COPOS Monitoring Letter Instructions
(Adding/Changing Repeating Paragraphs)

Monitor Response Letter

The Program Specialist is able to write an agency monitoring letter in COPOS and then print it for review and mailing or save it and attach it to an e-mail to the agency. Information related to DCED and agency monitoring is maintained on the Monitoring Details table. Repeating paragraphs, that have been entered by a DCED Promoted System Admin, are available for selection to help create the agency's Monitoring Letter. Information on adding, editing or deleting paragraphs is found at the end of these instructions.

Masquerade as an agency to view their Monitoring Details by selecting **Admin -> New Edit Organization & Monitor Details.** The Organization Details screen has two tabs: Monitoring Details new and is the default), the new Monitor Letter screen, and the previously existing Organization Details.

NOTE: The Monitoring Details are available starting with the COPOS 2022 reporting year. The tab displays and is active. If a prior reporting year is selected, the tab displays but is not active (see below).

Monitor Letter

To view a list of all of the current repeating paragraphs, select the **Download List of Available Paragraphs** link.

The **Select New Paragraph** dropdown lists display all of repeating paragraph titles in alphabetical order and grouped by Beginning, Middle and End. Choose the desired paragraph then the Select button.

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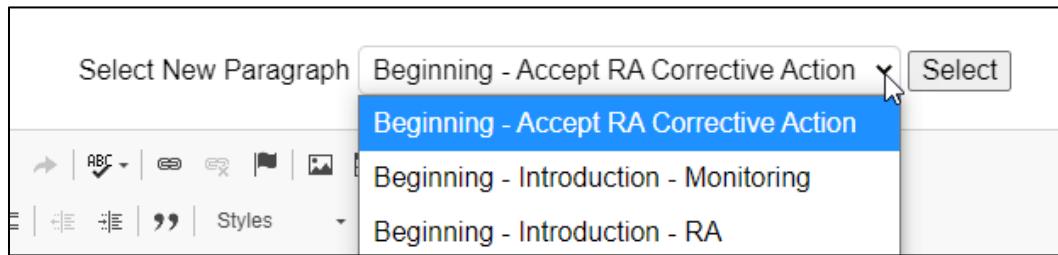
The selected paragraph's information displays in the top entry box. Items highlighted in yellow, indicate information must be entered by the Program Specialist. **NOTE:** When the letter is downloaded into Word, the highlighting will not display. To clear the top entry box, select the **Cancel** button.
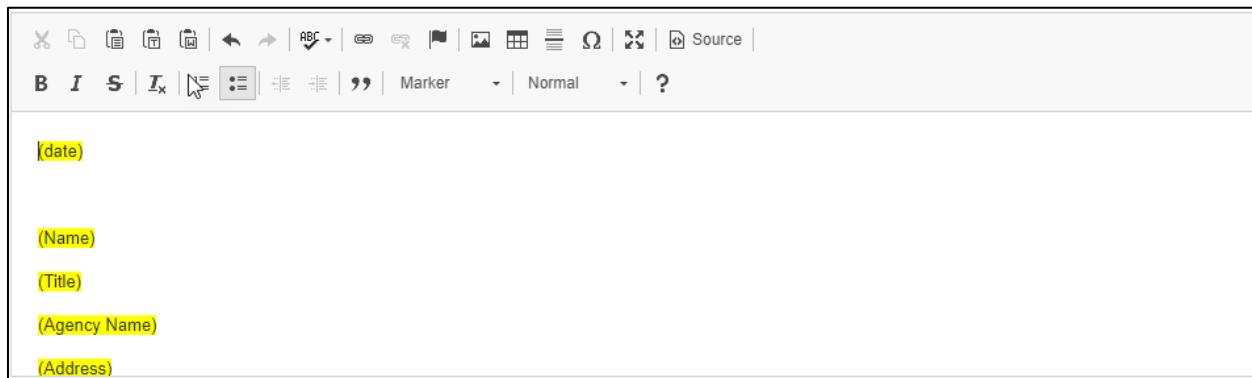
If you want to view more of the paragraph's information in the box, place your cursor over the arrow in the lower, right-hand corner of the box then pull it to down to the right (too big – pull it up toward the left).
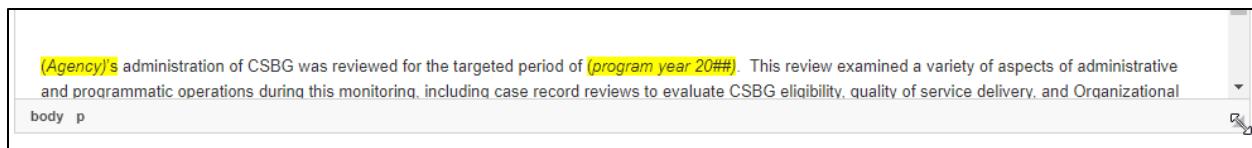
After entering or changing information in the paragraph, select the **Confirm I want to Insert this Text** button to display the information in the bottom box.
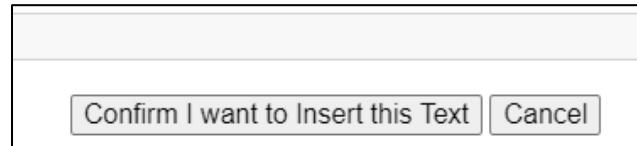
Continue to select paragraphs as needed from the dropdown list. Each paragraph selected will be added to the bottom of the section in the bottom entry box.

Additional changes can be made to the paragraph information in the bottom entry box. When satisfied with the information, select the **Save** button. The Monitor Letter can be downloaded into an MS Word document for additional review and changes. **Suggestion:** If changes are made in the Word document, copy/paste them into the bottom entry box and select the **Save** button in the event someone else wants to view or update the letter in COPOS. Selecting the **Clear Contents** button removes all of the information displayed in the bottom entry box, which will allow the user to start over or allow another letter to be created for this agency.

Repeating Paragraphs – Adding, Editing, Deleting

COPOS contains "repeating paragraphs" that are added to COPOS by a Promoted System Administrator using the **Admin -> Management Utilities Update Repeating Paragraphs for Agency Letter** link. The agency Program Specialist uses these selections to help create their Monitoring Letter to an agency.

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Numerous repeating paragraphs have been pre-loaded for the DCED Program Specialist (PS) to select to assist in creating an agency's monitoring letter. If a new paragraph is needed, select the **Insert New Paragraph** link.

			Repeating Paragraphs Table
Option	Title	Order	Paragraph
Edit Delete	Introduction - Monitoring	Beginning	(date) (Name) (Title) (Agency Name) (Address)
Edit Delete		End	
			Insert New Paragraph

A line displays at the bottom of the table with Edit and Delete links and below it, a section to enter the new paragraph information.

Enter the paragraph title in the box next to the Cancel link. Select the area of the letter where the information is to display (Beginning, Middle, or End). In the large entry box, enter or copy/paste the paragraph information. This information can be formatted in ways similar to using MS Word or Outlook. If there is information that the Program Specialist needs to complete when using the paragraph, place parentheses around the wording and highlight it in yellow (see above example).

When done, select the **Update** link. The information is displayed on the line at the bottom of the table with the Edit and Delete links. To change paragraph information, select the **Edit** link. The title and/or the paragraph information, which displays in the large box, can be changed. Select the **Update** link to save the changes or the **Cancel** link to not save the changes. Select the **Delete** link to remove the line from the Repeating Paragraphs table.