



Hello, my name is Kerry Haag, Assistant Director of Special Education for the KSDE. The purpose of today's presentation is to explain KSDE's new IDEA-LEA software application which will automate the Targeted Improvement Plan (TIP) grant application process. This presentation will address how to: 1) apply for and submit a Targeted Improvement Plan (TIP) application; 2) Enter an Annual Financial Report (AFR) 3) Accept Grant Award Letter and Grant Award Document; 4) Access Budget Revision Form; and 5) Print Reports.

TIP Program At-a-glance

- Purpose: provide support to districts and teachers which increase achievement of learners with disabilities and IDEA State Perf. Plan indicators.
- Base Allocation for each LEA with signed IDEA Assurances
- Amount remains unchanged*
- Application Window
 - Opens week of April 20th
 - Closes June 15, 2012



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At-a-glance, the Targeted Improvement Plan program is funded through the Individuals with Disabilities Education Act and is administered by the Special Education Services Team at KSDE. The overall purpose of the TIP is to support districts by providing supplemental resources so general and special education teachers can participate in professional development. The goal is to increase the achievement of learners with disabilities, which in turn contributes to the IDEA State Performance Plan Indicators. Each special education LEA has an allocation that consists of two parts: a base allocation and a supplement. Each allocation has remained unchanged from year-year with the exception of the Level of Determination Leadership Stipend supplement. The Fiscal Year 2013 application window opened April 19th and will close on June 15, 2012. The *TIP Requirements Document* located online at the TIP resource link provides more detail on the program history and guidelines. The URL for address is on the last slide or at the end of this presentation.

Preparation

1. Must be registered in KSDE Common Authentication System



2. Add **“IDEA LEA Targeted Improvement Plan”**

3. Download & read TIP Users Guide and Application Requirements documents

<http://www.ksde.org/Default.aspx?tabid=2583#tip>



Before a person can actually use the TIP program, a person must be a “registered user” of the KSDE common authentication system. The *KSDE Common Authentication System* is same portal used by KanService, Personnel Web System, KanDis. Details on how to do this have already been sent to your and copy of that information is on the TIP resource page. Once registered you will need to select an access level, which we discuss in a moment. At this point, it will also be helpful to locate and review the TIP User Guide and TIP Application Requirements document located on the TIP Resource Section on the SES teams Funding webpage.

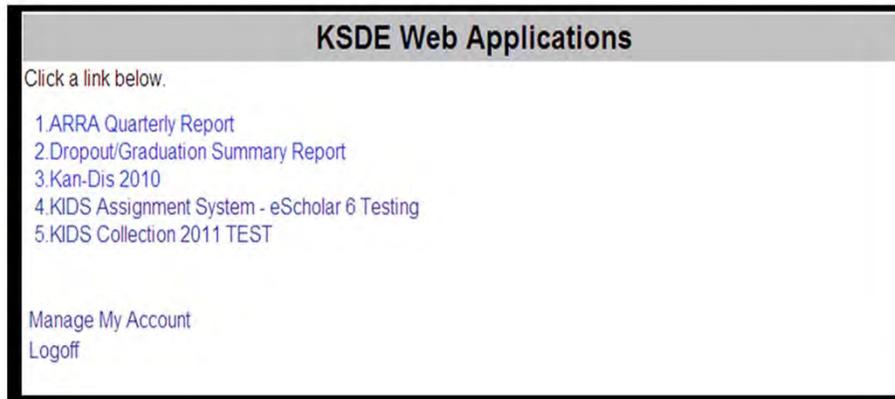
Register and/or Login



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the Kansas State Department of Education logo with the tagline 'Leading and supporting student success'. Below the logo is a blue banner with the text 'Kansas State Department of Education' and 'User Login for KSDE Web Applications'. The login form includes a 'User Name:' field, a 'Password:' field, and a 'Login' button. Below the form, there is a note: 'KSDE applications support Internet Explorer 7.x and later for Windows and Firefox 3.6 and later for Macintosh.' A help icon (a question mark in a square) is present, with the text 'Need help? Click on the help icon for a series of Flash tutorials about the User Login.' Below that is a link: '[Forgot Your Password?](#)'. At the bottom, there is a 'Register' button and the text: 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.'

This is the page within the KSDE Common Authentication Website <https://svapp1556.ksde.org/authentication/login.aspx> and is where you will either “Login” or “Register” to access the IDEA LEA TIP Application.

Adding KSDE Web Applications



Once registered you will need to gain access to the TIP application by “adding” it to your list of approved applications.

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

First, Login on the KSDE Web Applications page

Second, Click the **Manage My Account** link

Third, Check the box in front of IDEA LEA Targeted Improvement Plan

Fourth, Select your access level

Last, Click “Submit”

IMPORTANT: When selecting or adding, be on the lookout for “**IDEA LEA Targeted Improvement Plan**” *not* “*TIP*”. The acronym “*TIP*” is not used in the listing titles.

User Access Levels & Types

User Types	District/Org Read Only	District/Org Update	District/Org Approve	Multi-Org Approve
Functionality				
Functionality				
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



Lets take a moment to explain how during the Registration process, 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 and permissions within the application. There are four.

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 status 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:

Will have the same functions as the "read only" role, plus:

- Perform data entry on the TIP application, save data, and enter comments.

The District/Org Approve role will be able to:

Will have the same functions as the read only role, plus:

- Perform data entry on the TIP application and associated documents, save data and enter comments
- **Sign off on and submit the TIP application.**

The Multi-Org role will be able to:

Will have the same functions as the district/org approve plus:

- Perform all functions for the multiple LEAs that the user is associated with in Common Authentication.

Note: Currently, no Kansas LEA's use a multi-org arrangement to manage TIP applications but it was included as an option.

Contact Information

Directory Contact Information

Director of Special Education	
First Name:	Richard
Last Name:	Matteson
E-Mail Address:	rmatteson@ksde.org
Telephone #:	<input type="text"/> (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 #:	<input type="text"/> (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.

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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.

You will not be able to submit any application until the Directory Contact Information AND 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. Keep this in mind if you experience any changes in leadership and/or TIP contact persons within your district, cooperative and interlocals.

Navigation Menu

- Return to App List
- Logout
- Home
 - Select LEA
 - Select Year
- Target Improvement Plan
 - Update Contact Information
 - TIP Application
 - Enter Budget
 - Answer Cluster Questions
 - Submit Application
 - Enter Annual Financial Report
 - Accept Grant Award Document
 - Enter Budget Revision
 - Print Reports

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

Clicking on one of the menu items will move you to that section.



Here is how you navigate within the application. Click on the link for the **IDEA LEA Targeted Improvement Plan** and you will see the **Navigation Menu**. You will get around in the application by using this **“Navigation Menu”**. To begin the application process, start by clicking on **Select LEA** and locate your district (or sponsoring district). Once a district is selected; only data for that district will be available throughout the application. The **Select Year** 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. *Simply click on one of the Navigation menu items and you will be moved to that section.*

Clear **Save** **Buttons**

Located at bottom of data entry screens

Save Early! Save Often! After approximately 15 minutes of inactivity the application will time out. Data entries not saved will be lost!

Clear will clear the data from current fields and revert back to data last saved.

For obvious reasons, the “Clear” and “Save” buttons are important. They “Clear” and “Save” buttons are located at the bottom of each data entry screen. For security purposes, after 15 minutes of inactivity the application will time out and return to the “log in page”. Once timed out, anything not saved will be lost and cannot be retrieved. *Yikes!* We strongly recommend you save frequently. **“Save Early! Save Often!** is our mantra. If anything is incorrect, users are allowed to save the information, however it will display errors. You will not be able to submit the application until all errors are resolved. Additionally, the clear button can be used to clear all the data from the current fields and revert back to the data that was last saved.

On-screen Help



When you need help click here....

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At the top of every screen underneath the KSDE logo is a “help” feature. Select this to see if the information it contains addresses your issue. If it does not, then try the TIP help user guide housed online if related to how the application/website is working. If the question is about the TIP program in general, then try the “TIP Requirements” document. Both of these are located on the SES team Funding Page. The website address will be given at the end of this presentation.

Error Screens

Errors							
Entry Error : 2 Match Error : 1 Missing Value : 2 Range Error : 1 Other : 1							
Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Create Date	ID
Missing Value	Contact Person	Please enter a contact first name	Cannot Submit	<input checked="" type="checkbox"/>	Help	5/25/2010 11:15AM	33
Missing Value	Contact Person	Please enter a contact last name	Cannot Submit	<input checked="" type="checkbox"/>	Help	5/25/2010 11:15AM	34
Entry Error	Kindergarten Sessions	Please enter at least one Kindergarten session	Cannot Submit	<input checked="" type="checkbox"/>	Help	5/25/2010 11:15AM	43
Match Error	Daily Schedule	The dismissal time must be after the starting time	Cannot Submit	<input checked="" type="checkbox"/>		5/25/2010 11:15AM	53
Range Error	Class Periods	The number of class periods is greater than eight(8)	Warning	<input type="checkbox"/>		5/25/2010 11:15AM	63

Use to figure out what is causing errors and verifying correction.

Yes, save, even if errors are present.

The error screen contains valuable information to assist you in accurately and correctly completing the TIP application. There are ten different assistance features which are described in detail in the TIP User guide. Use the error screen to identify what might be entered incorrectly or what might be missing. Continue to save even if errors are present. Users cannot proceed until “stop submit” errors are cleared.

BUDGET

Targeted Improvement Plan (TIP)
 FY 2013 (7/1/2012-6/30/2013)
 IDEA CIDA #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:	<input type="text"/>	<input type="text"/>
Personnel Benefits:	<input type="text"/>	<input type="text"/>
Travel:	<input type="text"/>	<input type="text"/>
Equipment/Technology:	<input type="text"/>	<input type="text"/>
Supplies:	<input type="text"/>	<input type="text"/>
Contractual:	<input type="text"/>	<input type="text"/>
LOD Leadership Stipend:	<input type="text"/>	<input type="text"/>
Administrative Costs:	<input type="text"/>	<input type="text"/>
Total Funds Requested:	0	

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Only District/Org Update, District/Org Approve, and Multi-Org Approve roles can enter or change any data that will appear in a screen similar to this one.

The fields that make up the budget are as follows:

1. Base Allocation amount – This is Pre-populated by State Administrators.
2. LOD Leadership Stipend amount – Pre-populated by State Administrator
3. Total Allocation Available will calculate automatically.
4. Remaining funds: A positive number means you have not budgeted all of your TIP allocation. A negative number means you have exceeded your allocation and an error message will be generated.
3. “Costs” column – Enter the estimated costs for each line item in numeric form. You can only enter whole dollar amounts “1234” . Use of commas, dollar signs, or decimals will generate an error message.
4. Justification – Enter how each the individual item types are calculated and how they tie to the TIP purpose. See TIP Requirements documents for examples of adequate justifications.
5. LEA Comments – Opportunity for you to add comments regarding your TIP application. These are located on many of the entry screens.

The Description of Allowable Costs information contained in the TIP Requirements document mentioned earlier must be used when completing this section.

Cluster Question Page

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	▾

Did your LEA receive TIP funds in FY2012? Yes No



Cluster Questions

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

All users will be required to indicate which clusters will be addressed. Whether or not your LEA received TIP funds in FY2012 will be populated/filled in by the State Administrator. (You will see boxes greyed out because you are unable to change that data). KSDE will also prepopulate the "Long and Short" form selection for the users who are required to use the long form.

Short or Long Form?



Please select which form you are completing for FY2012

- Short Form
- Long Form

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The choice of selecting short or long form will only be available for districts who have received this as a KIAS IDEA Level Of Determinations reward and met requirements. If a district selects the “long form” option 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 box will be pre-populated for those districts who must use the long form. Long form users will be required to answer the next series of cluster questions on the next screen shot.

Long Form

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.



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Long form users will be required to answer the series of cluster questions on this screen. You will be required to answer all five questions for each cluster selected. You must respond to a cluster answer before you can submit the information. The questions involve describing and reporting past accomplishments as well as future plans. Filling all of the entire fields is not required.

The text of the long form questions are probably hard to see on your screen today, but if you go to the TIP Requirements and Allowable document, there are larger screen shots of each TIP application screen page.

Submission Screen

LEA Comments

Name of Certifying Representative: Richard Matteson
Title: Superintendent
Date Submitted: 4/17/2012 3:38:49 PM

By clicking the SUBMIT button below, I certify that to the best of my knowledge, information in this application is correct. The governing body of the applicant has authorized this application and the applicant agrees to administer its project and to expend the funds awarded to the applicant in accordance with its approved project budget and all applicable statutes and regulations governing the program.



*You must **“Save”** before you **“Submit”***

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Submitting the TIP application is now a simple two step process. Users are able to add additional comments while the application is in “Not Yet Submitted” Status. The **Clear button** at the bottom of the page will reload any original data on the Submit Application page. The **Save button** will save all application related content and check for errors. You must click “Save” before the system will let 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.

All editing of the application needs to be completed before submission.

Submission & Approval Process

1. Submission occurs after required fields are completed.



2. LEA's receive notification from TIPhelp@ksde.org as to approval or disapproval;

3. If disapproved, LEA can correct and resubmit application.

After 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 a 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", which will allow you to make corrections and resubmit your application data.

AFR, Grant Award, Budget Revision



- Will be entered and approved online.
- No AFR = No Grant Award documents
- AFR due w/TIP or no later than July 15th
- System auto generates & sends Grant Awards
- Budget Revision-not yet available.

The next important feature of the TIP Application is the management of the Annual Fiscal Report, Grant Award, and Budget Revision. As stated previously, a grant award letter and document cannot be generated until an Annual Financial Report (AFR) is completed and submitted. The AFR asks for a reporting --by line item-- of the amount of funds that have been expended, encumbered, carried over, and unexpended. Unexpended funds will be subtracted from the next grant award. Selected AFR fields will be pre-populated by the State Administrator so the business manager will only need to enter the local expenditures and carry over. The AFR is due with the TIP or no later than July 15th.

When both the TIP application and the 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 received the Grant Award Letter AND the Grant Award document has been approved by the KSDE State Administrator, the Grant Award *Document* will be available for LEA user review and electronic signature.

The Budget Revision feature of the application cannot be used for FY2012 . We will be able to use the feature for FY2013 since the budgets will be in the system. If anyone needs to revise their FY2012 budget, there is form on the TIP Resources page. Please send future FY2012 budget revisions to the TIPhelp@ksde.org mailbox.

Report Function

Please select a 'report' and report year to be viewed or printed.

Report Name: Tip Application

Report Year: 2012

View/Print Report

- TIP Application Report
- Annual Financial Report
- Grant Award Letter
- Grant Award Document
- *Budget Revision (not yet available)*

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The last feature of the application we will cover is Print Reports. The “Print Reports” option is listed on the Navigation menu. After arriving at the Print Reports screen you will be able to select a report name and the fiscal year. When the “View/Print Report” button is pressed a PDF report will be generated for viewing or printing.

The reports that can be generated are as follows:

- TIP application
- Annual Financial Report
- Grant Award
- Budget Revision (when available)

TIP Support



- Use the TIP resources on <http://ksde.org/Default.aspx?tabid=2583#tip>
- Send questions/comments to **TIP email box:** TIPhelp@ksde.org
- TIP Help Desk:
Karen Maddox, Senior Administrative Assistant
Kerry Haag, Assistant Director, SES
785-291-3098

In addition to the help screen feature on each page, we suggest you take full advantage of the resources at the URL on the screen. Use the detailed TIP User Guide to gain familiarity with the application and troubleshoot. Use the TIP requirements document when preparing the budget and for examples of calculation breakdowns and correctly figuring indirect cost. Review this webinars script or talking notes. Send questions or comments to the TIPhelp@ksde.org email box. Also, feel free to call 785-291-3098 and Karen Maddox or I will be happy to assist you.

The TIP Resources are located and available for download from the URL <http://www.ksde.org/Default.aspx?tabid=2583#tip> or by going to www.ksde.org > select Special Education off the left menu> then “Funding” off the right menu. TIP is near the bottom of the page. This concludes our presentation on the IDEA LEA Targeted Improvement Plan application. Thank you for your attention and good luck with your applications!

-The End-