IDEA LEA VIB
Targeted Improvement Plan
(TIP)

2012-2013
User's Guide

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KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201

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Part I: Introduction

Welcome to the Targeted Improvement Plan system.

KSDE has created a new IDEA-LEA software application to automate the Targeted Improvement Plan (TIP) grant application process.

This will allow eligible Local Education Authorities (LEAs) to apply for Federal grant funding under the TIP program and will allow the LEA to electronically complete, sign off on and submit the TIP applications and associated documents including the Annual Financial Report, Grant Award Document and Budget Revision Form, as applicable.

Part II: About this Manual

This User's Guide will describe how to:

- Apply for and submit a Targeted Improvement Plan (TIP) application
- Enter a Annual Financial Report (AFR)
- Accept Grant Award Letter and Grant Award Document
- Access Budget Revision Form
- Print Reports

We have also included some notes and tips that highlight important topics.

NOTE:	The "Notes" box will mention items that require special attention.

TIP:	The "Tip" box will contain recommendations and/or "shortcuts" as the user works through the TIP Application.

Part III: Important Terms

Below is a glossary of terms that are specific to TIP.

Targeted Improvement Plan (TIP) – Application for funds that provides resources for Kansas districts to innovate and/or sustain evidenced based practices in order to improve the achievement of learners with disabilities on the twenty IDEA State Performance Plan (SPP) Indicators and related areas.

Grant Award – Important document that officially authorizes the actual amount of grant funds approved and awarded by KSDE to the local education agency. The federal funding source, CFDA #, and the length of the grant award period, signature and name of the certified representative authorized to commit funds on behalf of the LEA are also on the grant award. Grant award documents are to be kept on file for use in audit and future reference.

Budget Revision - Process required when direct cost line item transfers exceed 10% of the grant total or an additional cost/new activity within line item expenditure is needed to achieve the TIP purpose. Form is completed and submitted to KSDE for approval.

Carryover: An approval process designed to extend the grant award period so funds may be obligated or expended on activities proposed but not completed during the grant period specified on the Grant Award document. Typically a carryover approval extends the grant award for an additional 90 days to September 30th. On a case-by-case basis additional time may be granted.

Annual Financial Reporting: This is a financial report that must be completed at the end of each State fiscal year (June 30) indicating the expenditures of funds received from the previous year. AFR is to be calculated by the district business manager and/or business office. An AFR must be on file at KSDE before a grant award and funds can be released.

Part IV: User Levels

Each person gaining approval to use the KSDE TIP application must select a role(s). A role defines the type of TIP application users. Roles grant access to different functions within the application. The following functionality will be available based on user type:

User Types / Functionality	District/Org Read Only	District/Org Update	District/Org Approve	Multi-Org Approve
TIP Data Entry		X	X	X
Submit			X	X
View Status	X	X	X	X
Save Application Data		X	X	X
View/Print TIP Reports	X	X	X	X
Enter Comments		X	X	X

The District/Org Read only role will be able to:

- Access the TIP application for multiple fiscal years for the LEA they are associated with in Common Authentication
- View the TIP application at any point during the process.

- View the submission status of each section of the application at any point during the process.
- Print the TIP application and associated documents.

The District/Org Update role will be able to:

- Access the TIP application for multiple fiscal years for the LEA they are associated with in Common Authentication.
- Perform data entry on the TIP application.
- View the TIP application at any point during the process.
- View the submission status of each section of the application at any point during the process
- Print the TIP application and associated documents.

The District/Org Approve role will be able to:

- Access the TIP application for multiple fiscal years for the LEA they are associated with in Common Authentication.
- Perform data entry on the TIP application and associated documents.
- View the TIP application at any point during the process.
- View the submission status of each section of the application at any point during the process
- Sign off on and submit the TIP application.
- Print the TIP application and associated documents.

The Multi-Org role will be able to:

- Perform all functions for the multiple LEAs that the user is associated with in Common Authentication.
- Perform data entry on the TIP application and associated documents.
- View the TIP application at any point during the process.
- View the submission status of each section of the application at any point during the process.
- Sign off on and submit the TIP application and associated documents.
- Print the TIP application and associated documents.
- **Note:** The multi-org function is new to the TIP program has been included as an optional feature. Currently, no Kansas LEA's use a multi-org arrangement to manage TIP applications.

Part V: LEA Data Entry

Each LEA will only submit one TIP application per Fiscal Year. An LEA may be required and/or allowed to revise and resubmit the application multiple times within a single fiscal year. Typically once an application is approved, resubmission is not required or needed.

The application will allow LEA users with edit privileges to enter data in the TIP Application, Annual Fiscal Report, Grant Award Document, and Budget Revision Document directly by means of data entry screens.

NOTE:	The data will remain editable as long as the application is in "Not Yet Submitted" status.

Part VI: Submission & Approval Process

TIP – Once the TIP application is completed and submitted the LEA will receive an email stating approval of application and request an Annual Financial Report be completed and submitted. If the application is disapproved, the LEA will be notified via an email and the status of the application will be changed to 'Disapproved'. The LEA can then correct and resubmit the application.

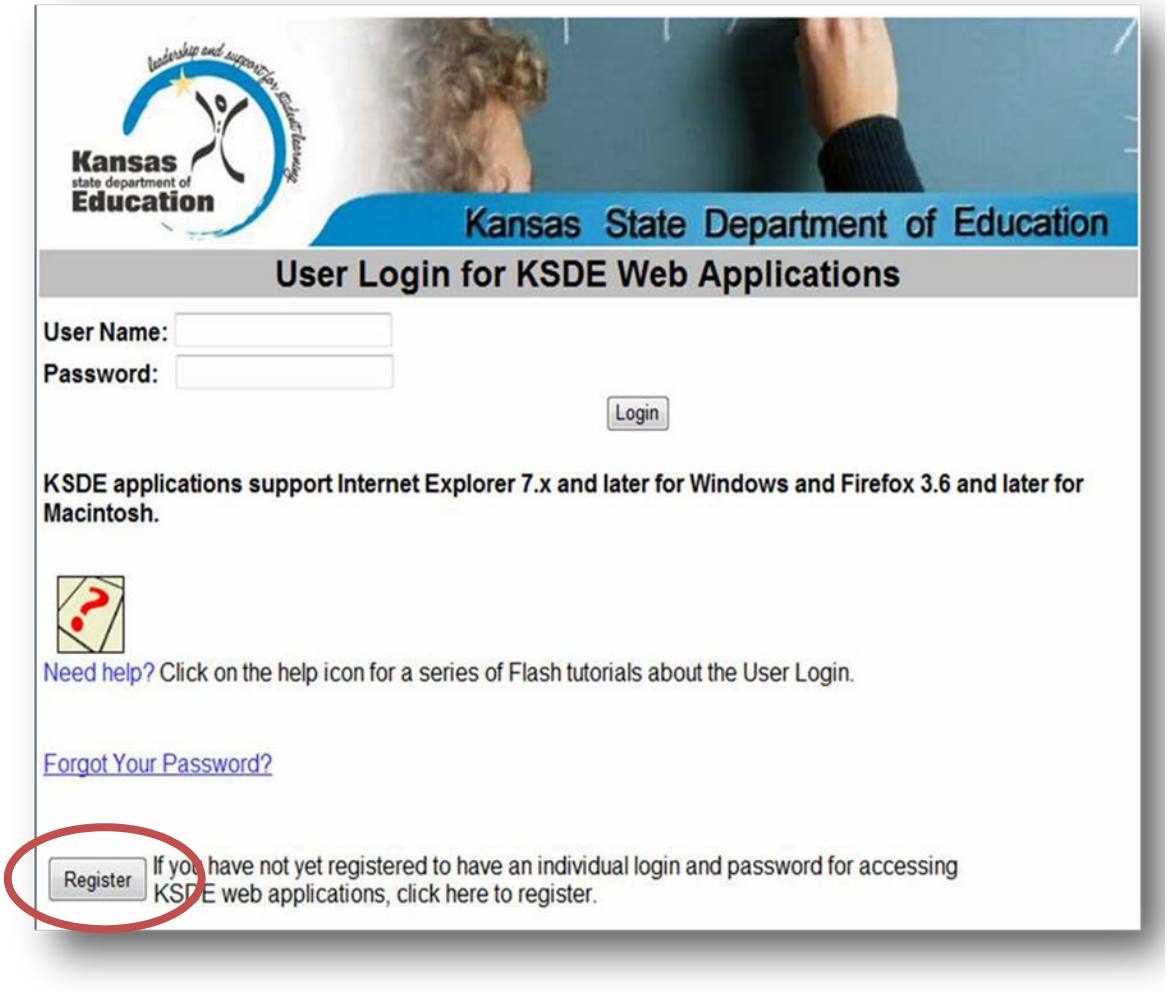
Annual Financial Report – Is available for completion as a separate page of the TIP application indicating how the funds received in the previous year were expended or the need for funds to be carried over to the upcoming fiscal year. Once the AFR has been approved, the LEA will receive an email stating grant award approval.

Grant Award – Upon the approval of the TIP application and the Annual Financial Report a Grant Award Letter will be sent to the LEA and access to the Grant Award Document will be available for the LEA to review and electronically sign. The TIP application is then considered complete.

Part VII: Registering for Access to the Targeted Improvement Plan (TIP) Application.

Individuals who do not have access to KSDE web applications need to register. Use the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

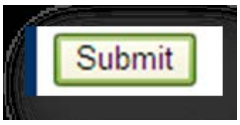
NOTE:	You may want to skip this section if you have already registered for access to the web applications.



On the Registration page, enter the required information. If you will be submitting and viewing data at the district-level for the **IDEA LEA Targeted Improvement Plan**, select the “All Buildings” option under the “Building” field.

TIP:	Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.



If all data on the registration form is valid, you will get a message that says "Thank You for Registering." The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the **Manage My Account** option to add the **IDEA LEA Targeted Improvement Plan** to your list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

What steps need to be taken to add the **IDEA LEA Targeted Improvement Plan** to your list of available KSDE web applications?

1. Login on the KSDE Web Applications page
2. Click the **Manage My Account** link
3. Check the box in front of IDEA LEA Targeted Improvement Plan
4. Select your access level
5. Click "Submit"

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the **IDEA LEA Targeted Improvement Plan** Application.

TIP:	If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Part VIII: Logging into the Application: IDEA LEA Targeted Improvement Plan

The **IDEA LEA Targeted Improvement Plan** application, like the other KSDE web applications, is available on the KSDE Authentication page. To access the **IDEA LEA Targeted Improvement Plan** application, enter your KSDE username and password to the KSDE Web Applications page (https://online.ksde.org/authentication/login.aspx). Locate the **IDEA LEA Targeted Improvement Plan** application in the alphabetical list of approved KSDE applications (example list shown below), and click on the application to open it.

Look for and select: **IDEA LEA Targeted Improvement Plan**.

KSDE Web Applications

Click a link below.

1. IDEA LEA Targeted Improvement Plan ✓
2. Kan-Dis
3. Pathways

Manage My Account
Logoff

TIP:	The KSDE Web Application list does not have the acronym "TIP". It is does have the actual name **"IDEA LEA Targeted Improvement Plan"** listed alphabetically.

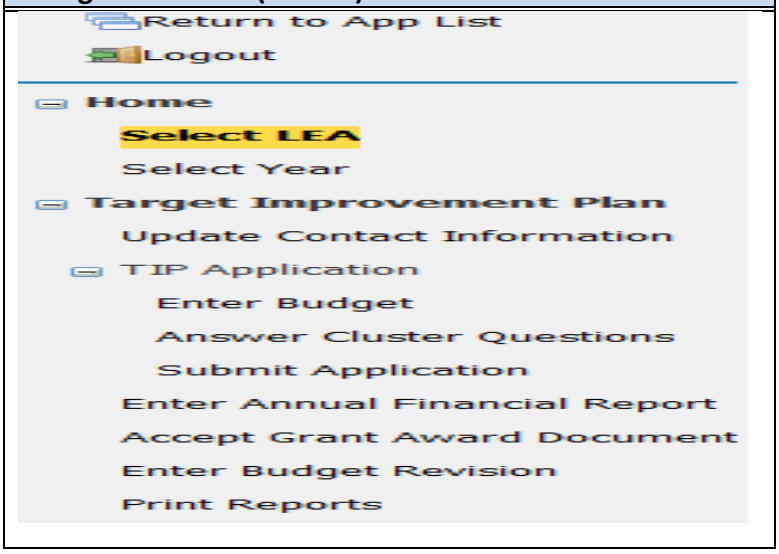
NOTE:	Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

Part IX: Getting Started

After clicking on the link for the **IDEA LEA Targeted Improvement Plan** you will see the Navigation Menu below. To begin the application process, start by clicking on **Select LEA** and locate your district. Once a district is selected; only data for that district will be available throughout the application.

Navigation Menu

Navigation Menu (Screen)



School Year: 2011 Find: District #: District Name: Find Clear

	LEA #	LEA Name
Select District	D0269	Palco
Select District	D0270	Plainville
Select District	D0271	Stockton
Select District	D0272	Waconda
Select District	D0273	Beloit
Select District	D0274	Oakley
Select District	D0275	Triplains
Select District	D0278	Mankato
Select District	D0279	Jewell
Select District	D0280	West Graham-Morland
Select District	D0281	Graham County
Select District	D0282	West Elk
Select District	D0283	Elk Valley
Select District	D0284	Chase County
Select District	D0285	Cedar Vale

1 2 3 4 5 6 7 8 9 10 ...

15 Rows Per Page

Select Year

This page will allow you to select the fiscal year you want to work with. The rows will display the most recent fiscal year first and subsequent years underneath it. LEA's users will be able to see the status of their TIP application and support documents from this page as well.

Part X: Contact Information

The application will display the most current contact information from the Directory. If information is missing from this screen you will need to use the Directory Updates web application, available through KSDE Common Authentication to update the information and to add the TIP Contact Information. To add the Tip Contact Information you will need to use the "Copy from Directory Link" and press Save.

> **NOTE:** If information is entered into the text box and is determined it is not what you want you can press the "Clear" button and it will load any comments previously saved. If nothing was previously saved then it will just clear the text box and will be empty.

You will not be able to submit until the Directory Contact Information, TIP Contact Information, and phone numbers are filled out and accurate. If a TIP Application is submitted when this information is incomplete or incorrect you will receive an error message asking you to correct the contact information. When you click the save button it will check to see if any fields are blank and will ask you to update the contact information.

Directory Contact Information

Director of Special Education	
First Name:	Richard
Last Name:	Matteson
E-Mail Address:	rmatteson@ksde.org
Telephone #:	(Example: 785-112-4321)

LEA Information	
Number:	D0101
Name:	Erie-Galesburg
Mailing Address:	PO Box 137
City:	Erie
Zip Code:	667330137

TIP Contact Information	
First Name:	Brian
Last Name:	Cavner
E-Mail Address:	bcavner@ksde.org
Telephone #:	(Example: 785-112-1234)

If the above Directory Contact Information is incomplete or incorrect, please correct it in the Directory Updates web application, available through KSDE Common Authentication.

Clear Save

TIP:	**Save Early! Save Often! After 15 minutes of inactivity the application will time out and entries or data <u>not saved</u> will be lost. Save Early! Save Often**

Part XI: Budget Page

Only District/Org Update, District/Org Approve, and Multi-Org Approve roles can enter or change any data that appears in this screen.

Targeted Improvement Plan (TIP)
FY 2013 (7/1/2012-6/30/2013)
IDEA CFDA #84/027A

PAGE CONTENT HERE

Base Allocation:	$85,000
LOD Leadership Stipend:	$15,000
Total Allocation Available:	$100,000
Remaining Funds:	$1,300

Anticipated Budget for FY 2013
PAGE CONTENT HERE

	Costs	Justifications
Personnel Salaries/Wages:		
Personnel Benefits:		
Travel:		
Equipment/Technology:		
Supplies:		
Contractual:		
LOD Leadership Stipend:		
Administrative Costs:		
Total Funds Requested:	0	

Save Clear

Base Allocation – Pre-populated by State Admin.

LOD Leadership Stipend – Pre-populated by State Admin.

Under Costs – Enter numeric data – estimated costs for each line item.

Justification – Enter brief explanatory text justifying the budgeted expenditures.

LEA Comments – Opportunity for LEA's to add comments regarding your TIP application.

It is important to use the Description of Allowable Costs information contained in the TIP Requirements document when completing this section.

NOTE:	The link for the TIP requirements document is http://www.ksde.org/Default.aspx?tabid=2583#tip or go to www.ksde.org >Special Education Services>Funding>TIP. Navigate to the Special Education Services menu on left side of screen. Funding is on menu on right side. Scroll down to TIP.

LEA's are required to fill out budget data and justifications for each year. Total Allocation available is a sum of Base Allocation + LOD Leadership Stipend, The remaining funds line is calculated based on Total Allocation Available – Total Funds Requested. Total Funds requested and Remaining Funds will not be calculated until you hit "Save". You will be required to save the data, before the application can be submitted through the submit application page.

The action of clicking the SUBMIT button constitutes an electronic signature of the authorized representative able to commit funds on behalf of the agency applying for funding. When the electronic signature is submitted, the application is simultaneously submitted. All editing of the application needs to be completed before submission.

TIP:	**Save Early! Save Often! After 15 minutes of inactivity the application will time out and entries or data not saved will be lost. Save Early! Save Often**

NOTE:	The clear button will clear all the data from the current fields and revert back to the data that was last saved.

Part XII: Cluster Questions

All roles can access this screen. Only District/Org Update, District/Org Approve, and Multi-Org Approve roles can enter or change any data that appears in this screen. Only District/Org Approve and Multi-Org Approve can save the data on this screen.

All users will be required to indicate which clusters will be addressed.

Please select 'YES' or 'NO' to indicate which of the clusters will be addressed with FY2013 funds.

Cluster #1:	Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition Ages 16+, Post-School Outcomes	
Cluster #2:	Achievement: Assessment-Reading, Math, LRE Placement, Disproportionate Representation	
Cluster #3:	Early Childhood: EC LRE, EC Outcomes, Part C-B transition	
Cluster #4:	Parental Involvement	
Cluster #5:	Additional and/ or other areas	

Did your LEA receive TIP funds in FY2012? ☐ Yes ☐ No

Whether or not an LEA received prior year funds is a pre-populated answer.

Please select which form you are completing for FY2012

☐ Short Form

☐ Long Form

The choice/option of selecting short or long form will only be available for districts who have received the LOD reward and met requirements. Once a district chooses "long form" it cannot be changed to "short form" without contacting your KSDE TIP help desk staff at TIPhelp@ksde.org

The Long Form is mandatory for those districts that have received this sanction. The check box will be a pre-populated answer.

Please select 'YES' or 'NO' to indicate which of the clusters were addressed with FY2012 funds.

Cluster #1:	Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition Ages 16+, Post-School Outcomes	Yes
Cluster #2:	Achievement: Assessment-Reading, Math, LRE Placement, Disproportionate Representation	
Cluster #3:	Early Childhood: EC LRE, EC Outcomes, Part C-B transition	Yes
Cluster #4:	Parental Involvement	
Cluster #5:	Additional and/ or other areas	

Long form users will be required to answer the next series of cluster questions (see next screenshot). You are required to answer all five questions for each cluster. You must completely fill out a cluster answer before you can submit the information.

Cluster 1 | Cluster 3

Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition, Post-School Outcomes

Accomplishments:

Describe in detail

1. What activities were implemented?
2. How the district/LEA/COOP implemented the activities.

Challenges:

Describe challenges faced in implementing the targeted improvement activities.

Evidence of Improvement:

Report the results of progress monitoring and evaluation data collected. Describe how you know your improvement efforts were effective.

Improvement Plan:

Describe

1. What evidence-based practices, interventions and activities will be implemented
2. How the activities will be carried out and evaluated
3. What student groups or audiences will be targeted for participation
4. Which SPP cluster(s) contained noncompliance, if any

Monitoring and Evaluation:

Describe in detail how the effectiveness of each intervention and/or activity will be monitored and evaluated.

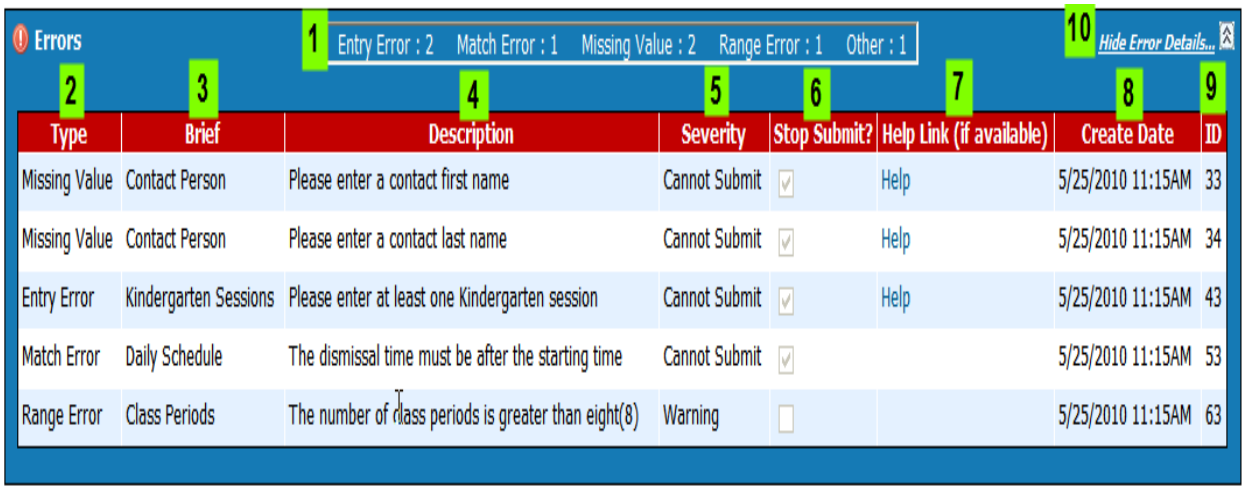
Part XIII: Buttons

Users have the ability to clear the data (preloads original data) at any time. You are allowed to save the information, however it will display errors if anything is incorrect, and you will not be able to submit the application until all errors are resolved.

Clear Save

Part XIV: Error Grid

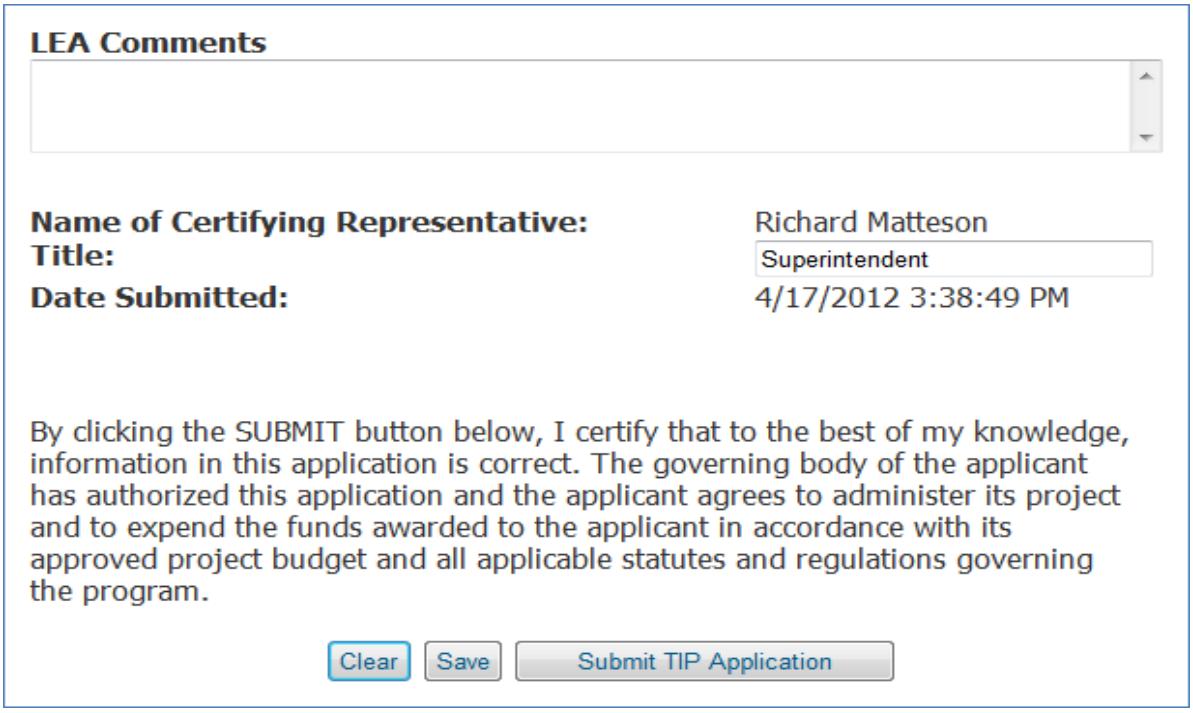
The error grid will be displayed at the bottom of the page, above the footer. It will contain any data errors that are encountered on the page.



#	Element	Description
1	Error Status	Displays the number of errors by type that exists on the page
2	Type	• **Entry Error** – This error type will appear if an entry has been made that violates the business rules and will not allow submission. • **Match Error** – This error type will appear if a business rule is in place to match the value of one field with another and will not allow submission. • **Missing Value** – This type of error will appear if a Null value is in a required field and will not allow submission. • **Range Error** – This type of error will appear if a value that is entered is outside of the allowable range based on the business rule and will not allow submission. • **Other** – This type of error will be 'informational' or 'warning' items and will allow submission.
3	Brief	A brief description of where the error was encountered on the page
4	Description	A detailed description of the error that occurred
5	Severity	How serious the error is. The valid severities are: • **Cannot Submit** • **Informational** • **Warning**
6	Stop Submit	Indicates if the error prevents the user from submitting the form
7	Help	Will show relative help (if available)
8	Create Date	The Date and Time the error occurred
9	Id	The id of the error code
10	Show/Hide Error Detail Link	Display or hide the error information

Part XV: Submit Application

Users are able to add additional comments while the application is in "Not Yet Submitted" Status. **Clear** at the bottom of the page will reload any original data on the Submit Application page. **Save** will save all application related content and check for errors. You **MUST** "Save" before you "Submit." If any errors in the content occur the submit TIP Application button will be disabled until the issues are corrected. Once all errors are fixed it will re-enable the TIP Button and place the application in "Submitted" status and add the name of the submitter, title and date the application was submitted.



Once the application is approved and the Annual Financial Report (AFR) has been completed, submitted and approved a Grant Award Letter will be sent via email and the Grant Award Document will become available to the LEA to print for your files.

If the application is disapproved the KSDE State Admin will complete the comment section, which will be sent to the LEA submitter explaining why the application was denied. Disapprovals will change the status back to "Not Yet Submitted", this will allow you to make corrections and resubmit your data.

Part XVI: Annual Financial Report

Only District/Org Update, District/Org Approve, and Multi-Org Approve roles can change any data that appears in this screen.

The AFR screen allows LEA's with the correct permissions to enter in financial data from the **previous fiscal year**. The AFR needs to be completed, submitted and approved by the KSDE State Admin. prior to the Grant Award document being accessible to the LEA.

Annual Financial Report
FY2012 July 1, 2011 - June 30, 2012
Targeted Improvement Plan (TIP)

This report must be completed at the end of each State fiscal year (June 30).

Project Number:	20836
Project Location:	D0202 Turner School District
Total FY2012 Allocation:	31443
FY2011 Unexpended Funds	3000

CFDA # 84.027A Program Description: Title VI-B Discretionary Special Projects Index 10040

Grants to States	
1. FY2011 Carry-Over:	0
2. FY2012Allocation	31443
3. Total Resources Available	31443

- Project Number is imported by state admins and is part of the allocation data
- Project Location is imported from the directory
- Total FY Allocation is imported by the state admin and is part of the prior fiscal year allocation data.
- Unexpended Funds is entered in by the LEA user. If they have no unexpended funds 0 should be entered.
- Carry-Over is imported by the state admin (for the first year, subsequent years will be calculated) and part of the allocation data.
- Allocation is imported by the state admin and part of the allocation data.
- Total Resources available is the sum of Carry-Over + Allocation

Item	Expenditures	Encumbered Amounts	Total
Personnel Salaries/Wages			0
Personnel Benefits			0
Travel			0
Equipment/Technology			0
Supplies			0
Contractual			0
LoD Leadership Stipend			0
Administrative Costs (May not exceed 5%)			0
4. Total Expenditures and Encumbrances			0
5. Carryover to FY2013 (must be spent by September 30th.)			0
6. Total Expenditures/Encumbrances and Carryover			0

- The above table consists of line items users must enter; the total column will add together each line item (expenditure + encumbered amount).
- Administrative costs will check to see if the admin costs are greater than 5% of the total budget requested, and if so will display an error message and require it to be fixed before it can be submitted.
- #5 Carryover is calculated by taking the previous year's total minus #4
- #6 is calculated by taking the sum of #4 + #5

Buttons:

The "Clear", "Save AFR", and "Submit AFR" will be enabled when the application is in "Not Yet Submitted" status. When the application is in Submitted or approved status these buttons will be disabled. When the AFR is submitted it will check business rules to ensure all fields related to expenditures and encumbered amounts are numeric, non-numeric entries will result in an error. The "Submit AFR" will only be visible to the District/Org Approve, and Multi-Org Approve roles.

The AFR will either be approved or disapproved by the KSDE State Admin. Once the State Admin approves the AFR, the Director of Special Education and the TIP contact person will receive an approval via email.

If the AFR is disapproved the KSDE State Admin will complete the comment section, as to why it was disapproved and it will send an automatic email to the LEA User why it was and will place the AFR Status in Not Yet Submitted Status, where you can resubmit the AFR. Disapprovals will change the status back to "Not Yet Submitted", this will allow you to make corrections and resubmit your data.

Part XVII: Grant Award Letter and Grant Award Document

When both the TIP application and the Annual Financial Report (AFR) are approved, a Grant Award *Letter* will be automatically sent to the LEA contact person's email address from the TIPhelp@ksde.org mailbox. The letter will contain instructions for you, the LEA user, to return to the **IDEA LEA Targeted Improvement Plan** application and access the new Grant Award Document.

Once the LEA user has accessed the Grant Award Document and clicks on Submit Grant Award Document (which serves as electronic signature) then it becomes available for State Administrator approval or disapproval.

When the State Admin. approves or disapproves the application, the LEA will be able to view the decision and any accompanying comments in the KSDE comment box.

Target Improvement Plan > Grant Award Document

Title VI, Part B, Individuals with Disabilities Education Act (IDEA)
Targeted Improvement Project
CFDA #84.027

Date:	3/1/2012 7:56:12 AM
Project Number:	20836
Name of Agency Applying:	D0202 Turner-Kansas City
Address of Agency:	800 S 55th St Kansas City KS 661061566
FY2013 Allocation:	31443
Unexpended FY2010 Funds:	3000
Total FY2012 Grant Award:	28443
Period of Grant:	7/1/2012 - 6/30/2013

All grant awards are pending Federal authorization and appropriations and contingent upon the receipt of an official KSDE grant award document from the U.S. Department of Education.

One copy of this document should be printed and retained in your files.

Name of Certifying Representative:	Jeremy Howard
Title:	App Dev
Date Submitted:	3/2/2012 8:05:37 AM

Clicking the SUBMIT button below serves as electronic signature of the document.

Submit Grant Award Document

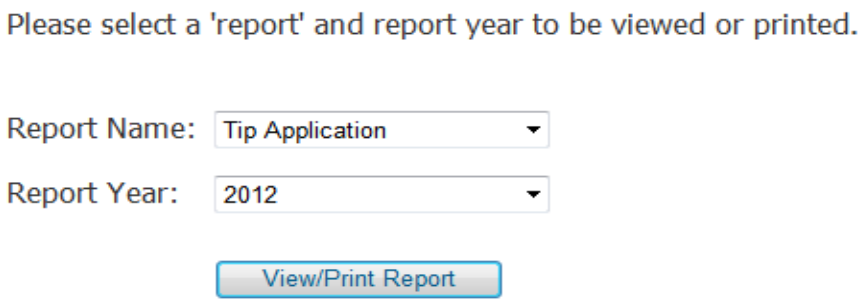
Part XVIII: Budget Revision

This feature will not be available until fiscal year 2014. If you need to make a budget revision for FY2012, please contact KSDE TIP help desk staff at TIPhelp@ksde.org

Part XVIX: Print Reports

Reports that can be accessed and printed are:

- TIP Application Report
- Annual Financial Report
- Grant Award Letter
- Grant Award Document
- Budget Revision (will not be available until fiscal year 2014)



When the "View/Print Report" button is pressed a PDF report is generated for viewing or printing.

Section XX: Assistance

The FY2013 IDEA LEA TIP program is administered by the Special Education Services Team with application development provided by the KSDE Information Technology Team. Kerry Haag, Assistant Director of Special Education manages the TIP program with assistance from Karen Maddox, Senior Administrative Assistant.

Since this is the launch of a new TIP software application we may encounter some bugs. We appreciate your understanding and welcome feedback. Helpful resources, such as the TIP Requirements Document, powerpoint and/or webinar will be posted online at http://www.ksde.org/Default.aspx?tabid=2583#tip

Or go to www.ksde.org >Special Education Services > Funding > TIP. (Navigate to the Special Education Services menu on left side of screen. Funding is on menu on right side. Scroll down to TIP.)

Please send questions and feedback about the TIP program or TIP application to TIPhelp@ksde.org You may also call 785-291-3098.