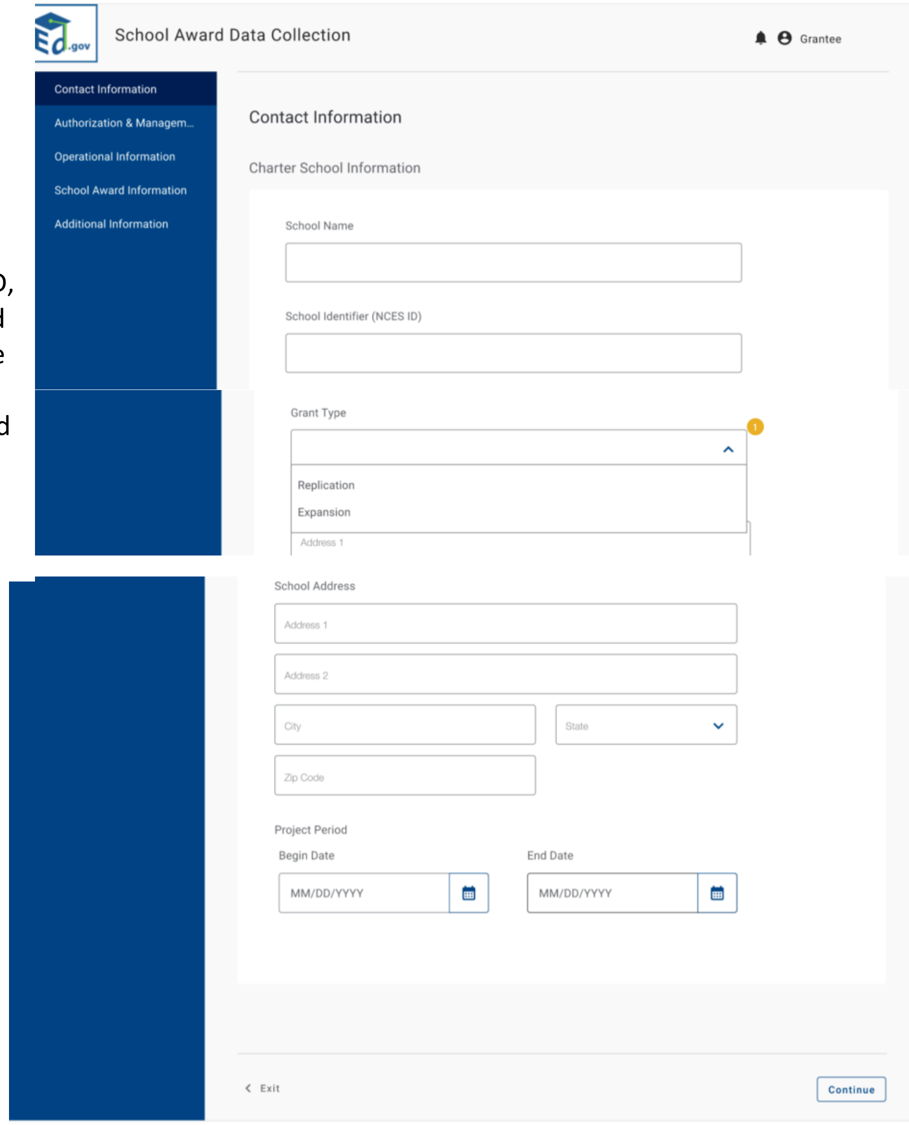
1. Grantees will enter the subgrant dashboard, which displays key information about their schools.
2. Grantees will click the “Add School” button to add school award information.
3. Note: if this is a subsequent reporting period (screenshot two), the grantee will see previously added schools as rows under the School Award Information table and be able to click to update information tied to that school award.





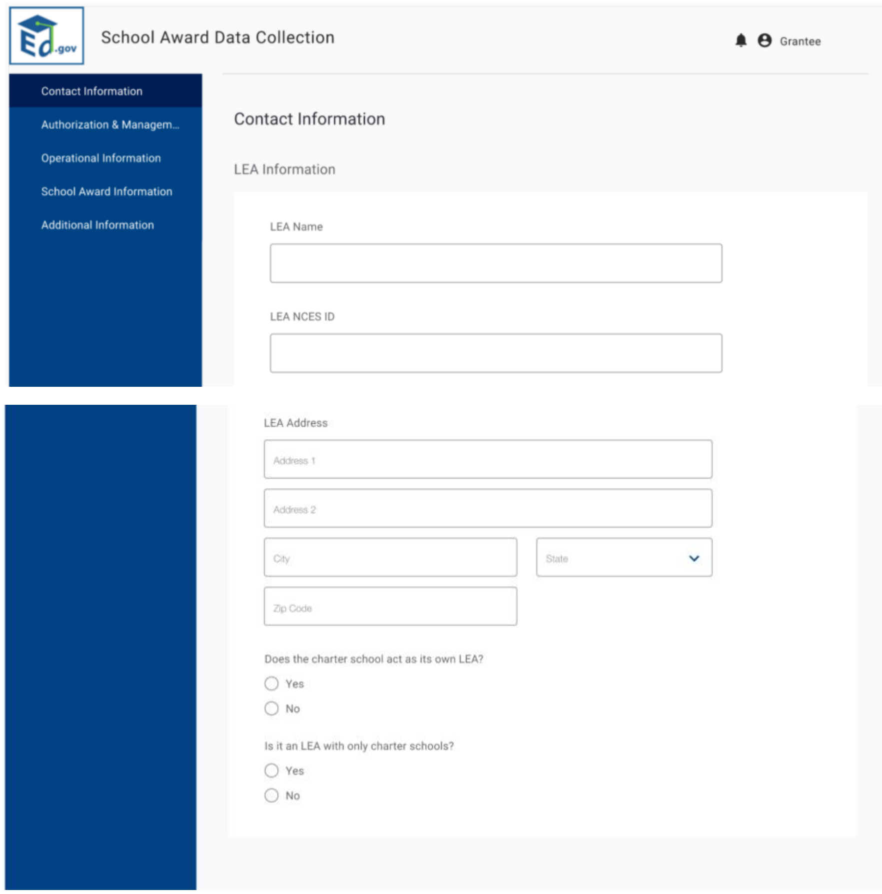
3.3.3 Add School – Contact Information Page

1. After clicking “add school” or “edit” on a previously entered school, Grantees will enter specific Charter School Information as listed to the right.
2. The required information includes: School Name, NCES ID, Grant Type, School address and the project period dates for the subgrant.
3. Note: There are dropdowns and auto fills to speed the entry of this information.
4. They will then click save.



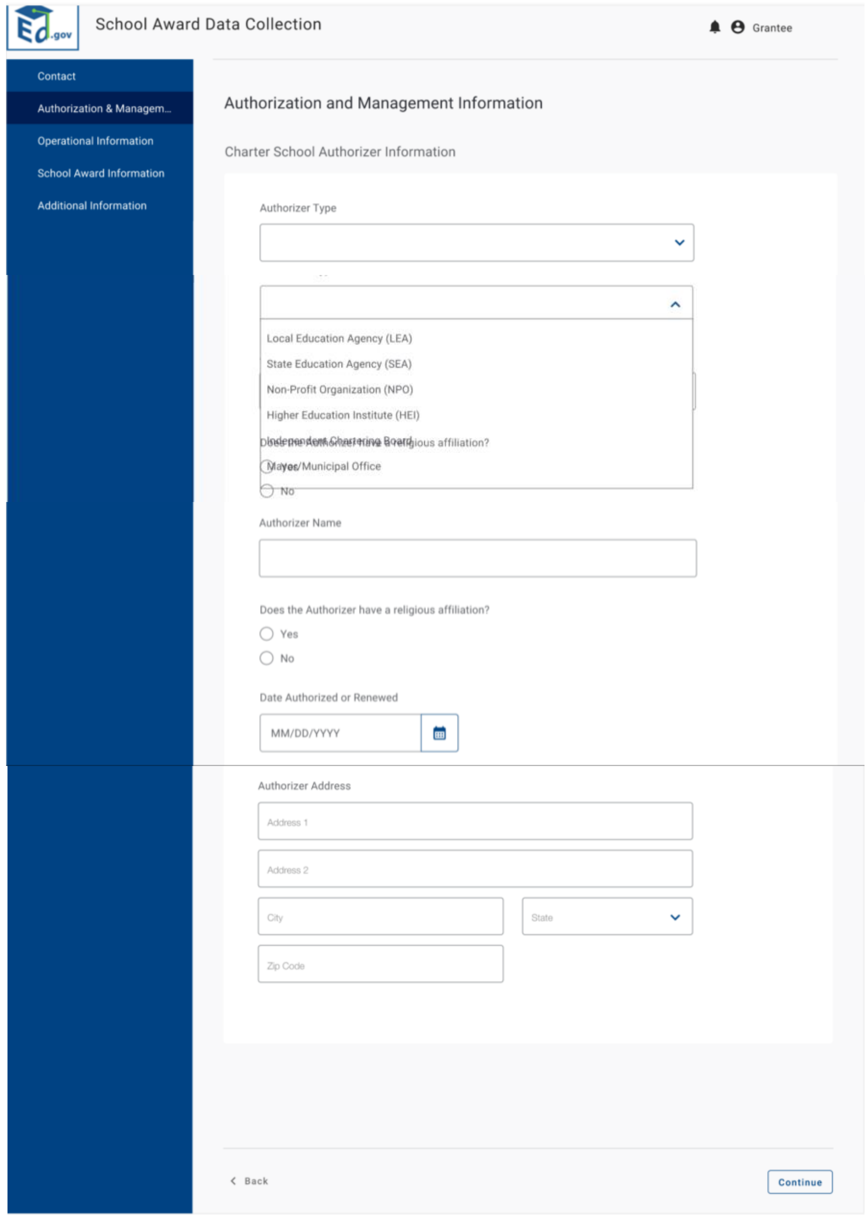
3.3.4 Add School – LEA Information Page

1. Next, Grantees will submit information regarding their Local Education Agency (LEA).
2. The required information includes: LEA Name, NCES ID, Address, and two questions as depicted to the right.
3. They will then click save and continue.



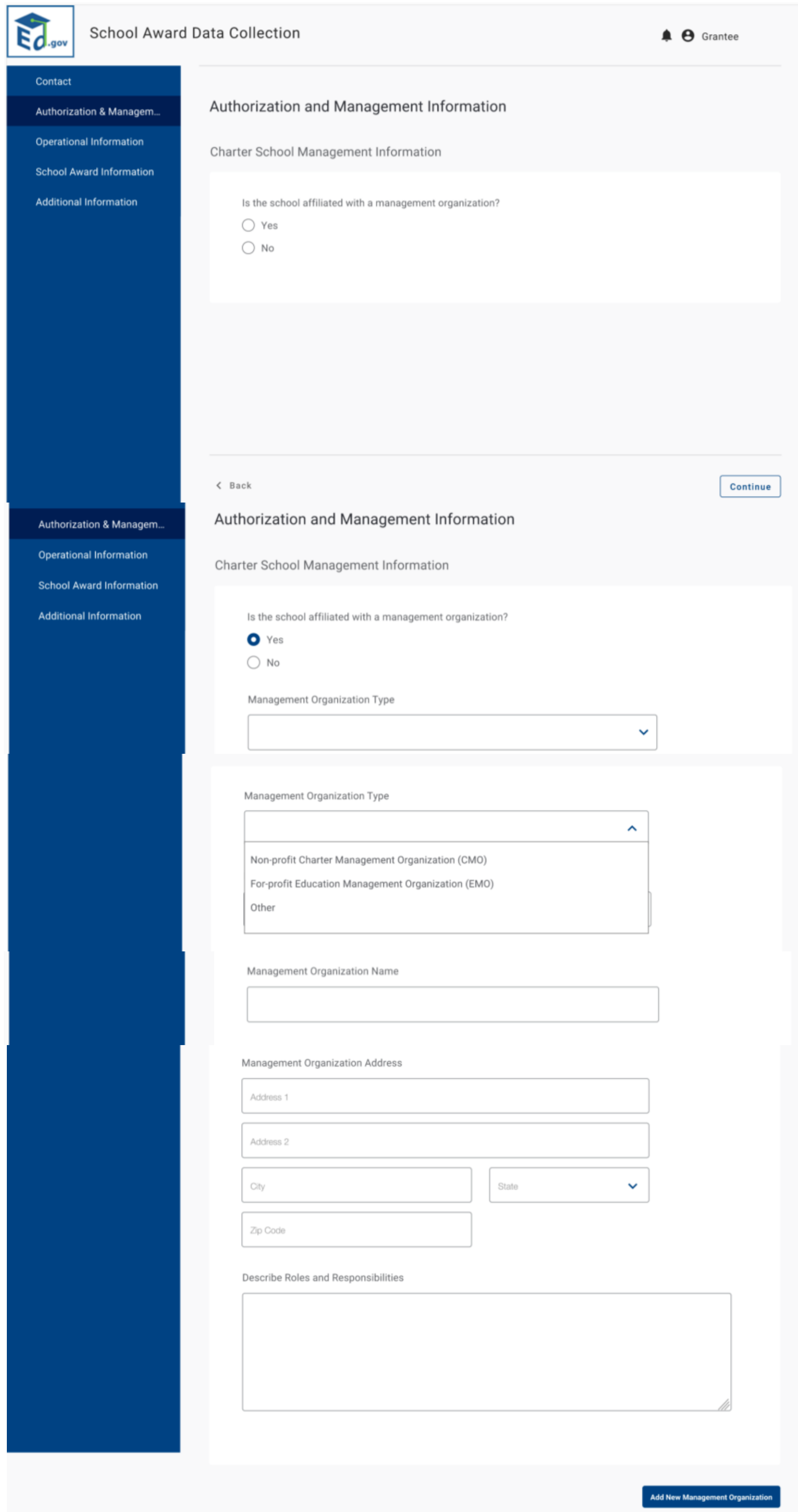
3.3.5 Add School – Authorization & Management Page

1. Next, Grantees will submit information pertaining to the Authorization and Management of the school.
2. The required information includes: Authorizer Type, Authorizer Name, Religious Affiliation, Date, and Authorizer Address.
3. The Authorizer Type selections include LEA, SEA, NPO, HEI, Independent Chartering Board, and Mayor/Municipal Office.
4. They will then click save and continue.



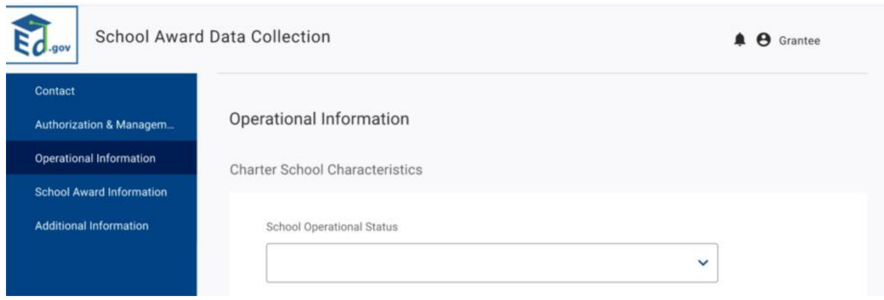
3.3.6 Add School – Charter Management Info Page

1. Grantees will fill out information regarding the Charter School Management.
2. If Grantees select No, they will move to the next section.
3. If Grantees select Yes, as displayed in the screenshots below, they will fill out information pertaining to the management organization such as management organization type, address and its roles/responsibilities.
4. Grantees can add multiple management organizations as needed and will be prompted to fill in the same fields listed above for the organization.

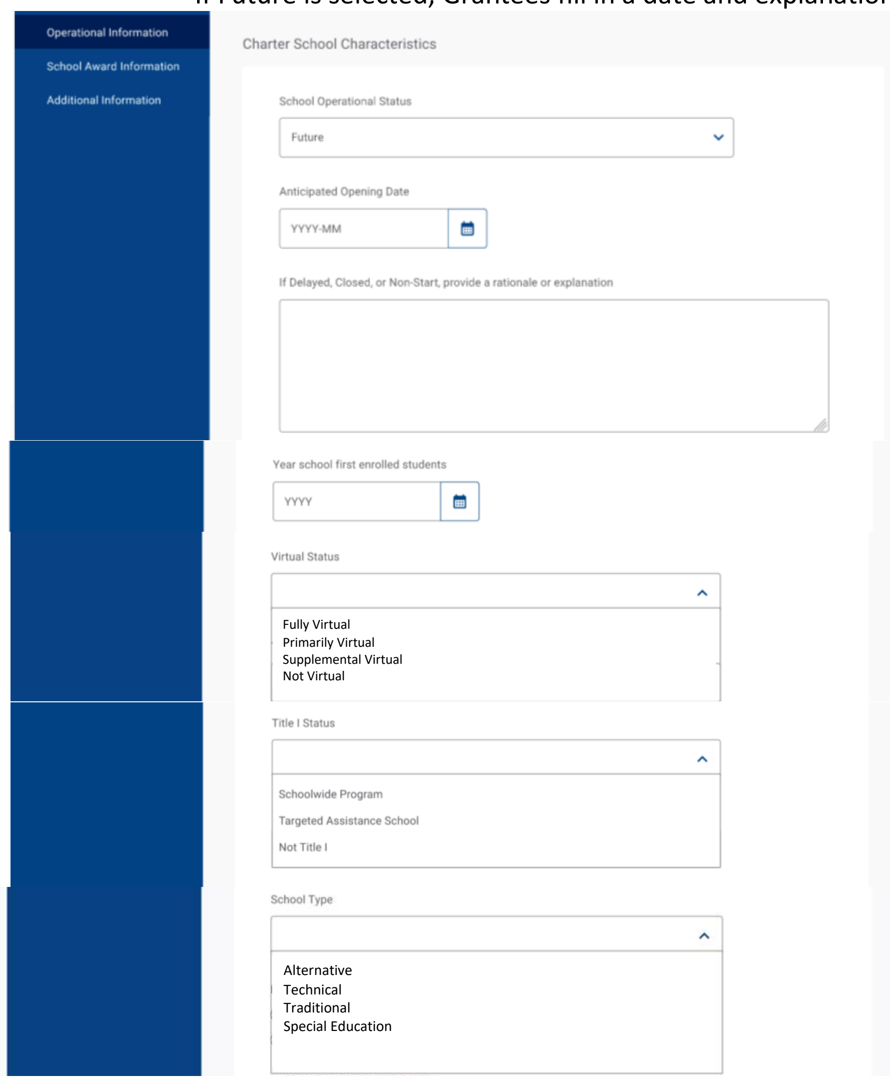


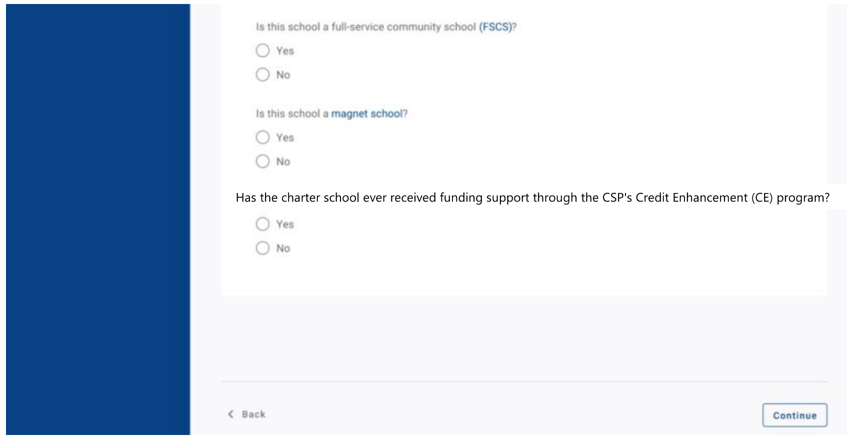
3.3.7 Add School – Operational Info – Charter School Characteristics

1. Grantees will then fill out the specific School Characteristics.
2. This includes school operational status, and the year students were enrolled.
3. Grantees will fill in the schools' virtual status (Full Virtual, Primarily Virtual, Supplemental Virtual, Not Virtual); they Title I Status, and School Type (Alternative, Technical, Traditional, and Special Education).
4. Grantees will also fill in three questions, displayed at the bottom of the screenshot.



If Future is selected, Grantees fill in a date and explanation.





Is this school a full-service community school (FSCS)?

Yes

No

Is this school a magnet school?

Yes

No

Has the charter school ever received funding support through the CSP's Credit Enhancement (CE) program?

Yes

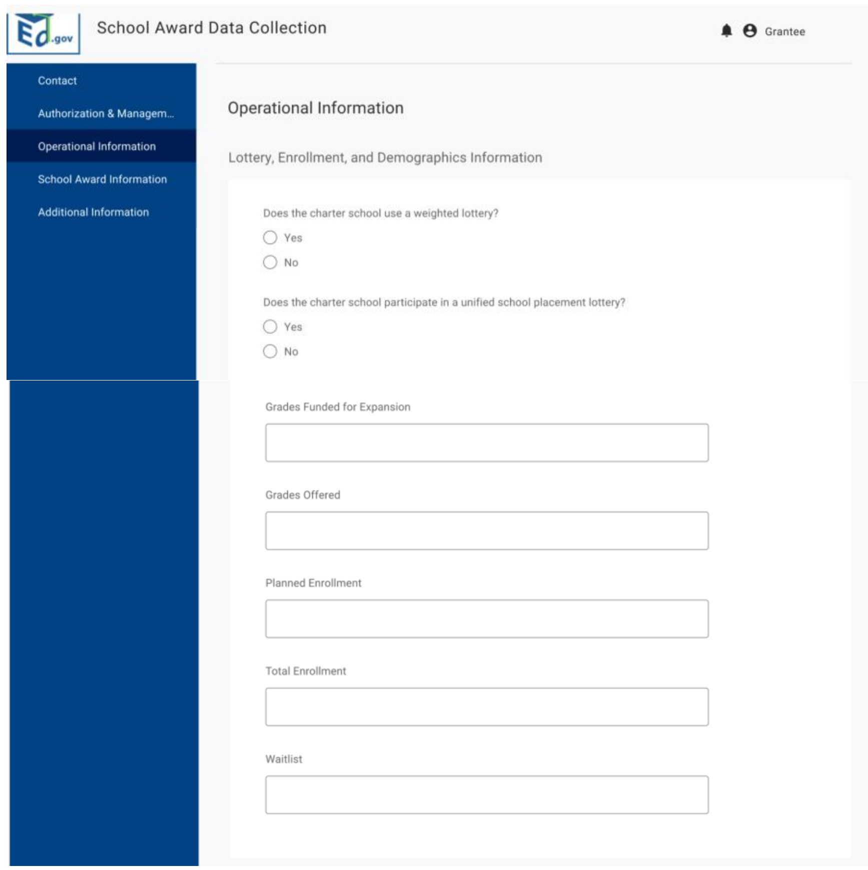
No

Back

Continue

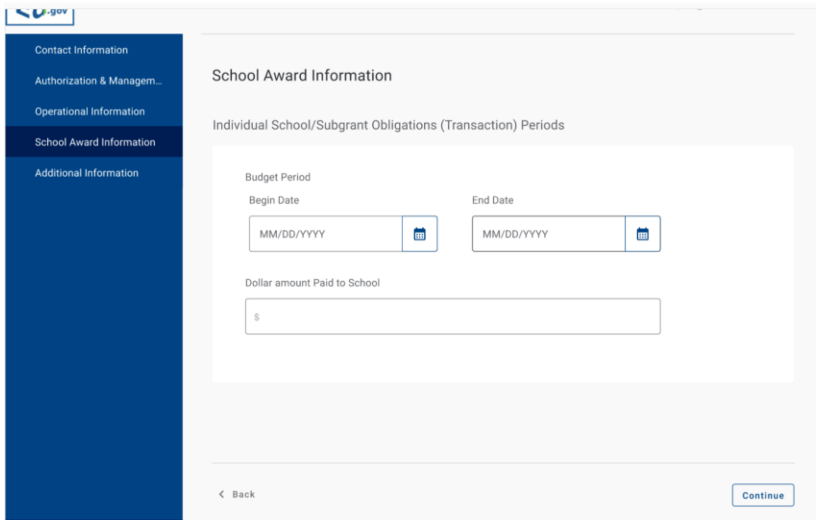
3.3.8 Add School – Operational Info – Lottery and Enrollment

1. Grantees will then fill out the Operational Information related to Lottery, Enrollment and Demographic Information.
2. This includes specific questions as displayed in the screenshot as well as grades funded, offered, planned/total enrollment and waitlist.



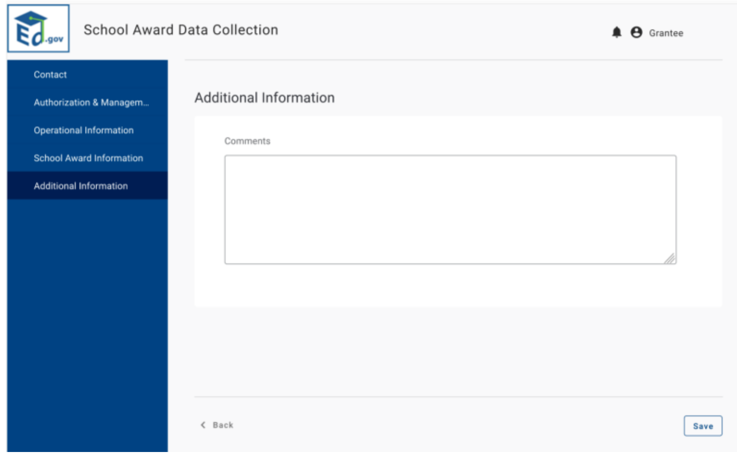
3.3.9 Add School –School Award Info

1. Grantees fill out individual school payments.
2. Grantees will update the school payments each reporting period (Spring and Fall) for each school.



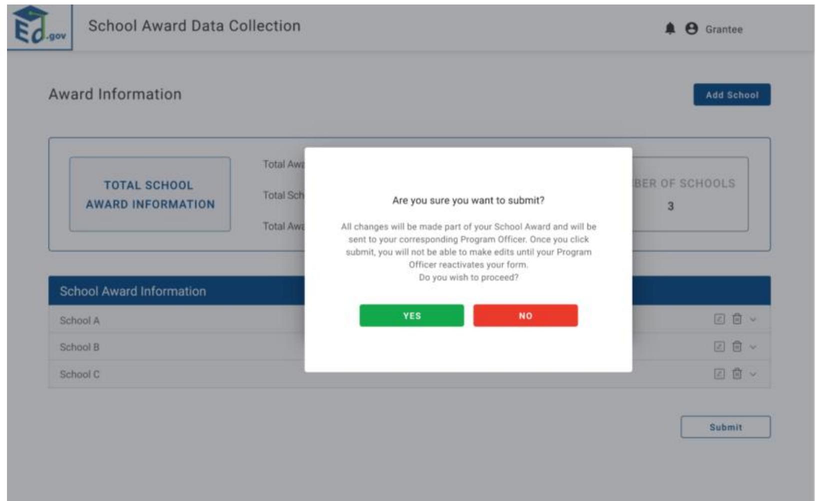
3.3.10 Add School –Additional Information

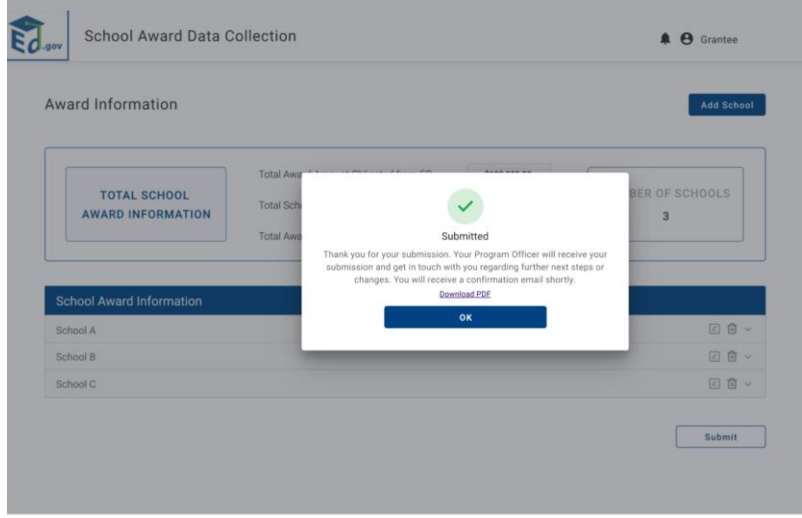
1. Finally, grantees can enter any additional information related to the reporting period that might be important for ED to consider.



3.3.11 Review, Submit

1. Once Grantees have added the their school record and/or completed all data for the School/Subgrant Data module, they can submit the data collection information to ED.
2. As mentioned above, ED will review and accept the information, or ask the grantee to correct/resubmit information.
3. Once the grantee submits the subgrant form, they will move on to submitting their APR.





4 Annual Performance Report (APR)

4.1 Overview

Grantees currently submit their Annual Performance Reports through the ED 524B generic form, and report on funding to schools using the Excel-based CSP Data Collection Form. The new collection for Grantees will combine and refine the data elements form each, and provide for reporting via a web-based platform. CMO Grantees will complete the following sections:

- Executive Summary
- Performance Measures Reporting
- Priorities and Requirements
- Pipeline
- Subgrant Application and Peer Review
- Lottery
- Education Program
- Budget Details
- Budget Implications

4.2 Reporting steps

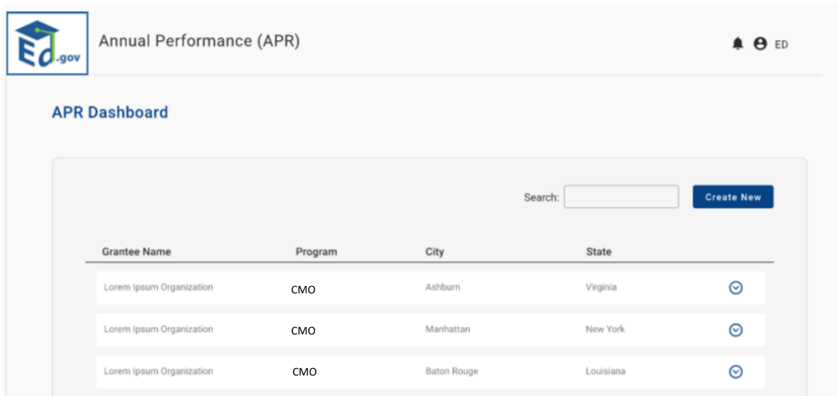
At a high-level, CMO Grantees will interact with the system as follows:

1. Once their School/Subgrant data have been submitted within a reporting period (Spring/Fall), Grantees will then be able to access the APR module.
2. Grantees will fill out the required information in the APR.
    a. Note: After the first APR submission, data is saved and then redisplayed to Grantees.
3. Grantees will submit it back to ED for review.
4. ED will review, and either approve or reactivated.
5. If reactivated, Grantees will add or correct information and resubmit.

4.3 Tasks and Screenshots

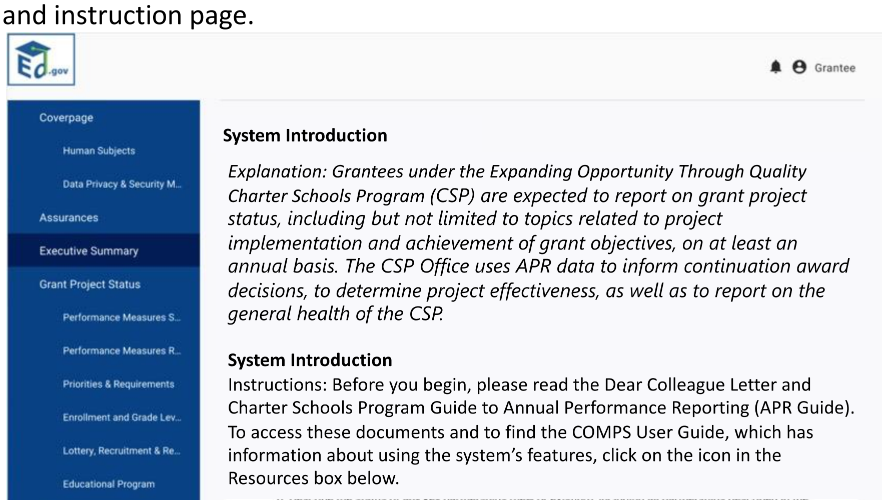
4.3.1 Dashboard

1. Once Grantees have submitted their School/Subgrant collection data, they will click on the APR module and enter the APR dashboard.
2. The dashboard will display their active grant awards and an active APR record.
3. Grantees will click Edit on the action menu on the associated grant award row.



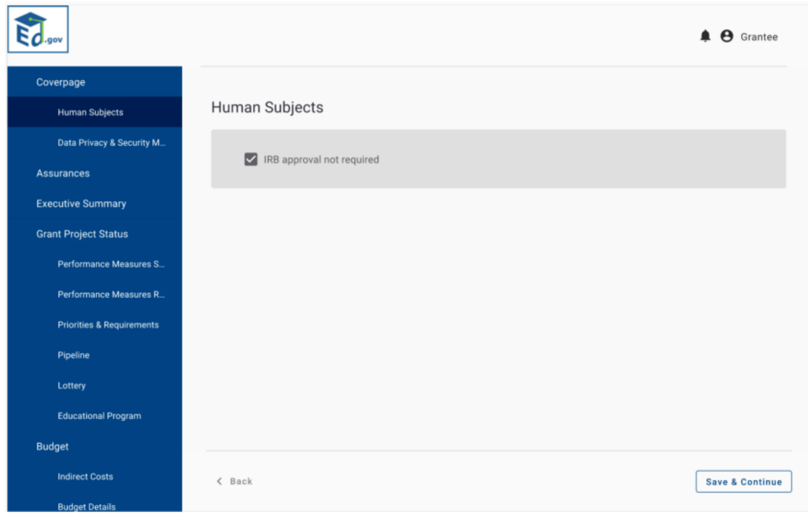
4.3.2 System Intro

Grantees will first see and introduction and instruction page.



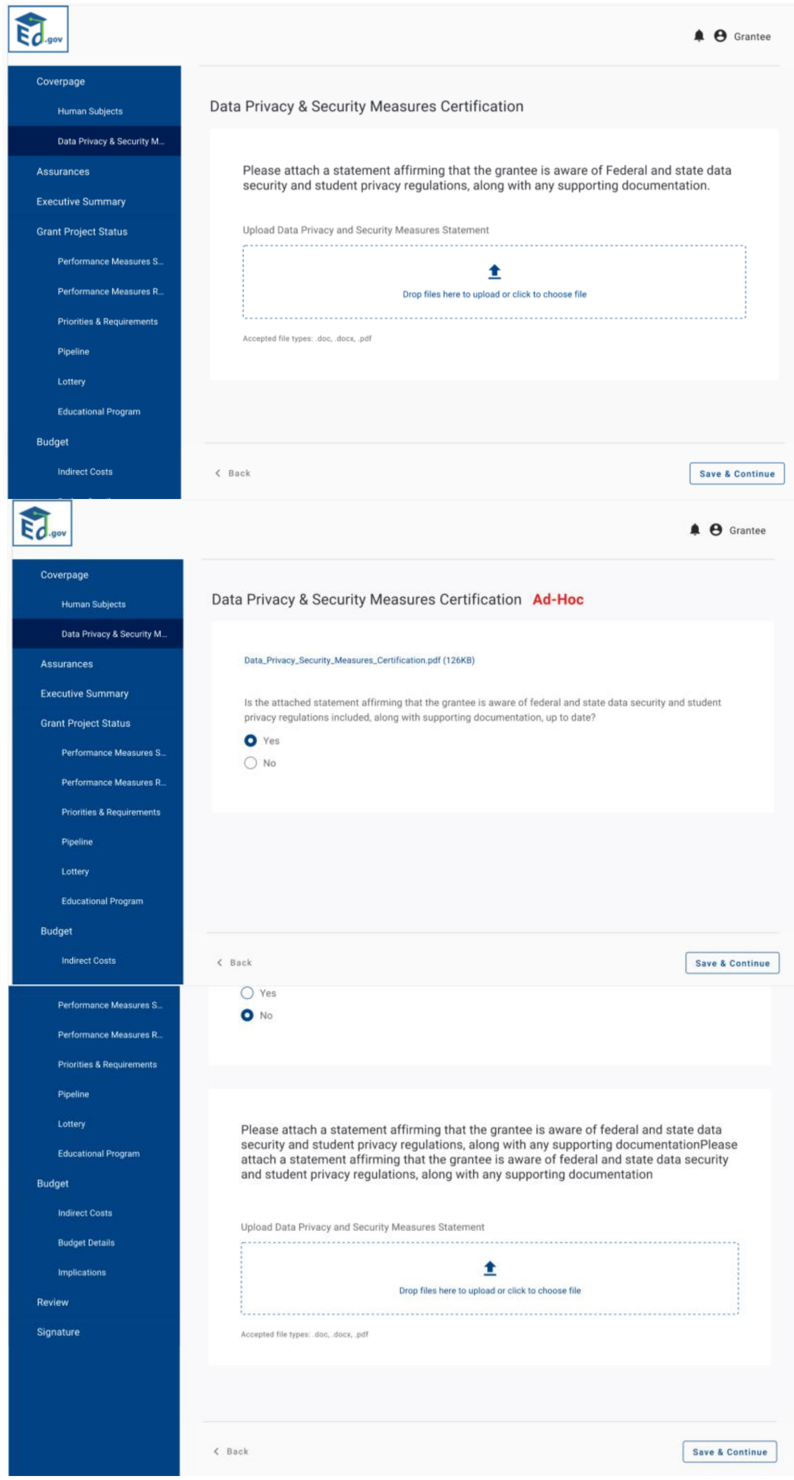
4.3.3 Coverpage – Human Subjects

1. Grantees will review the Human Subjects entry from the Grant Profile.



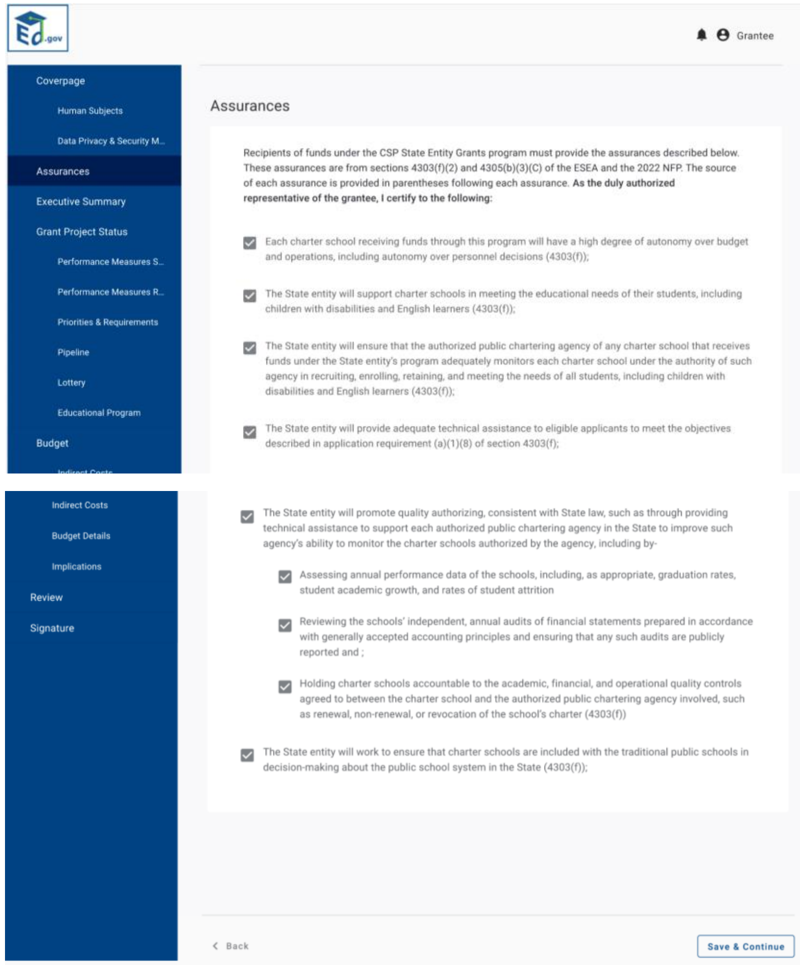
4.3.4 Coverpage – Data Privacy & Security Measures

1. Next, they will be prompted to attach their latest Data Privacy and Security Measures Statement, which will be in the form of a PDF or Word doc.
2. For the Fall reporting periods, Grantees will be asked to update the files if needed. If it's up to date, no additional action is needed.
3. If updates are needed, they will be asked to upload a new file.



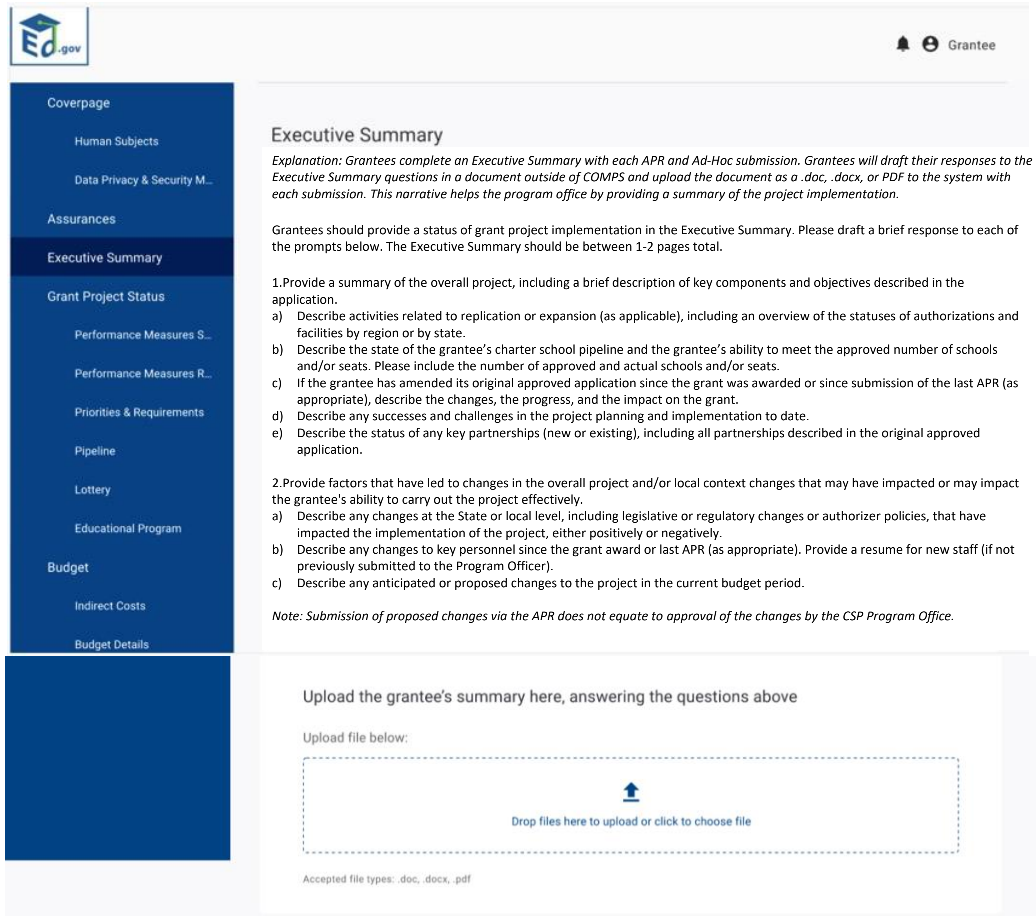
4.3.5 Assurances

1. Grantees will then enter the Assurances section and certify each statement by clicking on the checkboxes.
2. Note – the assurances are entered in the Grant Profile and are pulled into this section.
3. Note – this content show here is illustrative and depends on the cohort (fiscal year and program).



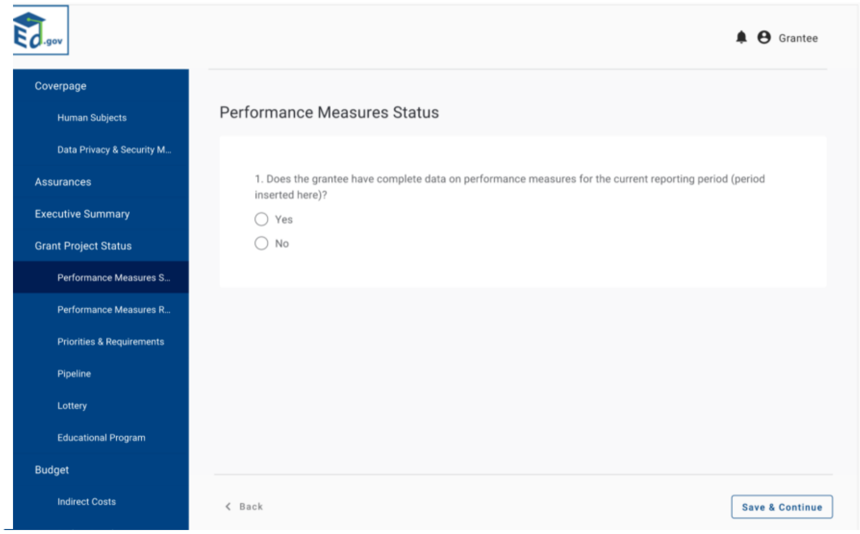
4.3.6 Executive Summary

1. Grantees will then upload an Executive Summary to provide an overview of the grant project implementation.
2. The Grantee will adhere to the instructions listed in the screenshot to the right.

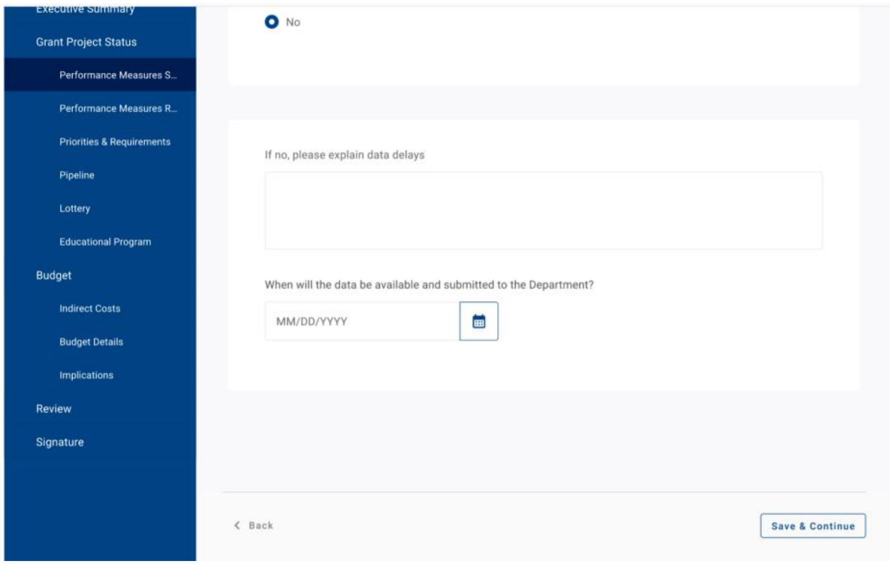


4.3.7 Grant Project Status – Performance Measure Status

1. Grantees will then indicate if they have complete data on performance measures. If not, they have to indicate the date when the data will be available and the reason for the delay.

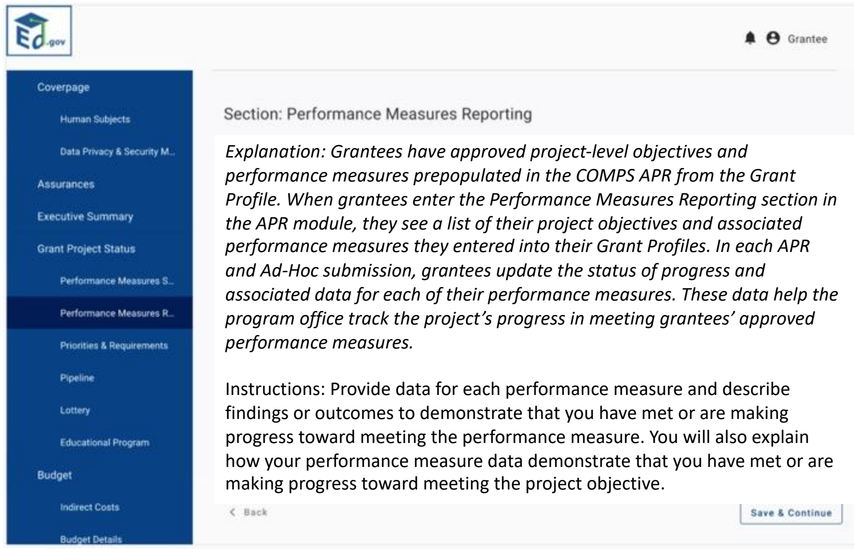


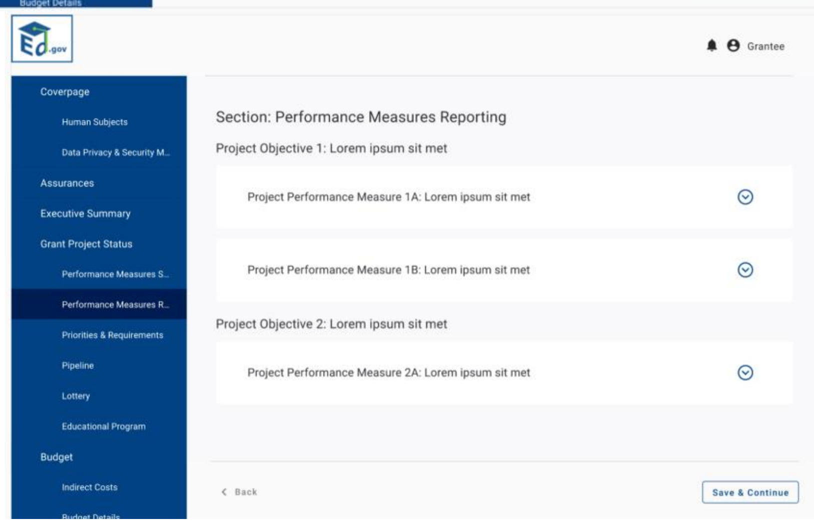
If the select No, they have to submit the following information.

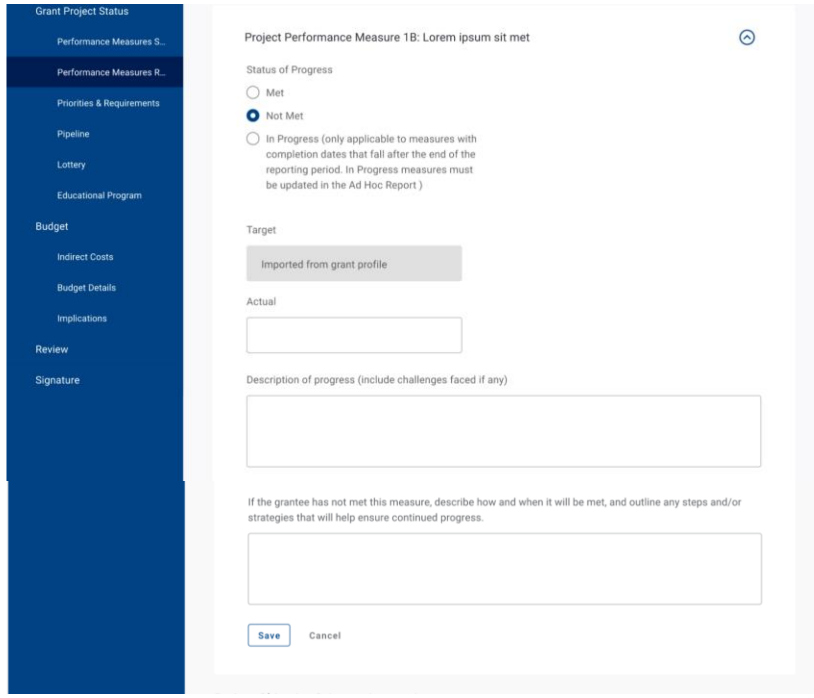


4.3.8 Grant Project Status – Performance Measure Reporting

1. Grantees will then review their project and performance measures that were submitted within the Grant profile.
2. If they have the data, Grantees will indicate the status of progress (met, not met, in progress), the actual numbers, and provide additional details.
3. Grantees will provide this information for each performance measure under a grant objective.
4. They will click save and then continue to the next page.

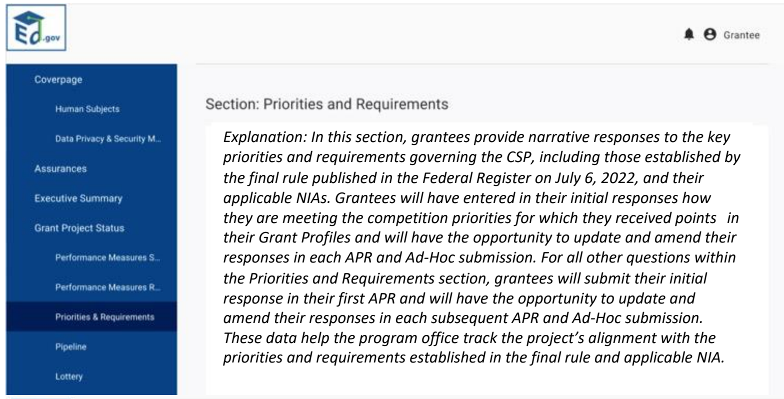


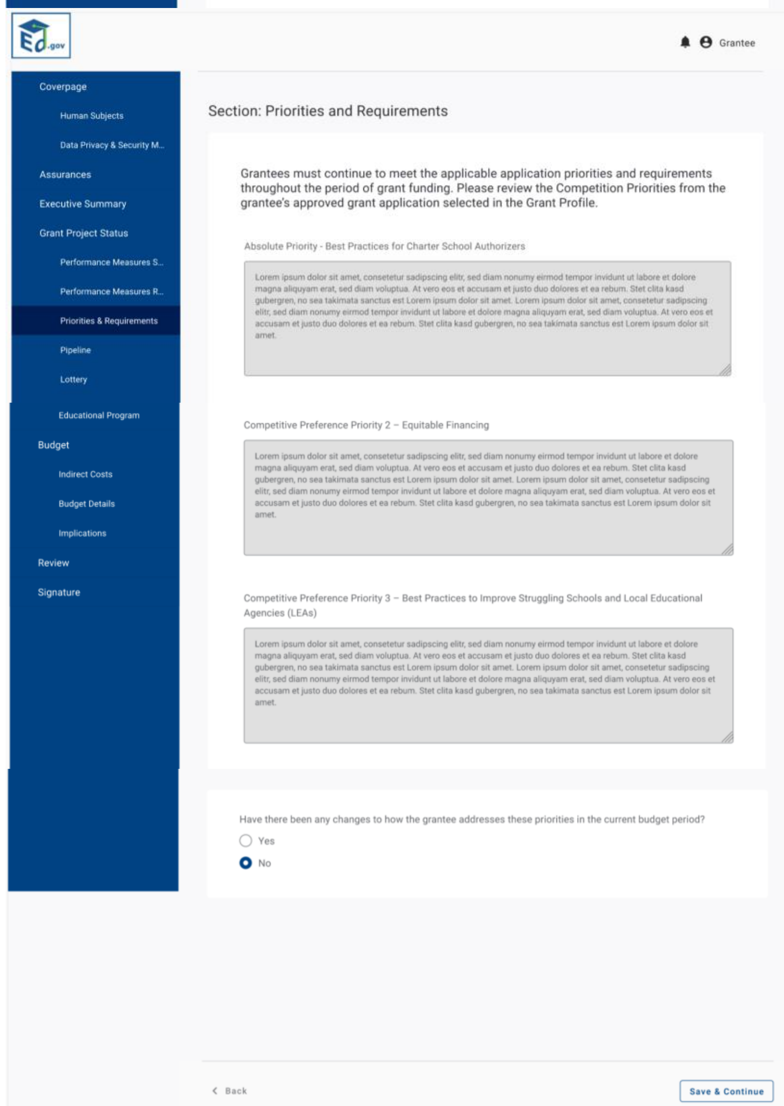



Grant Project Status
Performance Measures S...
Performance Measures R...
Priorities & Requirements
Pipeline
Lottery
Educational Program
Budget
Indirect Costs
Budget Details
Implications
Review
Signature
Project Performance Measure 1B: Lorem ipsum sit met
Status of Progress
Met
Not Met
In Progress (only applicable to measures with completion dates that fall after the end of the reporting period. In Progress measures must be updated in the Ad Hoc Report)
Target
Imported from grant profile
Actual
Description of progress (include challenges faced if any)
If the grantee has not met this measure, describe how and when it will be met, and outline any steps and/or strategies that will help ensure continued progress.
Save
Cancel

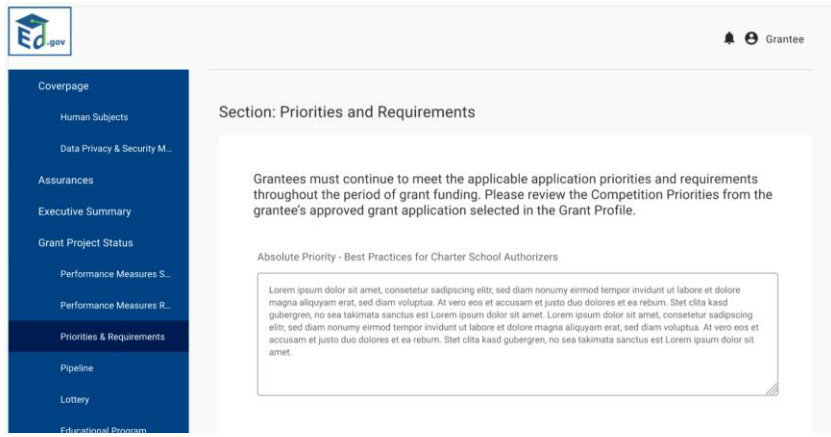
4.3.9 Grant Project Status – Priorities and Requirements – Competition Priorities

1. On the subsequent page, Grantees will see and review the competition priorities from their approved grant application that were entered in the Grant Profile.
2. If there have been changes since they were first entered, Grantees will click Yes and then be able to edit the information on the page.





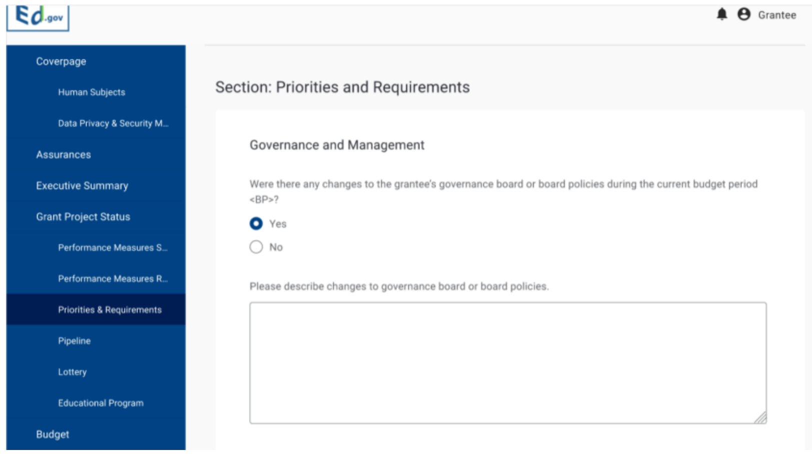
If the grantee clicks yes, then the fields will become editable as shown below.



Grantee
Coverpage
Human Subjects
Data Privacy & Security M...
Assurances
Executive Summary
Grant Project Status
Performance Measures S...
Performance Measures R...
Priorities & Requirements
Pipeline
Lottery
Section: Priorities and Requirements
Grantees must continue to meet the applicable application priorities and requirements throughout the period of grant funding. Please review the Competition Priorities from the grantee's approved grant application selected in the Grant Profile.
Absolute Priority - Best Practices for Charter School Authorizers
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

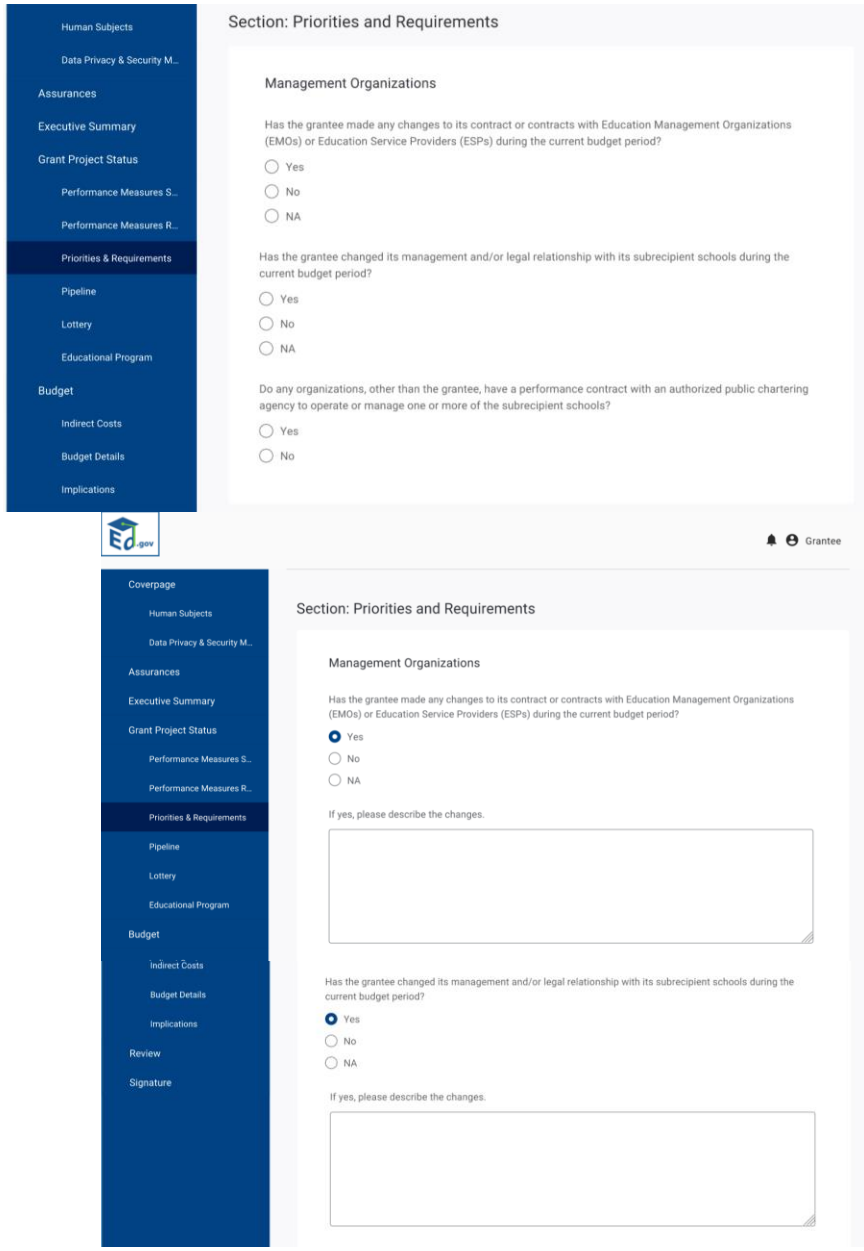
4.3.10 Grant Project Status – Priorities and Requirements – Governance and Management

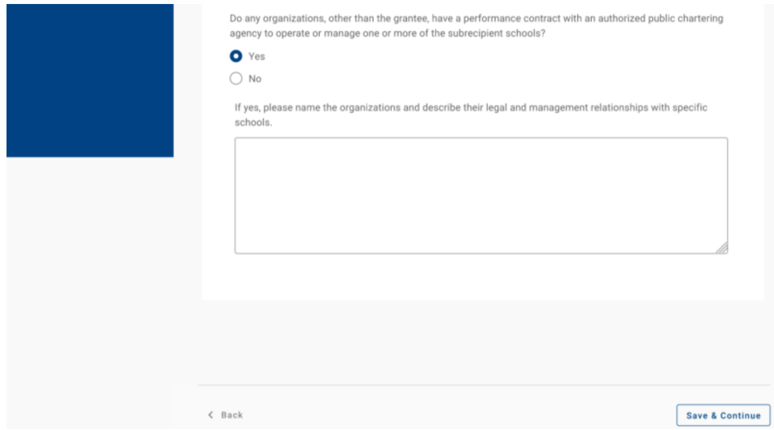
1. On the subsequent page, Grantees will enter their governance and management policies.
2. If they do not have any changes, they will move to the next section.
3. If they do, they will describe the changes and upload a recent board policy file.



4.3.11 Grant Project Status – Priorities and Requirements – Management Organizations

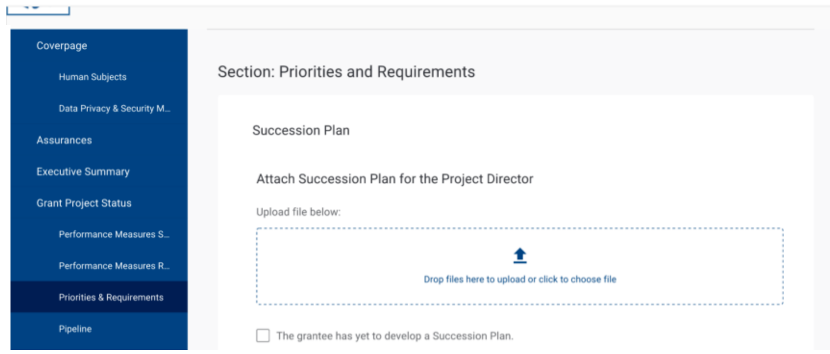
1. On the subsequent page, Grantees will enter their management organizations.
2. If they select No or NA for any of the questions, there won't be any additional actions.
3. If they select Yes, additional text boxes will display for the grantee to fill out.

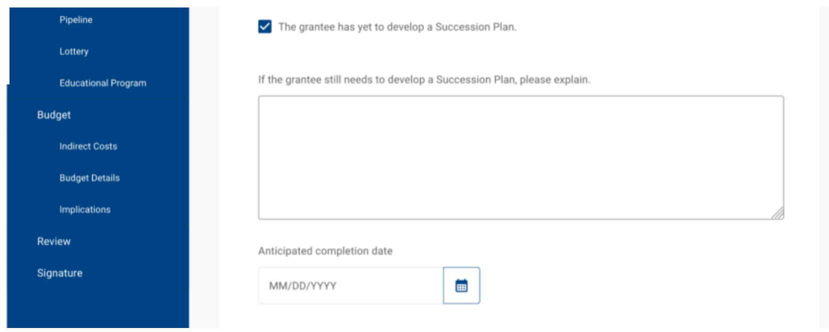


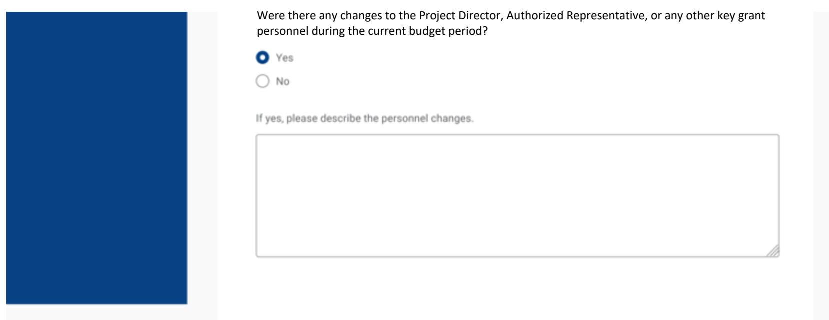

Do any organizations, other than the grantee, have a performance contract with an authorized public chartering agency to operate or manage one or more of the subrecipient schools?
Yes
No
If yes, please name the organizations and describe their legal and management relationships with specific schools.
Back
Save & Continue

4.3.12 Grant Project Status – Priorities and Requirements – Succession Plan

1. On the subsequent page, Grantees will upload their succession plan.
2. If they click that they have not developed a succession plan, then they are prompted to explain and provide a date of anticipated closure (see second screenshot).
3. If there have been changes to key personnel, they are prompted to explain the changes (third screenshot).

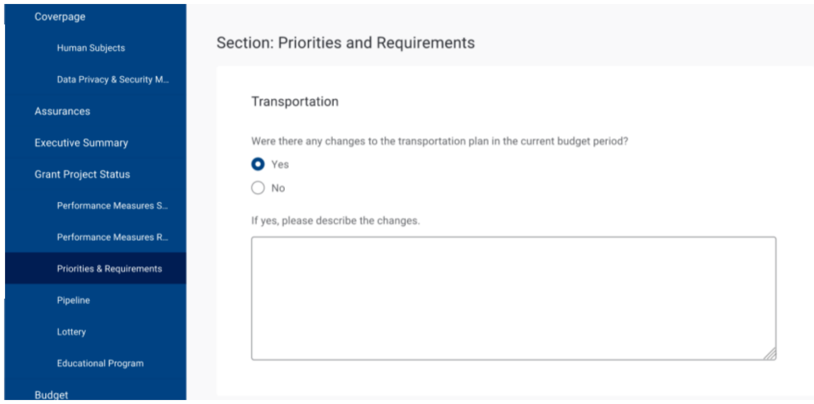






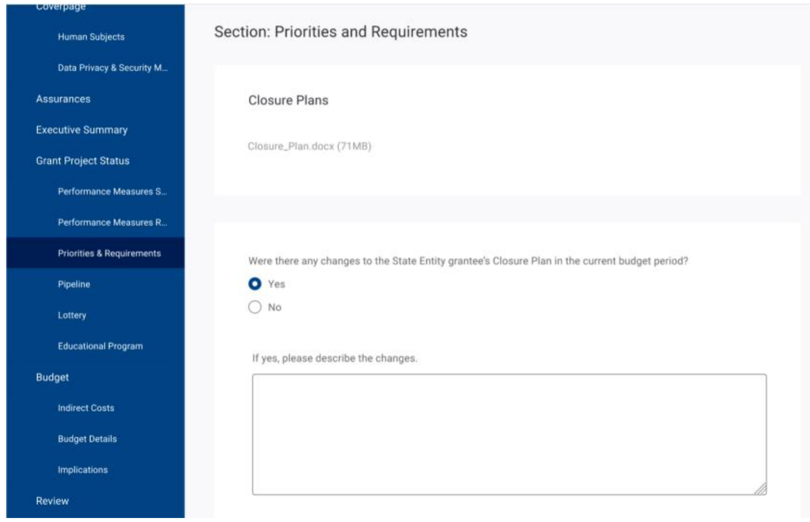
4.3.13 Grant Project Status – Priorities and Requirements – Transportation Plan

1. On the subsequent page, Grantees will provide transportation information.
2. If the grantee clicks No, they will move to the next section.
3. If the grantee clicks Yes, they will specify the change and provide a brief



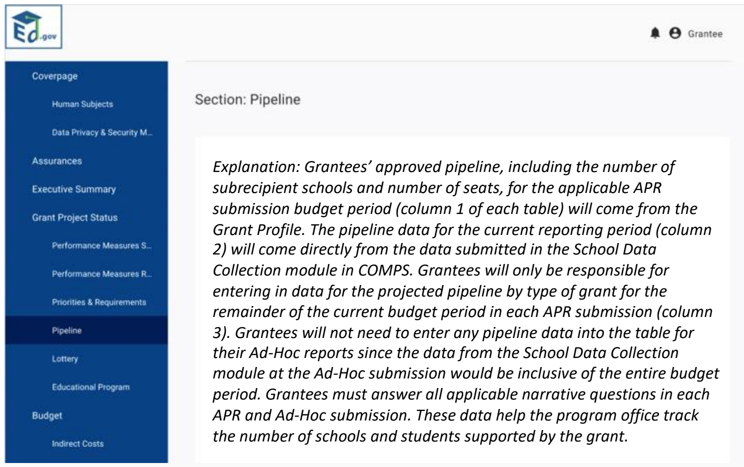
4.3.14 Grant Project Status – Priorities and Requirements – Closure Plan

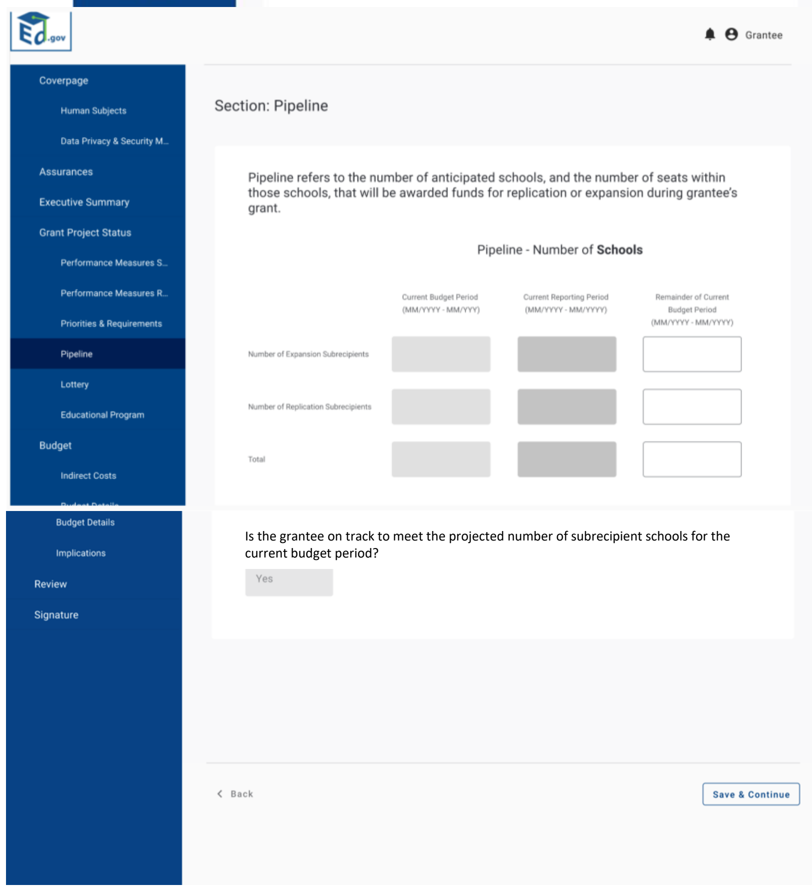
1. On the subsequent page, Grantees will provide closure plan information and see their previously submitted plan (if this isn't their first APR submission).
2. If the grantee clicks No, they will move to the next section.
3. If the grantee clicks Yes, they will specify the change and provide a brief explanation.



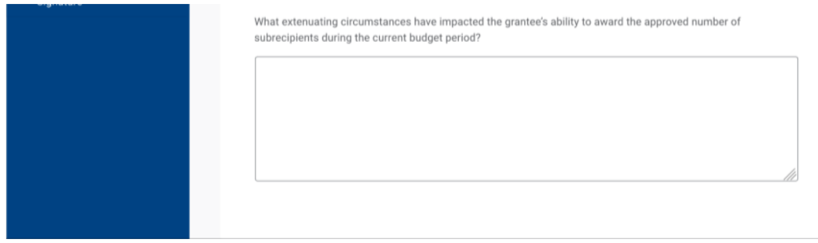
4.3.15 Grant Project Status – Pipeline

1. Grantees enter dates of future subgrant competitions and awards.
2. If dates are unknown, they will have to explain the reasoning.

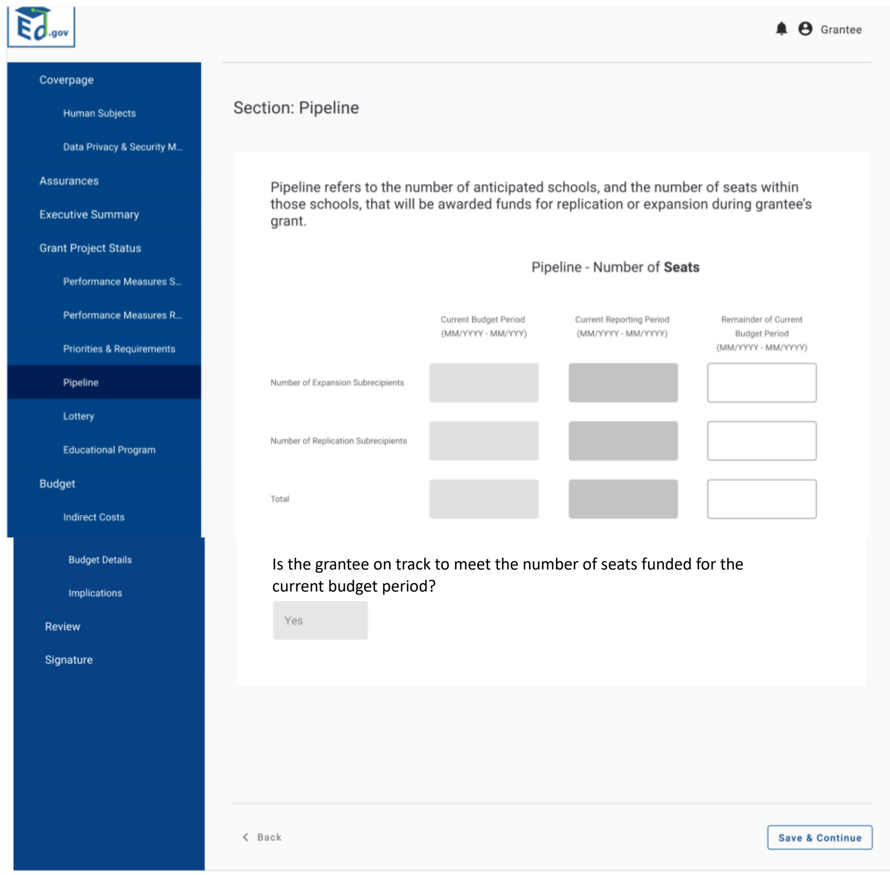




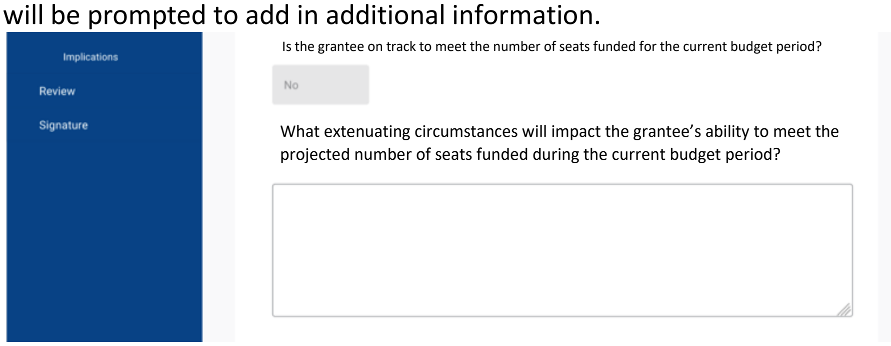
If they select No to the question, they will be prompted to add in additional information.



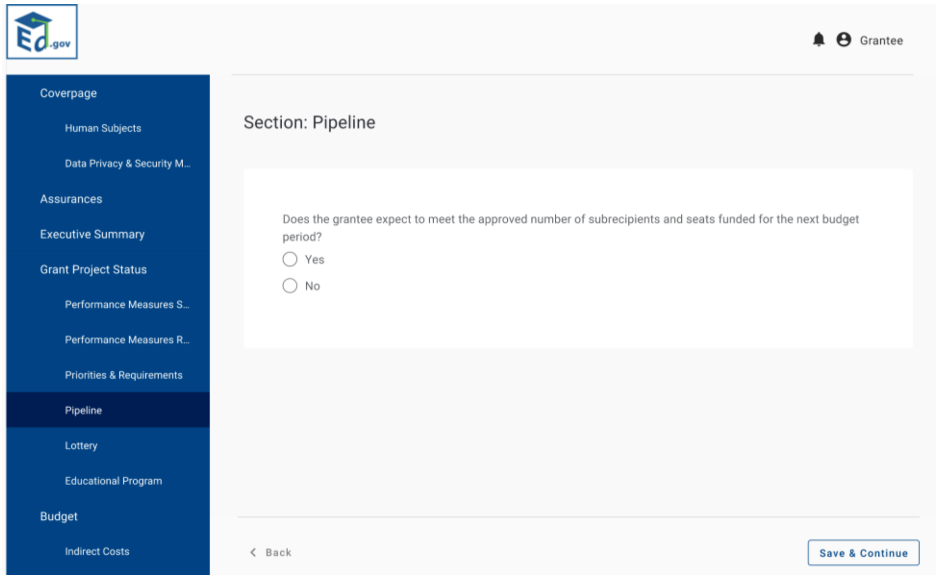
Then they will fill out the number of seats.



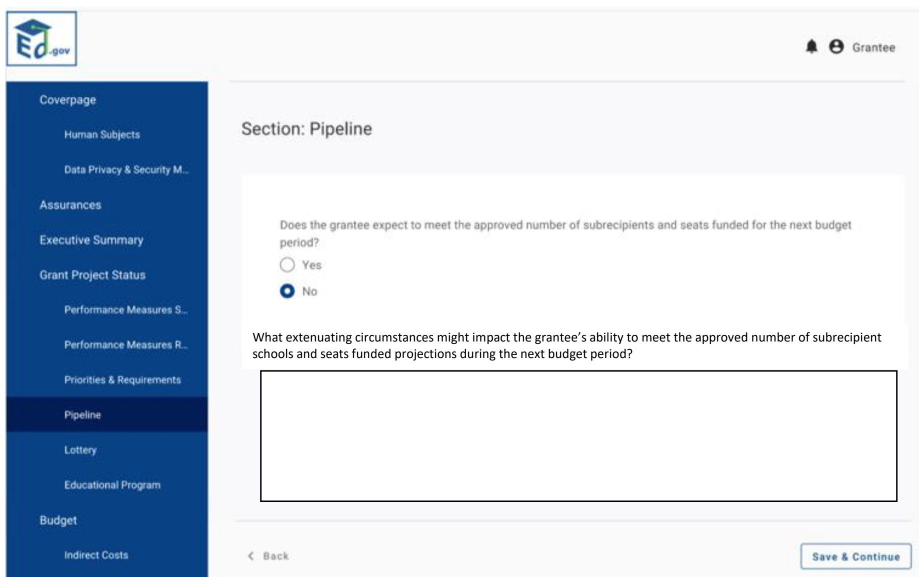
If they select No, to the question, they will be prompted to add in additional information.



Then they will answer the following question.

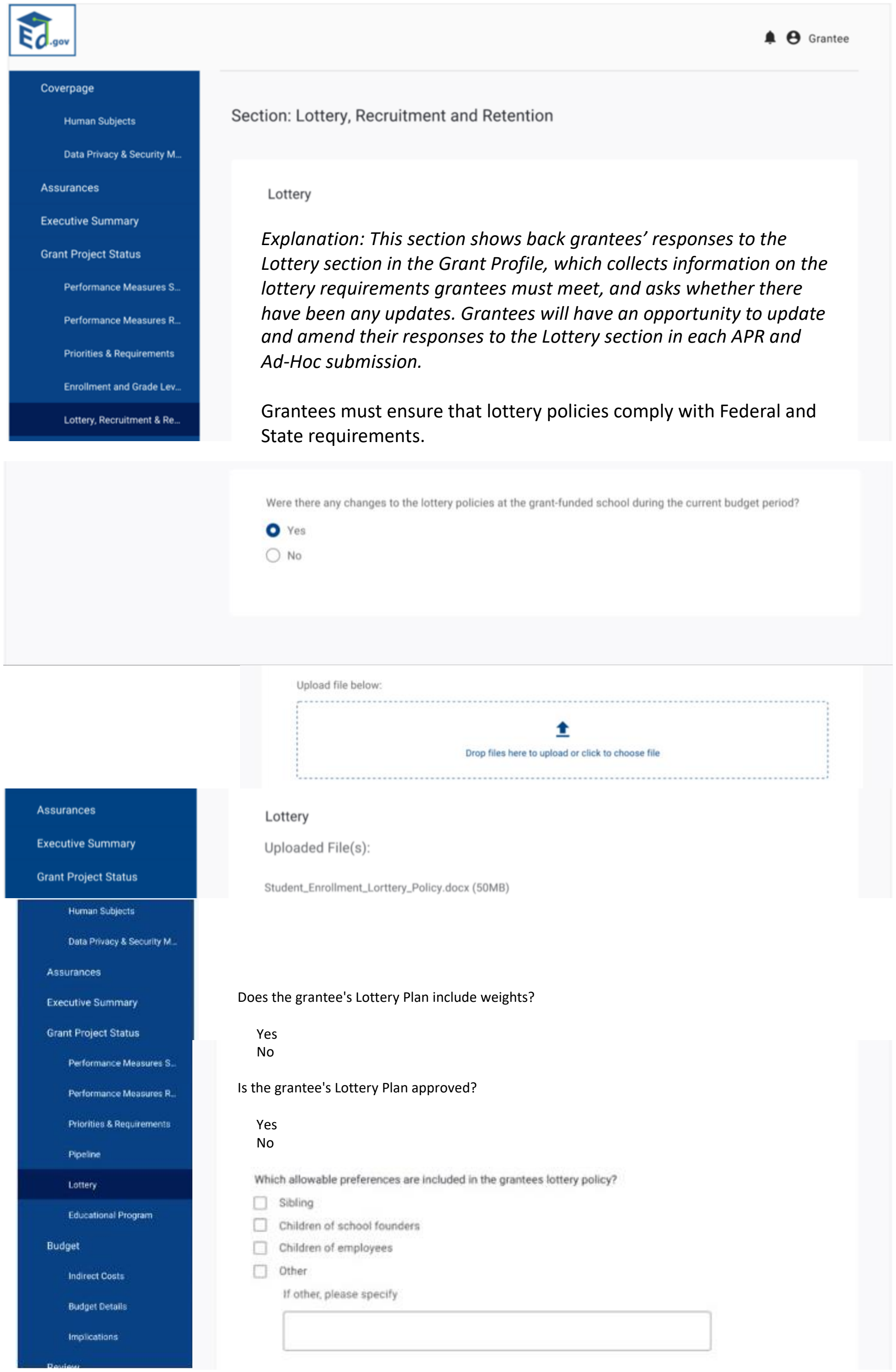


If they select No, they will be prompted to enter the following question.



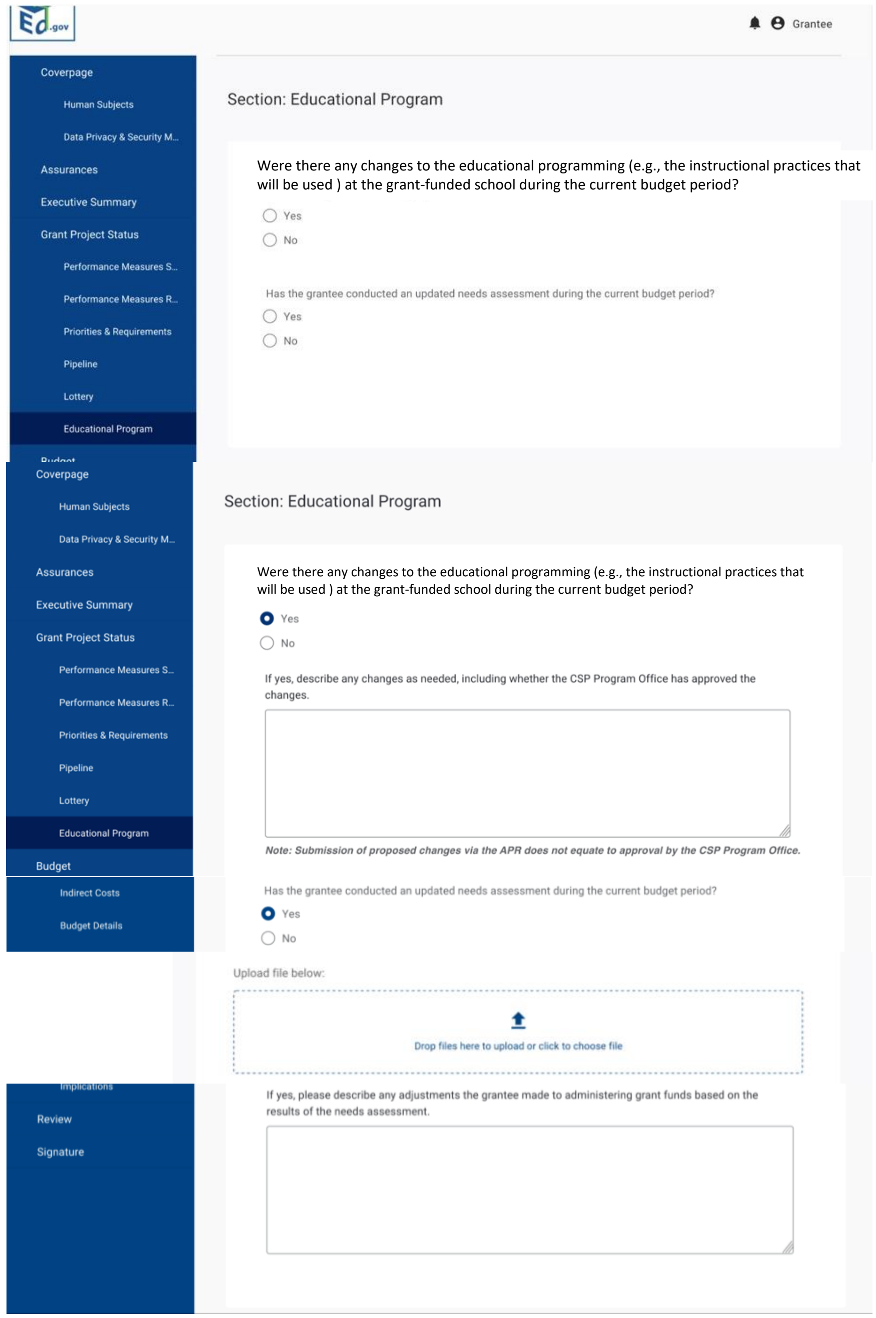
4.3.16 Grant Project Status – Lottery

1. In the next section, Grantees will see their submitted lottery requirements and select if there have been any changes to the information.



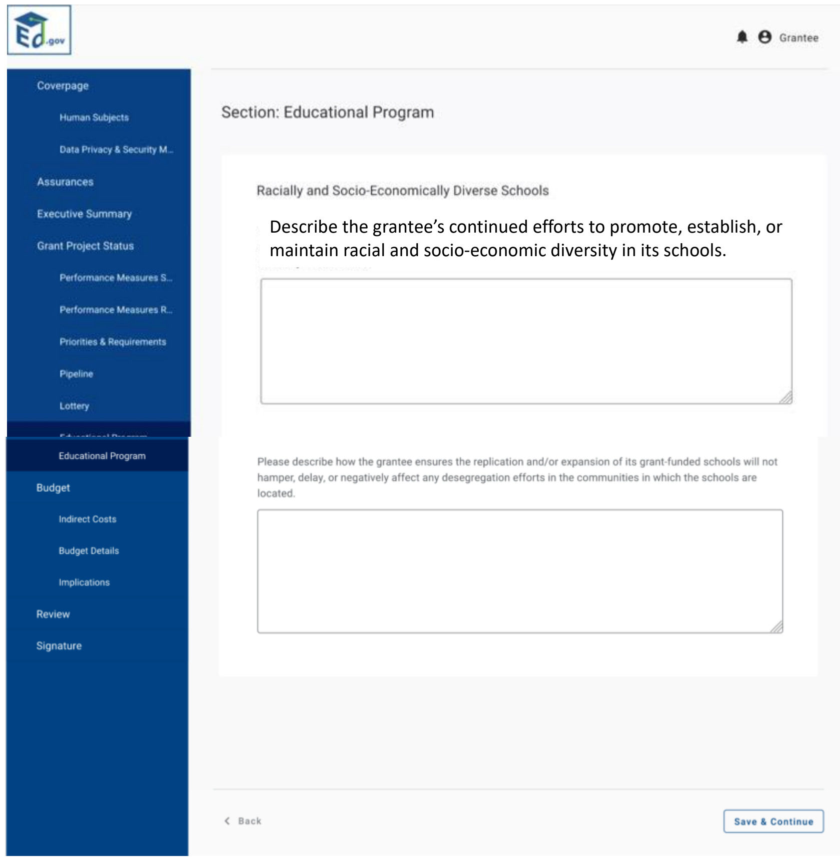
4.3.17 Grant Project Status – Educational Program

1. Grantees will next fill out information related to their education program.
2. If they did have any changes to their education programming, they will be prompted to describe the changes and upload a new needs assessment.



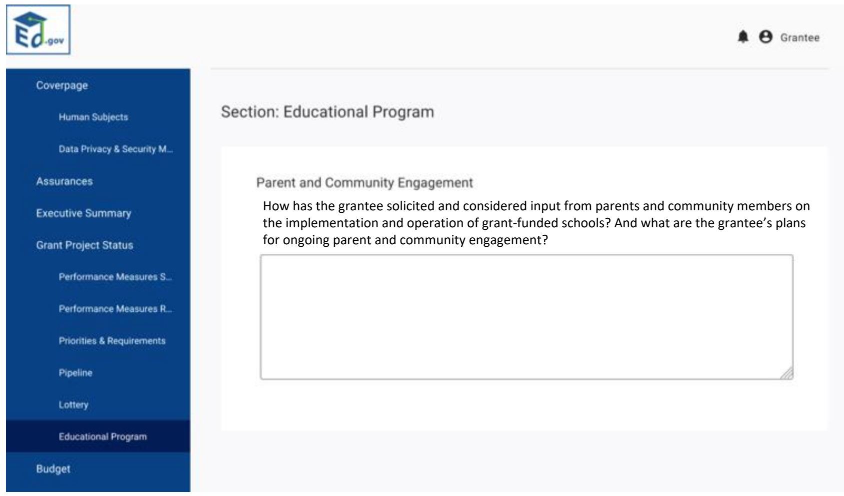
4.3.18 Grant Project Status – Educational Program – Racially and Socio-Economically Diverse Schools

1. Next, they provide information on addressing issues of diversity and/or school segregation.



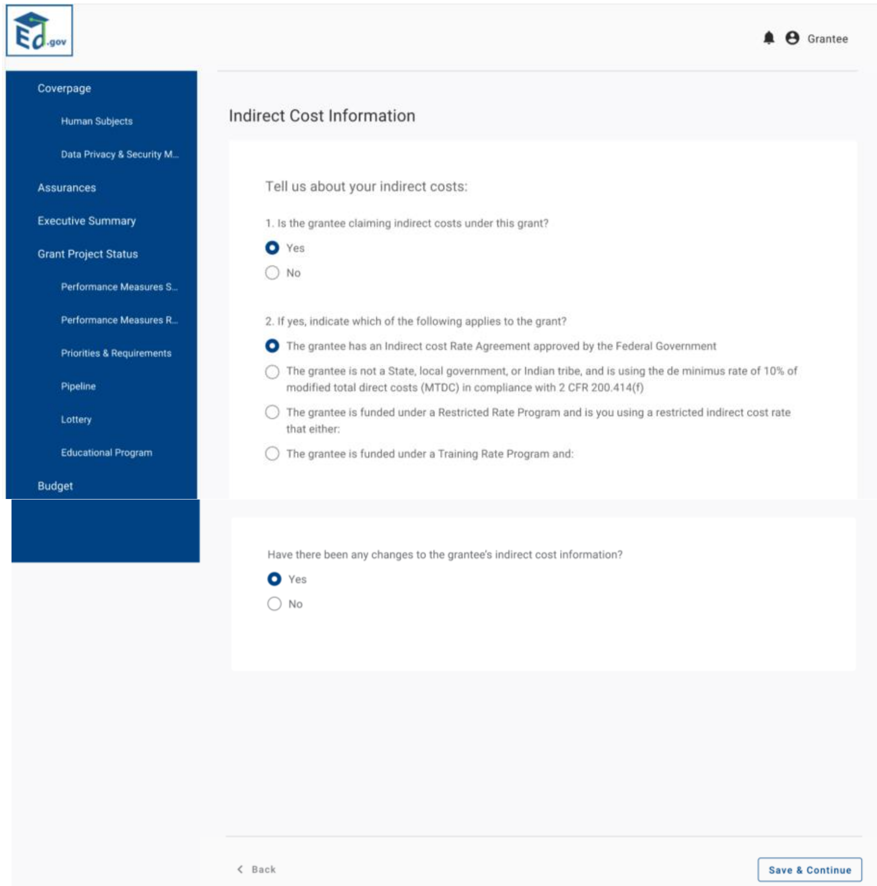
4.3.19 Grant Project Status – Educational Program – Parent and Community Engagement

Next, Grantees describe how they have received input from parents and the community on the implementation and operation of the grant funded schools.

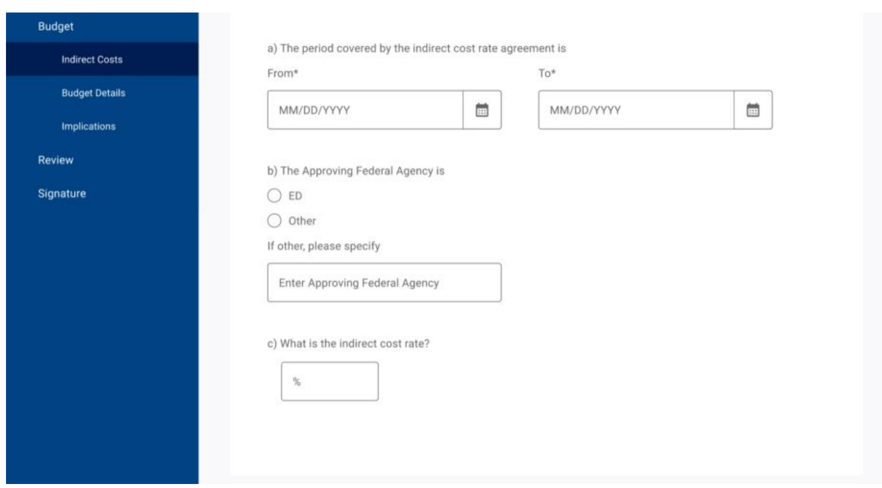


4.3.20 Budget – Indirect Costs

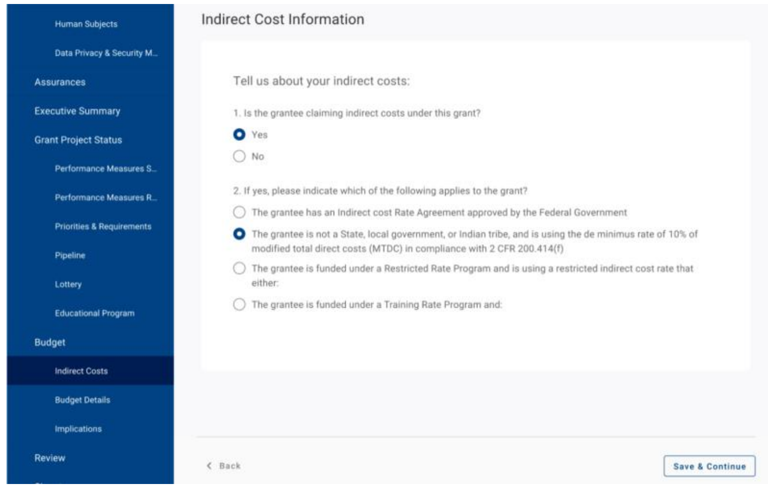
1. In the next section, Grantees will see the indirect costs input from their Grant Profile.
2. If they select Yes that there have been changes to the grantee's indirect cost information, the fields displayed to the right become editable.



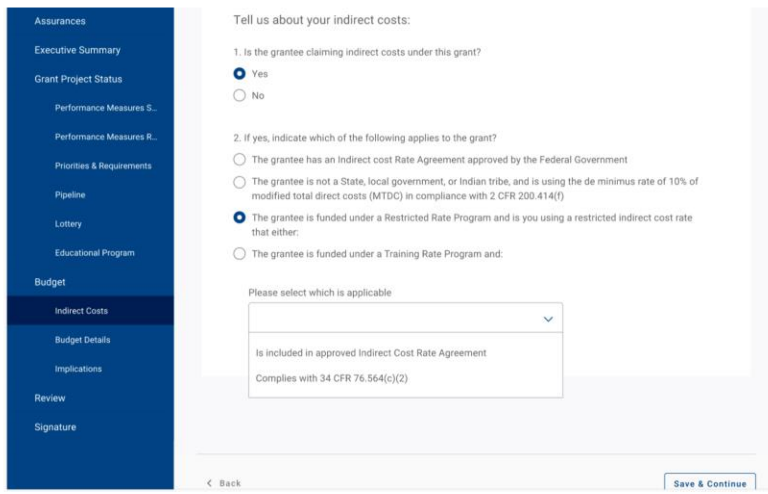
If they select the first radio button the following fields display.



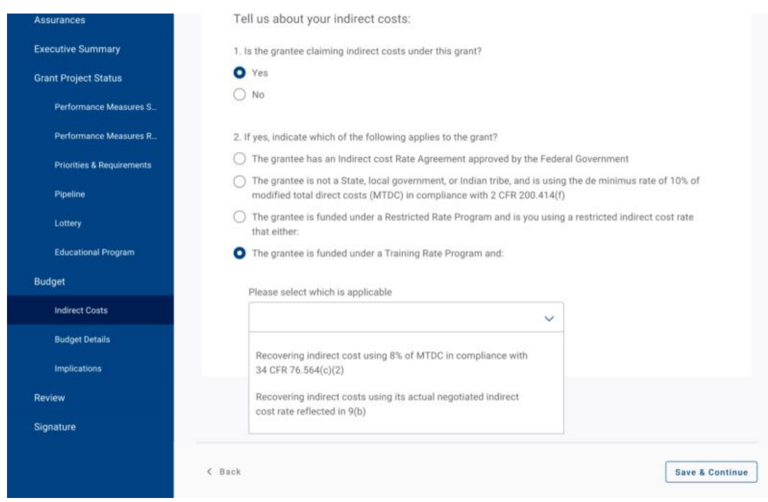
If they select the second radio button.



If they select the third radio button.

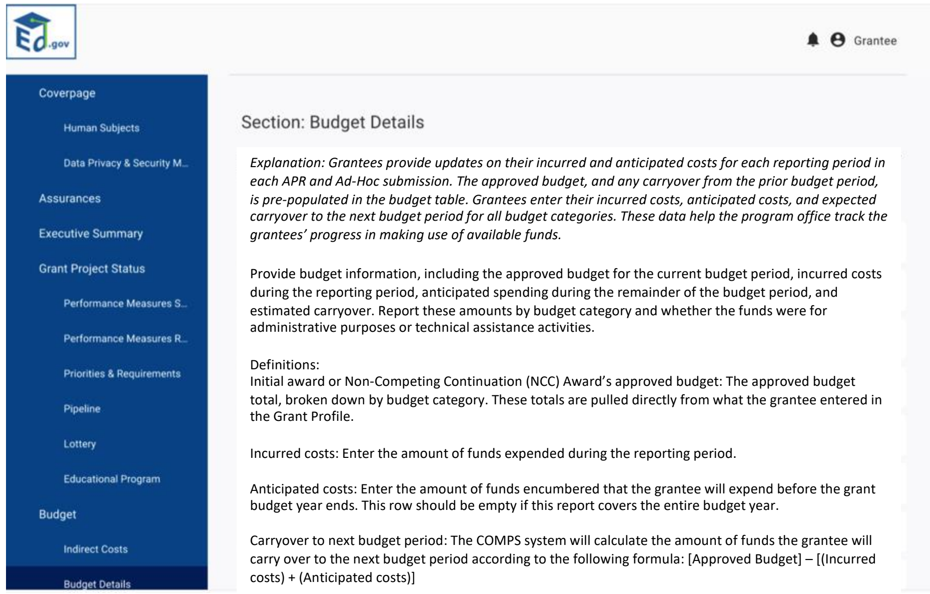


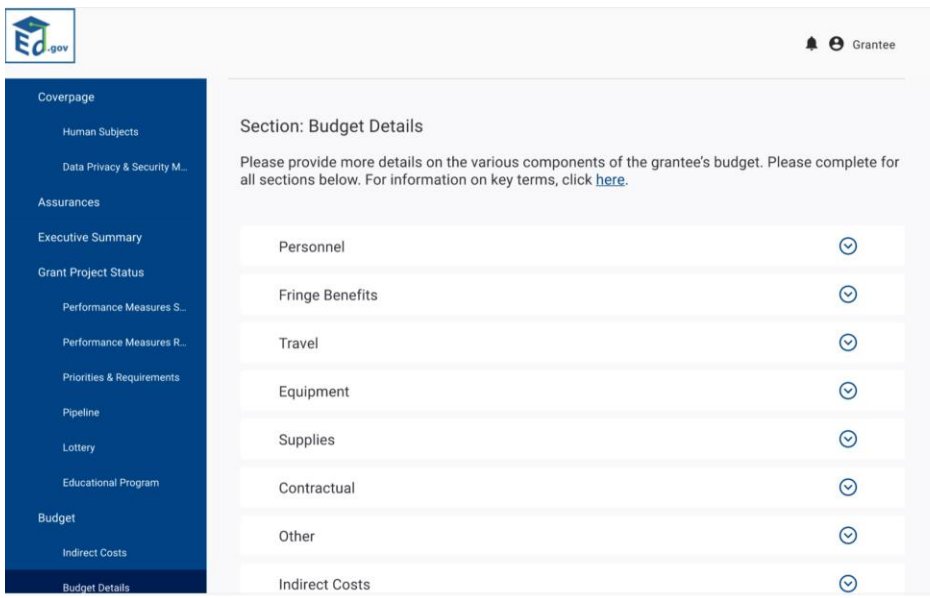
If they select the fourth radio button.



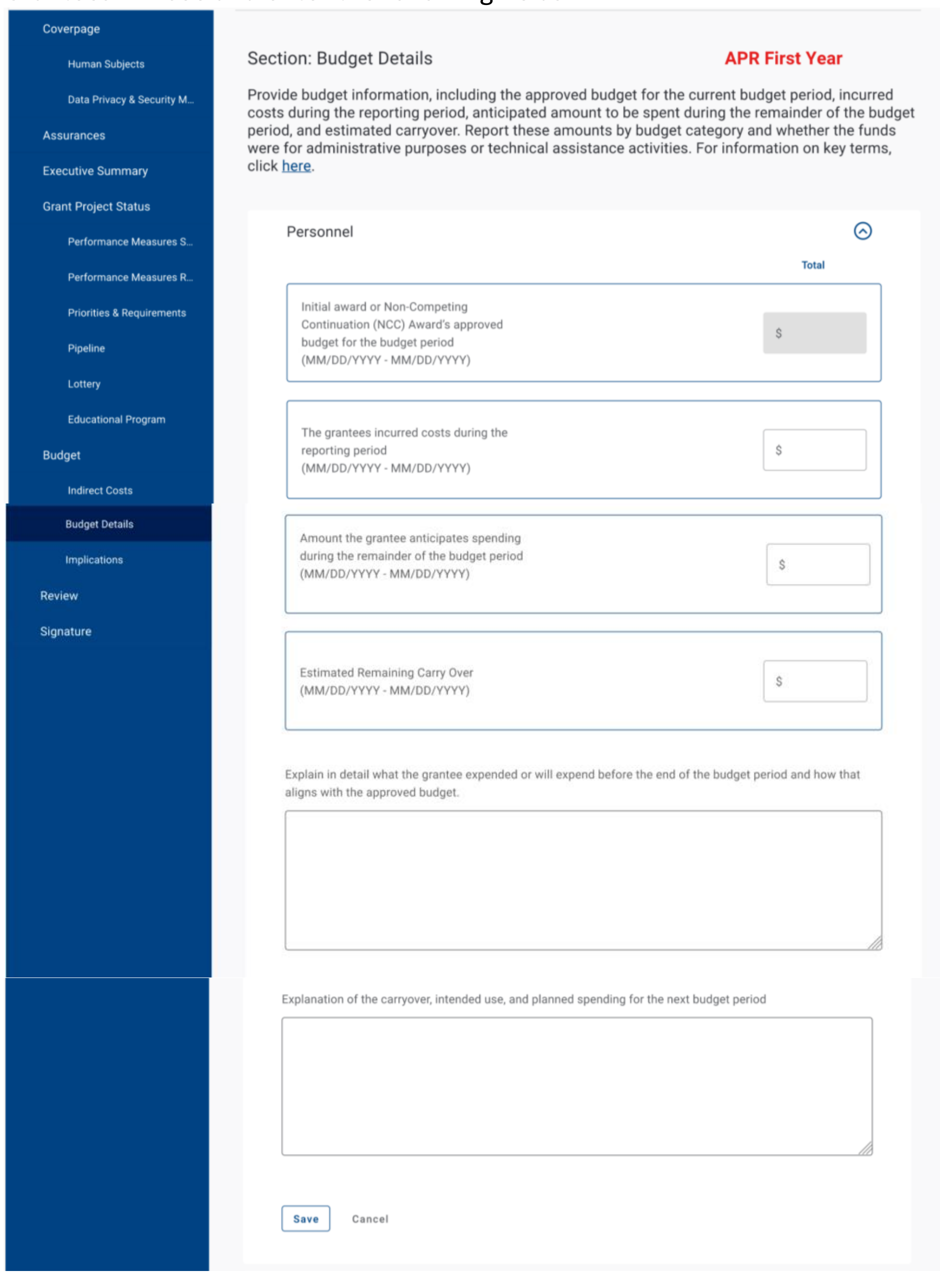
4.3.21 Budget – Budget Details

1. In the next section, Grantees will enter Budget Details for various components of a Grantee's budget.
2. They will click a drop down under each row and fill out the following information for each row. The below screenshots show what they fill out for the first year.

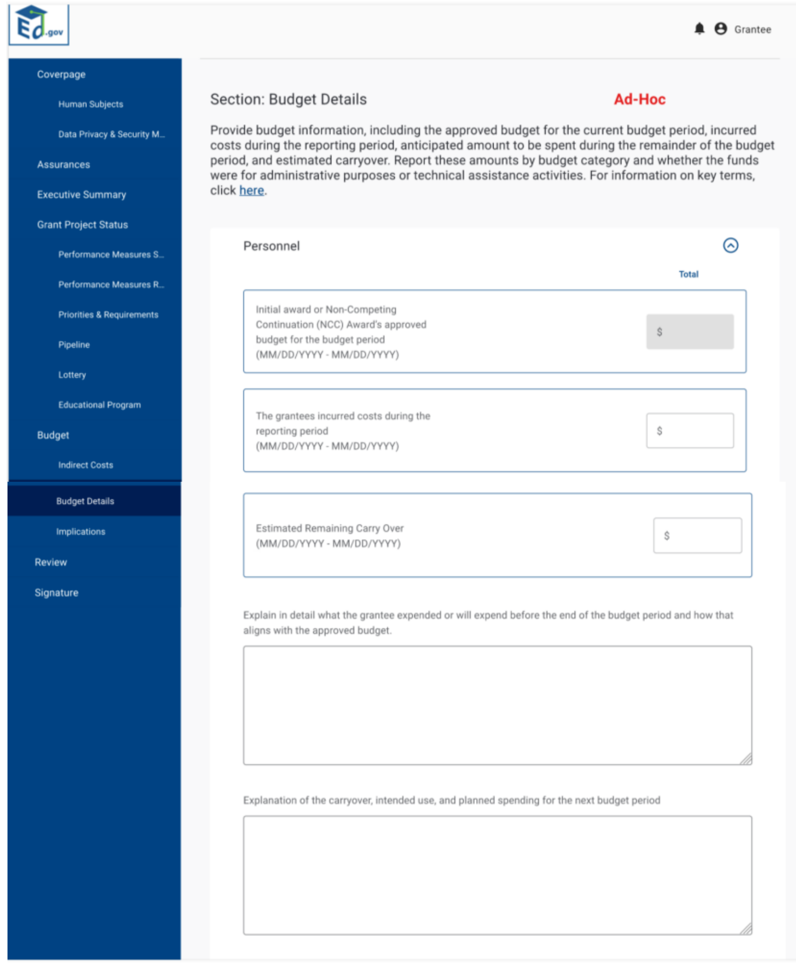




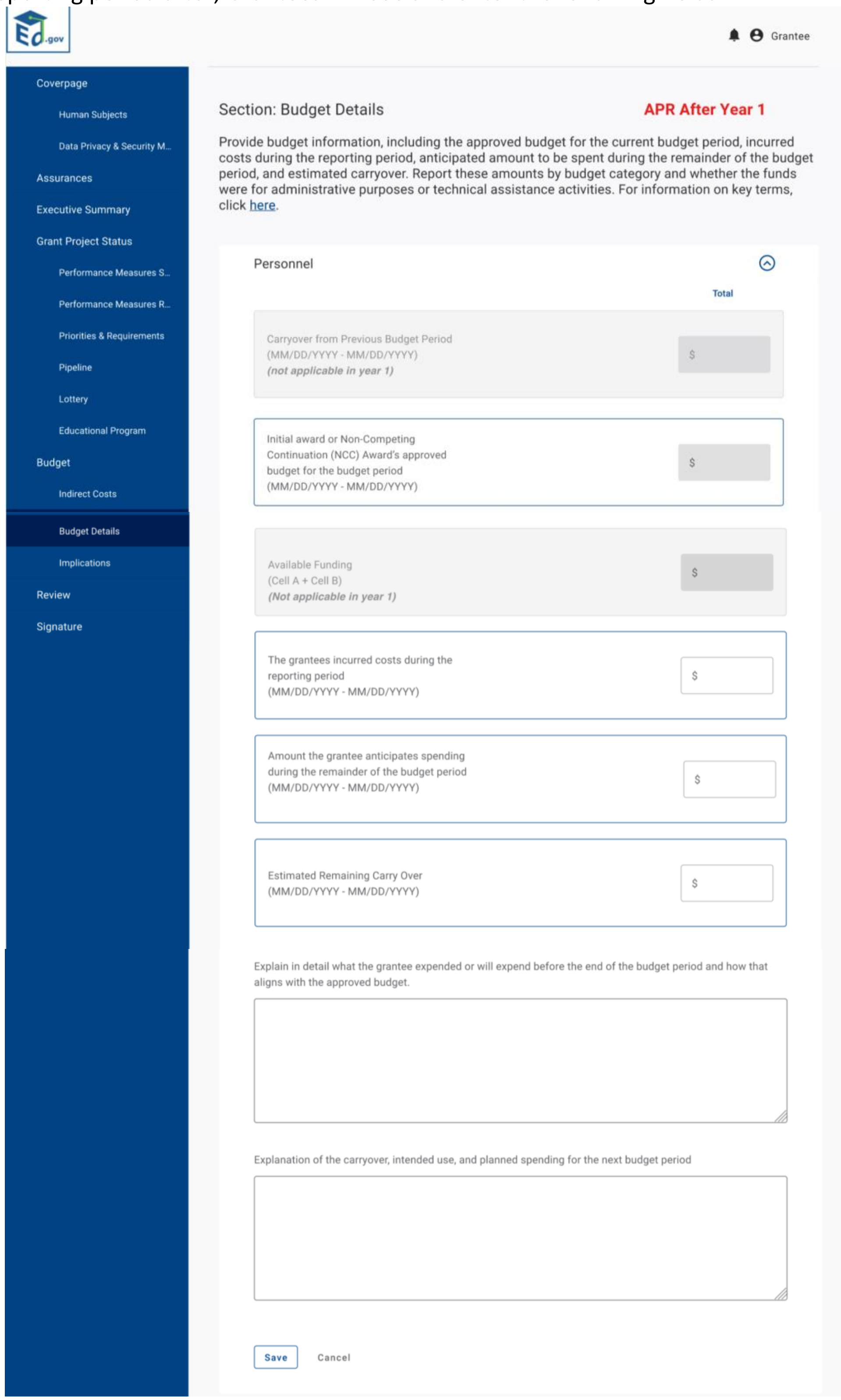
For the first APR (Fall) submission, Grantees will see and enter the following fields.



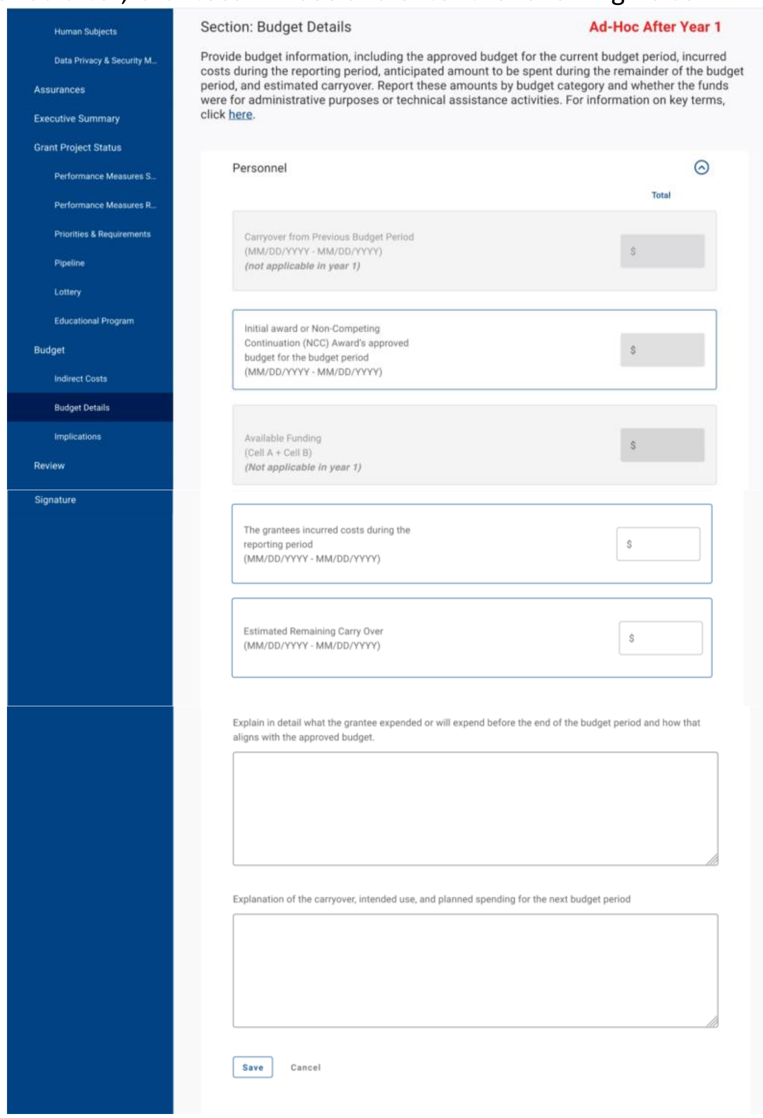
For the first APR Ad-Hoc (Spring) submission, Grantees will see and enter the following fields.



For each subsequent APR (Fall) reporting period after, Grantees will see and enter the following fields.

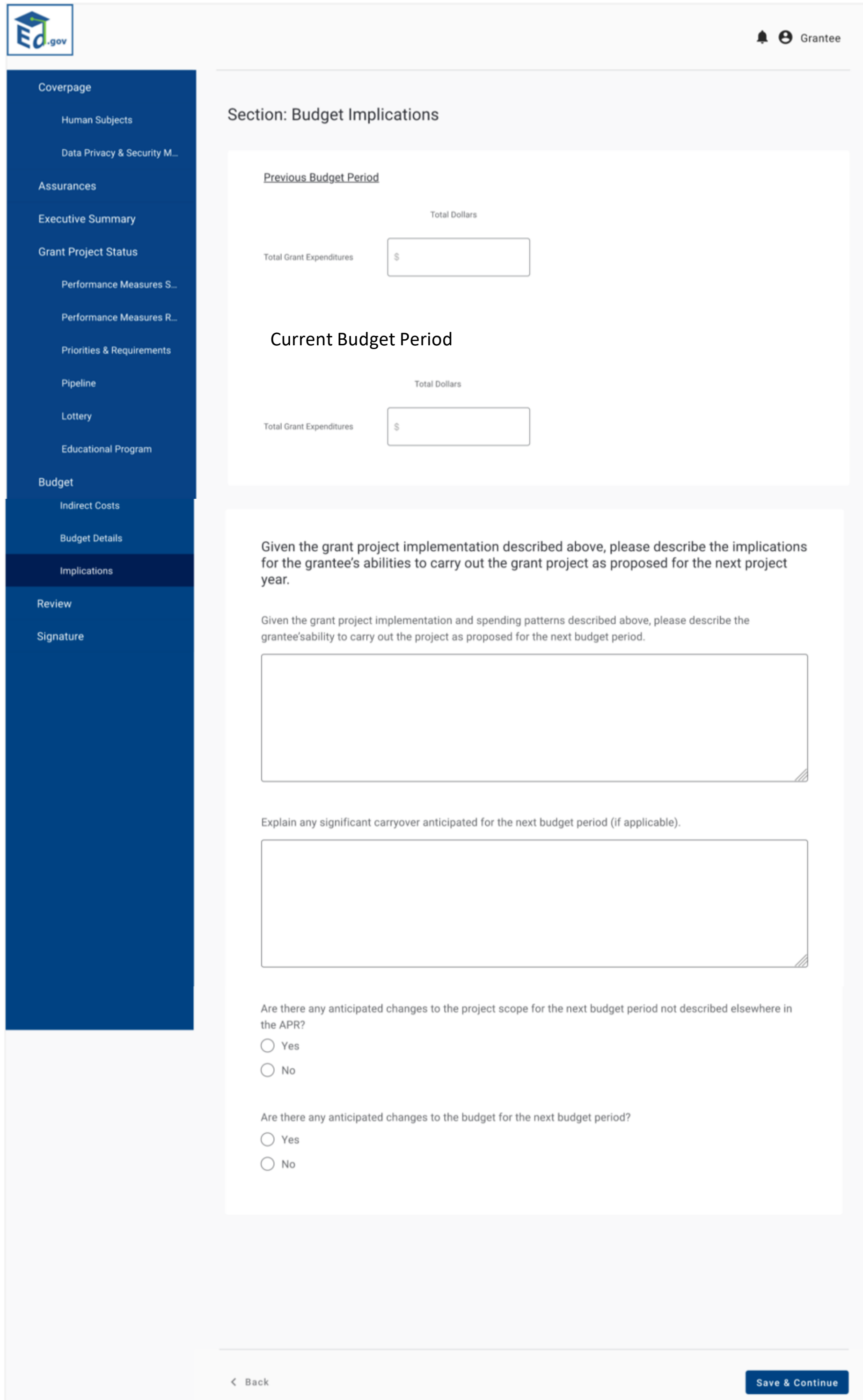


For each subsequent Ad-Hoc (Spring) reporting period after, Grantees will see and enter the following fields.

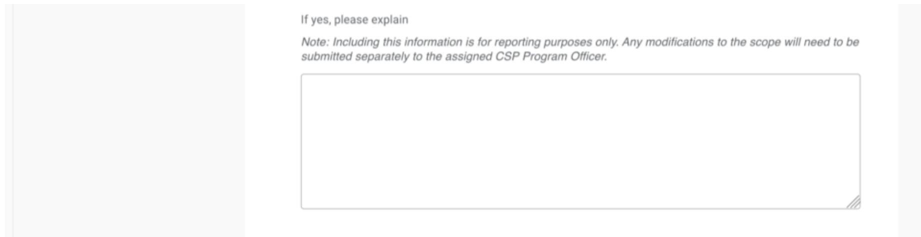


4.3.22 Budget – Budget Implications

1. In the next section, Grantees will fill in budget implications section for the current reporting period.

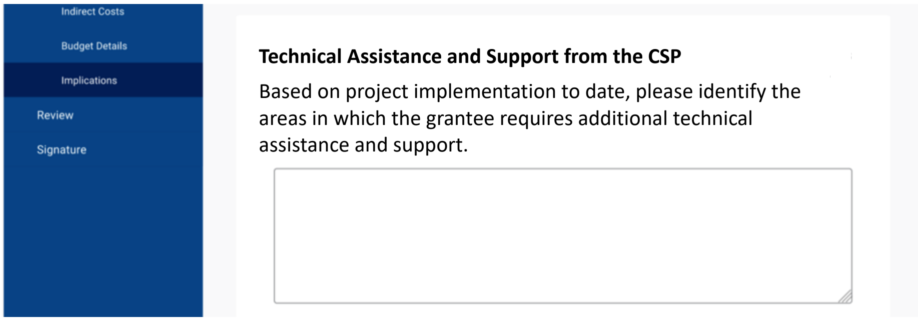


If they click yes to either of the questions above, the grantee will be prompted to enter an explanation, as depicted in the screenshot below.



4.3.23 Technical Assistance and Support From CSP

1. Grantees will submit one final question about TA and support from CSP.



4.3.24 Sign, Review and Submit

1. Lastly, Grantees will review the information they entered and sign and submit the APR for review by ED.