LCP System Overview
LCP Monitoring Review
Privacy Issues

Title Programs and Services

Kansas State Department of Education

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Kansas state department of Education

leadership and support for student learning

LCP System Components
Cycle of Applications

- LCP Consortium Assignments (12-13) April 2012
- LCP Application (12-13) September 2012
- LCP Annual Report (12-13) May 2013
- LCP Revision and Carryover (12-13) July 2013
- LCP Final Expenditure Report (12-13) January 2014
- LCP Carryover Final Expenditure Report (12-13) October 2014

LCP System School Year Overlap

2012	2013	2014
LCP Final Expenditure Report (10-11) January 2012	LCP Final Expenditure Report (11-12) January 2013	LCP Final Expenditure Report (12-13) January 2014 5
LCP Consortium Assignments (12-13) April 2012 1	LCP Carryover Final Expenditure Report (11-12) October 2013	LCP Consortium Assignments (14-15) April 2014
LCP Annual Report (11-12) June 2012	LCP Annual Report (12-13) June 2013 3	LCP Annual Report (13-14) June 2014
LCP Revision and Carryover (11-12) July 2012	LCP Revision and Carryover (12-13) July 2013 4	LCP Revision and Carryover (13-14) July 2014
LCP Application (12-13) September 2012 2	LCP Application (13-14) July 2013	LCP Application (14-15) July 2014
LCP Final Expenditure Report (10-11) January 2012	LCP Carryover Final Expenditure Report (11-12) October 2013	LCP Carryover Final Expenditure Report (12-13) October 2014 6

LCP Consortium Assignments

- Informs KSDE whether a district has any English Learners (ELs) and whether they intend to participate in Title III as an individual district or as part of a consortium.
- Information is prepopulated into the LCP application and is used to determine allocations for the next school year.
- Due April 30, 2012 for the 2012-2013 school year.

LCP Application

- Is populated with the final allocations of funds.
- Informs KSDE on how the district plans to utilize the federal funds that are allocated along with State ESOL and At-Risk funding.
- Allows KSDE to review the budgets and provide feedback and technical assistance to districts regarding allowable use of funds.
- Due October 5, 2012 for the 2012-2013 school year.

LCP Annual Report

- Provides data to KSDE for information on Title I, Migrant, and Title III (teachers and Professional development) that is not collected elsewhere.
- Due June 25, 2013 for the 2012-2013 school year.

LCP Revision and Carryover

- Districts are able to make revisions to their budgets and request carryover of funds to the next school year.
- Informs KSDE that a district is requesting carryover funds into the next school year. It is also the last approved budget that a district submits for federal funds included in the LCP application.
- Allows KSDE to review and provide technical assistance for the budget and requested carryover amounts.
- Due on July 1, 2013 for the 2012-2013 school year.

LCP Final Expenditure

- Districts are able to revise line item amounts entered to match actual expenditures.
- Informs KSDE how a district utilized its funds that were not carried over.
- Allows KSDE to give feedback for any revisions of the district's expenditures.
- Due January 2014 for the 2012-2013 school year.

Carryover Final Expenditure Report

- Districts are able to revise carryover line item amounts to match actual carryover expenses.
- Informs KSDE how a district utilized funds that were carried over form the previous school year.
- Allows KSDE to provide feedback for carryover budget revisions.
- Due October 15, 2014 for the 2012-2013 school year.

LCP Application Help Pages

How to Register

New Users

In order to register for KSDE Authentication, you will need to follow these steps:

- Click on the 'Register' button on the KSDE Authentication website. (https://online.ksde.org/authentication/login.aspx)
- Enter your business contact information.
- Enter the organization and building(s) that you belong to. (In this section, select your District as the Organization and select the 'All Buildings' option.
- Scroll down to 'LCP System' and check the box to the left.
- To the right of 'LCP System', select your access level ('District Submit' — if you need to enter and submit OR 'District Update' — if you only need to enter the information and not submit).
- Below the list of applications, enter a user name and password. (Passwords must contain at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "&", "#", "<" or ">". These fields are case-sensitive.)
- Enter information that only you will know in the 'In case you forget your password' section.
- Scroll down to the bottom of the page and click the 'Submit' button.
- Once your request has been submitted, an e-mail will be sent to the KSDE IT department, where it will go through an approval process. Once your request has been approved, you will receive a confirmation e-mail that your information has been updated. It will be at that time that you will be able to access the LCP System.

Existing Users

In order to add the 'LCP System' to your list of available applications, you will need to follow these steps:

- Login to the KSDE Web Applications site. (https://online.ksde.org/authentication/login.aspx)
- Click on the 'Manage My Account' link, which is listed below the available applications.
- Scroll down to 'LCP System' and check the box to the left.
- To the right of 'LCP System', select your access level ('District Submit' — if you need to enter and submit OR 'District Update' — if you only need to enter the information and not submit).
- Scroll down to the bottom of the page and click the 'Submit' button. (Note: You will need to provide the answer to the question that you had previously set up in case you forget your password.)
- Once your request has been submitted, an e-mail will be sent to the KSDE IT department, where it will go through an approval process. Once your request has been approved, you will receive a confirmation e-mail that your information has been updated. It will be at that time that you will be able to access the LCP System.

Frequently Asked Questions

- Where do I go to login to the LCP System?
  - *Users will login to the KSDE Authentication system and select 'LCP System': (https://online.ksde.org/authentication/login.aspx)*
- I don't have any errors. Why don't I have a Submit button?
  - *You may not have the correct User Access. (You may have 'District Update' or 'Multi-District Update'.) You can view your user access level in the lower left-hand corner of the LCP System screens. Only 'District Submit' or 'Multi-District Submit' users will have access to Submit.*
- I have questions, but don't remember who my LCP Consultant is. Where can I find that information?
  - *The current list of LCP Consultants and their assigned Districts can be found at the following page of the KSDE website:* ***Local Consolidated Plan - LCP*** *(http://www.ksde.org/Default.aspx?tabid=2196) Then click on the* ***'Who is our KSDE Consultant? Click here to find out.'*** *link.*
- Where can I find a list of the Due Dates for the different programs of the LCP System?
  - *The due dates and corresponding documentation can be found at the following page of the KSDE website:* ***LCP System Information*** *(http://www.ksde.org/Default.aspx?tabid=390)*
  - *Due dates for each component of the LCP System are also listed on the LCP System menu page when hovering over the link for each component.*

LCP Help Desk

- If you have any questions regarding Login or Internet Browser issues, please contact:
  - The IT Help Desk at (785) 296-7935
- If you have any Title program-specific questions, please contact:
  - Your assigned LCP Consultant
- If you have any LCP System functionality questions, please contact:
  - The LCP Help Desk at LCPHelp@ksde.org

Monitoring Review

- Why? To be in compliance with federal requirements

- Districts monitored every four to five years on the current cycle
- Program Compliance
- Technical Assistance

- Webinars to follow

Process-What happens? (The Basics)

- Schedule monitoring call (6-8 weeks in advance)
- Monitoring document provided
- District submits desktop monitoring review with documentation
- KSDE Consultant(s) calls
- Findings and/or recommendations are sent out
- District submits corrections and/or plan of action
- Follow up calls/visits may occur

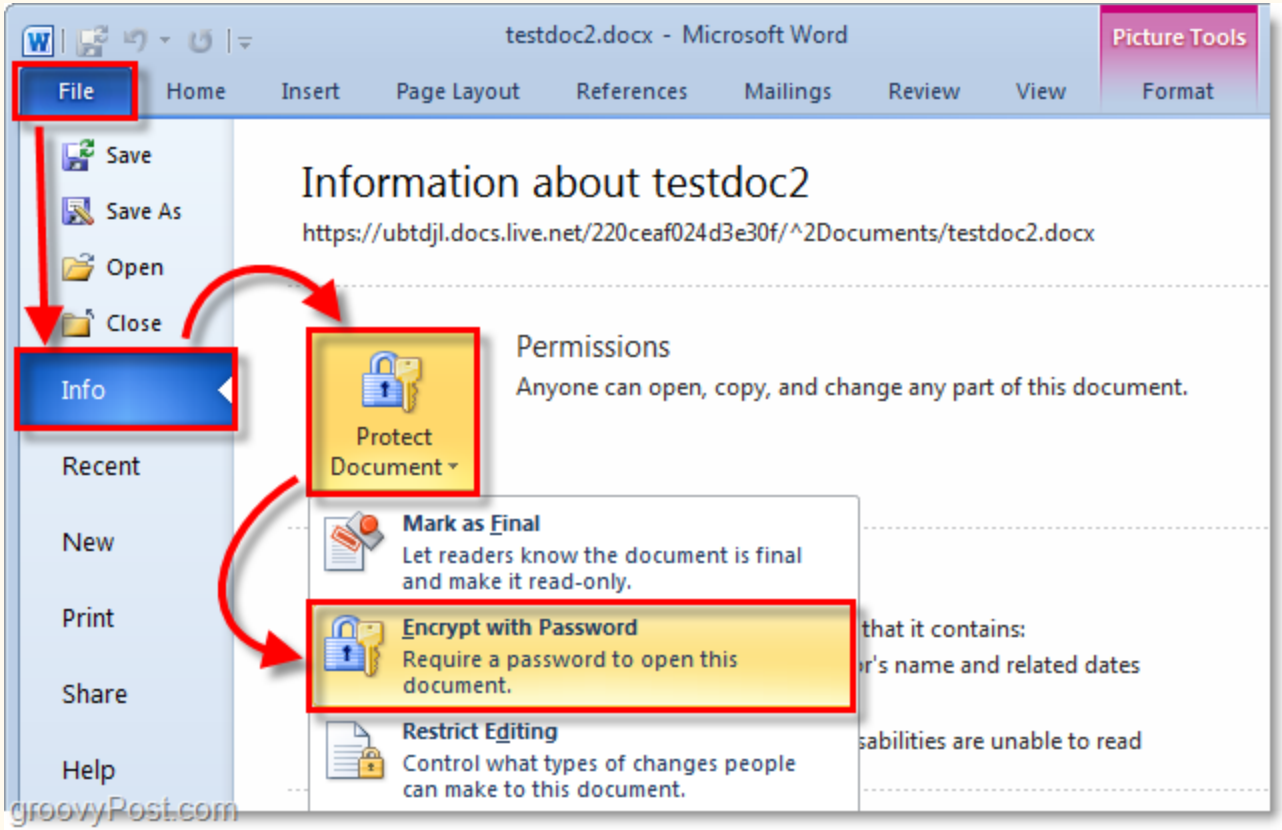
Monitored Programs

- Title I- – Improving Academic Achievement of the Disadvantaged
- Title II-A – Preparing, Training, and Recruiting High Quality Teachers and Principals
- Title III – Language Instruction for Limited English Proficient and Immigrant Students
- State At-Risk
- State ESOL – Kansas English Speakers to Other Languages

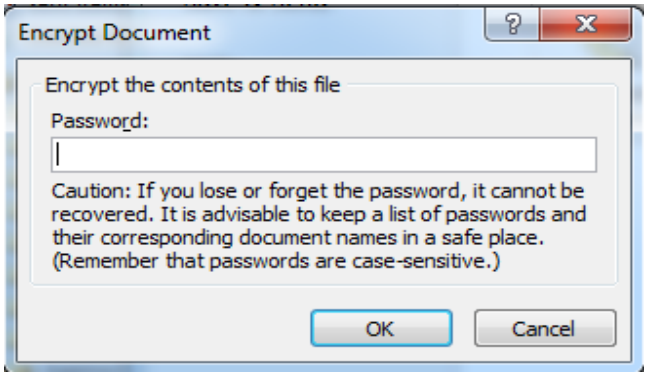
Monitoring Review Participants

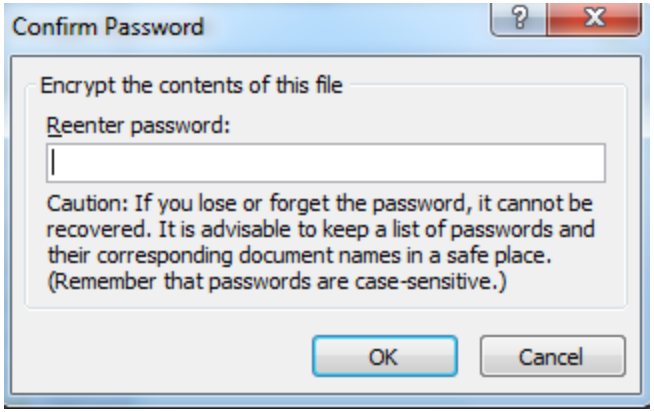
- KSDE Consultant(s)
- District LCP Contact
- Superintendent
- Board Clerk
- State and Federal Programs Specialist
- Title Staff
- Others

Privacy Concerns and Encryption



Encryption and Password





Password Strength

Strong passwords have the following characteristics:

- The minimum password length should be no less than eight characters.
- Contain upper and lower case characters digits and punctuation (e.g., a-z, A-Z, 0-9, !@#$%^&*()_+|~-=\`{}[]:";'<>?,./)
- Are not words (greater than 3 characters) in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, pets, etc.
- Do not contain word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Passwords should be changed at least every 90 days.
- To create a password you can easily remember you might base it on a song or book title or a phrase.
- For example: "All I Really Need To Know I Learned In Kindergarten" could translate to AIRN2kilik. (Don't use this example for your password!!!)

A list of "don'ts":

- Don't reveal a password over the phone without verification of the person on the other end.
- Don't reveal a password in an unsecured email message.
- Don't talk about a password in front of others.
- Don't hint at the format of a password (e.g., "my family name").
- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't reveal a password to co-workers.

Districts to be Monitored

Last monitored in 2007-2008 or opened in 2008-2009 (5 years)

106 Western Plains	110 Thunder Ridge	109 Republic
111 Doniphan West	208 Wakeeney	211 Norton
239 Ottawa County	240 Twin Valley	252 Southern Lyon
284 Chase County	292 Wheatland	293 Quinter
299 Sylvan Grove	303 Ness City	308 Hutchinson
310 Fairfield	320 Wamego	322 Onaga
325 Phillipsburg	329 Mill Creek Valley	330 Mission Valley
331 Kingman-Norwich	332 Cunningham	333 Concordia
334 Southern Cloud	369 Burrton	377 Atchison County Comm
388 Ellis	397 Centre	398 Peabody-Burns
400 Smoky Valley	423 Moundridge	432 Victoria
439 Sedgwick	440 Halstead-Bentley	460 Hesston
480 Liberal		

Possible Districts to be Monitored

Last monitored in 2008-2009 (4 years)

102 Cimarron-Ensign	204 Bonner Springs	205 Bluestem
206 Remington-Whitewater	227 Jetmore	230 Spring Hill
233 Olathe	235 Uniontown	246 Northeast
247 Cherokee	248 Girard	249 Frontenac
250 Pittsburg	253 Emporia	254 Barber North
255 South Barber	262 Valley Center	263 Mulvane
282 West Elk	321 Kaw Valley	323 Rock Creek
337 Royal Valley	345 Seaman	346 Jayhawk
349 Stafford	350 St. John-Hudson	361 Anthony-Harper
373 Newton	399 Paradise	408 Marion
411 Goessel	416 Louisburg	417 Morris County
426 Pike Valley	434 Santa Fe Trail	435 Abilene
443 Dodge City	458 Basehor-Linwood	459 Bucklin
467 Leoti	481 Rural Vista	482 Dighton
511 Attica	609 SEKESC	622 ESSDACK

Thanks You!

- Questions?