Directions for Creating the School Improvement and/or Schoolwide Plan in the CCIP Planning Tool

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Sources: No Child Left Behind Act of 2001, P.L. 107-110, Section 1114(b) (1) and 1117
Key Words: Title I Schoolwide Program
Summary: Navigation directions for how to enter the School Improvement and/or Schoolwide Plan in the CCIP Planning Tool

These directions are one way to enter your Action Steps into your School Improvement (SI) and/or Schoolwide (SW) building plan. They assume you have followed a needs assessment and planning process https://ccip.ode.state.oh.us/DocumentLibrary/Default.aspx?ccipSessionKey=633383232091079020 Doc library in the Doc Library, under CCIP, CCIP Needs Assessment and Planning) to meet your building needs and the requirements of the SI/SW Plan. They assume you have already developed action steps in response to the needs assessment and have documented them in the electronic Planning Companion forms (found in CCIP Needs Assessment and Planning) or other e-files. They also assume you have completed your district plan in the CCIP Planning Tool which is required for CCIP submission.

Overview

- **Create the Building Action Step Bank** by cutting and pasting your Action Steps from your electronic Planning Companion form or other e-files to the CCIP Action Step Bank.
- **Move the Action Steps from the Bank to your individual Building Plan** by clicking appropriate boxes.
- **Certify your Action Steps** to meet the SI/SW Plan Requirements by clicking appropriate boxes.

Directions

Create Action Step Bank

1. After logging into the CCIP from the home page, click Planning Tool on the left menu.
2. When the Planning Tool Overview page opens, click Building Plan Action Steps in the top box on the right.
3. When the Building Plan Status page opens, click Action Step Bank on the left menu. (To do this, you must have Update Access through the district's CCIP Administrator, who has the Administrative Tools functions.)
4. The first time you click the Action Step Bank on the left menu, a selection related to building access is presented to you. Click NO if you do not want to restrict the building staff from modifying your submissions. If you later wish to restrict others from modifying the Action Step Bank or adding their own, you can change the selection to YES. (To do this, click the Action Step Bank on the left menu. When the page opens, click Change Action Step Bank Access for Buildings. When the page opens, Click YES.)

Clicking YES will prevent the buildings from creating their own Action Steps.

5. On the Action Step Bank page, click Add Action Step Bank Item at the top.
6. When the Add Action Step Bank page opens, cut and paste the Action Step from your electronic Planning Companion form or other e-file to the field. Number this first action step as *one* under Sort Order. Enter today's date (or whenever the Action Step will start). Leave the end date blank. Click the Save button.
7. Repeat this process for each Action Step on your Planning Companion forms. Once the Action Step Bank is built, the Action Steps are available for any building in the district to use.

Move the Action Steps from the Bank to your individual building plan

8. Now go to the Building Plan by clicking Building Plans on the left menu.
9. When the Building Plan Status page opens, click the long drop-down box above the red line. When the drop-down box opens, select and click the school you wish to work on.
10. When the page opens, click Building Action Steps. When this page opens, it takes you into the Building Plan Goals and Strategies. (Remember whatever Goals and Strategies you inputted in your District Plan roll over into each Building Plan.)
11. Look back at your Planning Companion form to find the appropriate Goal, then Strategy for the Action Step you are working on. Inside this Building Action Step page for the school in question, scroll down to find the Goal and Strategy that match those on your Planning Companion form.
12. When you find the Goal and then the Strategy on the Building Action Steps page, click the red underlined link, and Add Action Step beneath the appropriate Strategy.
13. When the page opens, click the dropdown box labeled View Recommended Action Steps. When the View Building Action Steps page opens, the entire Action Step Bank will appear, but with labels only, no descriptions. (You may print a copy from the Bank to see your Action Steps descriptions.) Select the appropriate Action Step label. Click Save. The Action Step will now appear in the Building Plan under the Goal and Strategies you selected.
14. If you were not able to click View Recommended Action Steps, it means you did not create the Bank correctly. Go back to No. 1 above.
15. Repeat this process until you have moved all your desired Action Steps from the Action Step Bank to the Building Plan. When done, click Building Plan on the left menu. Click building Action Steps. Click YES beside Section Completed.

Certify your SI/SW Action Steps Meet Requirements (link Action Step to Required Component)

16. Now go to the Building Action Step Status page by clicking Building Plan on the left menu. When the page opens, click Create SI or SW Plan.

17. When the SI or SW Plan page opens, select the first Action Step, "Teacher mentoring program" for SI or " Strategies to strengthen the core program and extend learning time " for SW.

18. When the page opens, it takes you into the Building Plan. Look back at your Planning Companion form to find the appropriate Goal and Strategy for the Teacher Mentoring Action Step you are working on. (Remember you originally wrote the Action Steps in the Planning Companion form or e-file to meet all the requirements of the SI/SW Plan.) In the Building Plan, find the Goal and Strategy that aligns with the Teacher mentoring Action Step for SI or Strategies to strengthen the core program and extend learning time for SW. Click the small box in front of this Action Step and click Save at the bottom of the page. This means you have certified that this specific Action Step meets the requirement of the SI or SW Plan. Your Action Step on the SI or SW Plan page will now show as "Completed."
19. Repeat the process until you have certified every Action Step on the SI/SW Plan page and every Action Step displays as Completed. To complete the required Technical Assitance in the SI Plan, click the underlined term. When the page opens. Enter your text in the box. When done, click Yes at the bottom under Section Complete.