

# EGMS Program Reviews

Organizations and LEAs

Instructions Part 3:  
The Exit & Follow-Up Process



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# 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)


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Education Grants Management System

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 Opportunities Applications Grants **Monitoring**

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Program Reviews - All

Click 'Reset Table' under the menu icon to refresh the table's default values




Showing 1 to 5 of 5 records



| 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  | <a href="#">Test27 OSPI</a> <a href="#">TestAccount27</a> | <a href="#">Auburn Admin</a> | Submitted to Grantor |  |



Total Records:5


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


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**Federal Program Review & Support**


Notify Program Reviewers


EGMS ID  
MON-00034


Status  
Closed


Subrecipient Organization  
Auburn School District


 Created


 Sent to Organization for Response


 Submitted to Grantor


 Report Sent to Organization


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 General Information


Review Type  
Program & Fiscal


Start Date  
05/22/2023

OSPI Team Lead  
Test27 OSPI  
TestAccount27

End Date  
09/29/2023


Organization Team Lead  
Auburn Admin

 Description



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- 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.

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Auburn School District

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Snapshot History

| 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

Notify Program Reviewers

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.

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Programs and Review Items

Search...

\* Records are sorted by Created Date ascending order

Showing 1 to 6 of 6 records

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

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CreatedSent to Organization for ResponseSubmitted to GrantorReport Sent to OrganizationClosed

OverviewProgram Review**Follow Up**HistoryCollab









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

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)

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Programs and Review Items Follow Up

Search...

Showing 1 to 4 of 4 records

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

Review Items

Search...

|              |             | Item # ↑ | Title                  | Description                                             | Determination   | Actions Required                                | Final Determination | Actions     |
|--------------|-------------|----------|------------------------|---------------------------------------------------------|-----------------|-------------------------------------------------|---------------------|-------------|
| <div>+</div> | <div></div> | 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 |                     | <div></div> |

Total Records: 1

+

Consolidated Grant Program Review Test

Title I, Part C

Test2 OSPITestAccount02


Auburn Admin

×



Total Records: 1


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.

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|                                                                                   |                                        |                  |                          |              |     |                                                                                     |                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|----------------------------------------|------------------|--------------------------|--------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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                                                                             |
|  | <input type="checkbox"/> 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




|        |                                            |                                                                                       |
|--------|--------------------------------------------|---------------------------------------------------------------------------------------|
| 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

|      |                     |             |           |                 |                    |                                                                                                                                                                                                                                                                   |
|------|---------------------|-------------|-----------|-----------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |    |

Add

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

Grants Management

es Applications

Review Items

Search...

Showing 1 to 1 of 1 records

| <input type="checkbox"/> | Item # |
|--------------------------|--------|
| <input type="checkbox"/> | 1.1    |

▲ Evidence

Search...

Showing 1 to 1 of

| Item # |
|--------|
| A      |

▲ Notes and

Search...

Showing 1 to 2 of

| 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 |         |

Add Note/Attachment

×

Save

\* Required to Save    ⚠ Required to Submit

▲ Overview

|                                        |                     |               |
|----------------------------------------|---------------------|---------------|
| Program                                | Focus Area          | Review Item # |
| Consolidated Grant Program Review Test | Title I, Part A     | 1.1           |
| *Type                                  | Related Evidences ⓘ |               |
| Attachment ▼                           | A                   |               |


▲ Description

\*Description

Expenditure Report for Title I Elementary attached

Characters: 44 Characters Left: 3956

Save

- If selected "Attachment" in the Type field, a new action icon allowing to upload the file will pop-up.
- Click on the Upload Document Actions icon  (blue cloud with up arrow).
  - In the pop-up window click on "Choose File".
  - In the folder pop-up, select the appropriate document from your files.
  - 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 | <div></div> <div></div> <div></div> |
| Attachment | A                 | Expenditure Report for Title I Elementary attached |           | Auburn Admin    | 12/01/2023 4:04 PM | <div></div> <div></div> <div></div> |

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 FileNo file chosen

Save


Notes and Attachments

Search...

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 attache | 1.1--Title IA RandA.docx | Auburn Admin    | 12/01/2023 4:06 PM |     |

Total Records:2

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# 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 the Washington Office of Superintendent of Public Instruction logo, the system name, and a 'Grants Portal' dropdown. Below this, a yellow navigation bar contains tabs for 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is located on the left side of the main content area. The main content area features a progress bar at the top with five steps: 'Created', 'Sent to Organization for Response', 'Submitted to Grantor', 'Report Sent to Organization', and 'Closed'. Below the progress bar, there are tabs for 'Overview', 'Program Review', 'Follow Up', 'History', and 'Collab'. The 'My Feed' section is highlighted with a red box, and the 'Collab' tab is also highlighted with a red box. The 'My Feed' section contains a search bar, a text input field with the placeholder 'What are you working on? @mention someone...', and a 'Share' button. Below this, there is a 'Sort By: Recent Activity' dropdown. The feed shows two chat messages: one from 'Test10 OSPITestAccount10 (Employee)' to '@Auburn Admin' and another from 'Auburn Admin (Partner)' to '@Test10 OSPITestAccount10'. The 'Messages' section is visible at the bottom of the feed.

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.

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Notify Program Reviewers

EGMS ID

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Search...

@test10

Test10 OSPITestAccount10

John Test10

Sort By: Recent Activity

Test10 OSPITestAccount10 (Employee)

@Auburn Admin @Auburn Admin thank you for your work

Comment · Like · May 30, 2023 at 11:42 AM

Auburn Admin (Partner)

@Test10 OSPITestAccount10 @Test10 OSPITestAccount10 this is a test of the chat system.

Comment · Like · May 30, 2023 at 11:41 AM

Messages

Send Email

GovGrants

OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest

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.

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Send Date

No records found

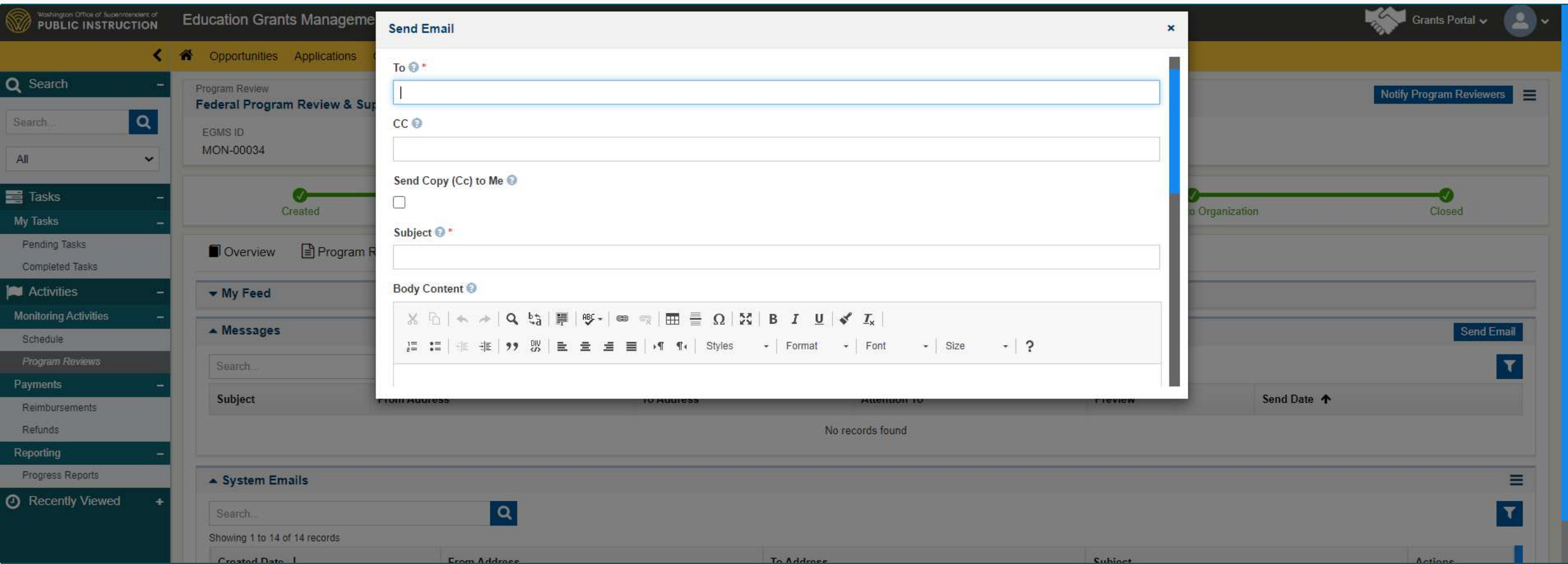
System Emails

Showing 1 to 14 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.

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Search...

Showing 1 to 1 of 1 records

| <input type="checkbox"/> | Item # ↑ | Title                         | Description                                | Determination         | Actions Required   | Final Determination | Actions |
|--------------------------|----------|-------------------------------|--------------------------------------------|-----------------------|--------------------|---------------------|---------|
| <input type="checkbox"/> | 15.1     | Grant Claims and Expenditures | Grants reimbursements must be supported by | Partially Implemented | please upload .... |                     |         |

▲ Evidence

Search...

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

Search...

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.

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Showing 1 to 1 of 1 records

|                          | Item # ↑ | Title                         | Description                                | Determination         | Actions Required          | Final Determination | Actions                                                                             |
|--------------------------|----------|-------------------------------|--------------------------------------------|-----------------------|---------------------------|---------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 15.1     | Grant Claims and Expenditures | Grants reimbursements must be supported by | Partially Implemented | This item is now complete | Fully Implemented   |  |

Evidence

Search...

Showing 1 to 2 of 2 records

\* Records are sorted by Created Date ascending order

| 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

Search...

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                                                                                                                                                                     |
|------------|---------------------|----------------------------------------------------|----------------------------|-----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |                                                                                        |

Total Records:2

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.

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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

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 | 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

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# 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.

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EGMS ID

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Submitted to Grantor

Subrecipient Organization

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Created


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Submitted to Grantor


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General Information

Review Type

Program & Fiscal

Start Date

08/28/2023

End Date

02/29/2024

OSPI Team Lead

Test27 OSPIAccount27

Organization Team Lead

Auburn Admin

Description

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

Instructions

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| 3/11/2024 | 25



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.

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Education Grants Management System

Grants Portal

Search

Search...

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Program Review

**Program Review & Support**

EGMS ID  
MON-00057

Status  
Submitted to Grantor

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

Search...

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            |                  | 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                            |                  |         |

Total Records: 4



# 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...



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

No records found

Send Email



## 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.



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