# Navigating the CCIP

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| **Summary:** | How to move around in the CCIP online application to log in, complete the Planning Tool and Funding Application pages, validate pages, and submit the application. How to complete Action Steps for Schoolwide or School Improvement building plans is included at the end. | | |

This navigation guide gives **basic** directions for using the Planning Tool, Budget and Budget Details pages. The process is similar for all Funding Applications in the CCIP. Use the Doc Library and Help screens for specific grant pages and requirements.

## CCIP Website

Access the CCIP Web site directly by entering: https://ccip.ode.state.oh.us Or access the CCIP through the ODE home page: http://www.ode.state.oh.us and typing CCIP into the search box in the top right corner.

## Accessing the CCIP

To Access the CCIP, users will go to the SAFE Account Sign in screen: http://safe.ode.state.oh.us/portal/ . Enter your Account Name and password and click *Sign In*. CCIP will appear on the user's application menu. If you forget your account information, you can use the *Request a Reminder* feature. This will require your email address, date of birth, and the last four digits of your Social Security number.

If you do not have a SAFE account, click on the above link and click the *Sign Up* button.

## CCIP Roles in the Ohio Educational Directory (OEDS-R)

Users without one of these roles (Superintendents, Treasurers, CCIP Authorized Representatives, and CCIP Fiscal Representatives) in the Ohio Educational Directory (OEDS-R) will need one of the following roles in order to access the CCIP:

- **Data Entry Funding-CCIP** will grant users update access to **all** funding applications.
- **Data Entry Planning- CCIP** will grant users update access to the planning tool.
- **Data View Funding-CCIP** will grant users read-only access to all draft funding applications.
- **Data View Planning-CCIP** will grant users read-only access to all active plans.

Please use this information when determining the level of access you wish to grant users working with your LEA. Only Superintendents, Treasurers, and OEDS-R Administrators can add roles to OEDS-R.

To add a role to a user **already** in OEDS-R:

1. Login into your SAFE account and select OEDSR from your application menu
2. Under search by IRN, input your IRN, and click search; select your LEA
3. Select the personnel tab and click the pencil icon, and click the *Add New Role* button
4. In the search fields, input the person's last name and date of birth; click *search*
5. The results should bring an existing person drop-down list; change the drop down to the correct person (if it is not already) and click *Select* next to the words "Existing Person"
6. Select Data Entry-CCIP or Data View-CCIP from the *Role* drop-down list
7. Change the Role Status to active, input a start date, and click *Add Role*

**Home Page and CCIP Overview**

Your login takes you to SAFE Account Maintenance page, where CCIP will be listed. Click on CCIP to access the CCIP home page. You are now in the CCIP and can move to any page inside it. Announcements and Reminders are added to this page to alert you so that you can act in a timely manner.

The CCIP consist of two parts: the Planning Tool and the Funding Application. The Planning Tool contains the goals, strategies, action steps and district goal amounts for all grants in the CCIP. The Funding Application contains the budget, budget details, nonpublic services and other related pages.

**Planning Tool Overview**

Click on *Planning Tool* on the left menu. When the *Planning Tool Overview* page opens, users will be able to select from the District/Agency Plan or each School Plan within the LEA. There is only one Planning Tool in the CCIP. It houses all the Goals and Strategies for all Funding Applications as one plan. Users can select archived plans for the current fiscal year or past fiscal years as well. Each time a Funding Application is ODE approved, the Planning Tool is archived.
To begin working with the district plan, click on the *District/Agency Plan*.
The page will refresh and the *Plan Overview* tab will be displayed. All entries for the ***District/Agency Plan* is completed on the *Plan Overview* page**. The other tabs at the top of the page are: *District Improvement Component, Highly Qualified Teacher Component* and *Partnership Agreement Component.* The component pages list all of the items that are required in order to ensure compliance with the component requirements.

**Needs**

To make entries in the Needs Assessment, click the *Needs Assessment* button. This page houses the Needs Assessment summary for the LEA. *Prior to entering the Needs Assessment, districts are strongly encouraged to complete the Decision Framework, which is part of the Ohio Improvement Process. For more information on the Needs Assessment, click*:
https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=840
When the planning process for the needs assessment outlined in this guide is completed, click *Needs Assessment* and enter your data findings in the field. Since the field has limited space, do

not describe the process of the needs assessment or the strategies to solve the needs. Describe only the needs or gaps in services discovered by analyzing the data. When you have entered the data, click *Save*.

Remember that there is only one Needs Assessment section, so it should contain information pertinent to all the CCIP Funding Applications you are completing.

**Goals**
In order understand the rest of these instructions, you will have had to complete the needs assessment and planning process (referred to under Needs in the paragraph above) or used your own data analysis process with your local planning committee. You will have to have entered your goals and strategies onto the Planning Companion pages found in the Needs Assessment and Planning guide or onto your own locally designed forms. You are now simply transferring the information from your forms to the Planning Tool pages.

To begin entering goals, in the *Plan Overview* page, click the *Create Goal* button. Enter in the Goal Title, Goal Description and Performance Measure. Once you have finished writing your goal, click *Save*. The goal will be displayed on the *Plan Overview* page. You may prioritize the goals using the up and down arrows next to each goal.

*A complete set of the Commonly Used Goals for All Funding Applications is in the CCIP Needs Assessment and Planning document in the Doc Library as mentioned above under Needs. If you do not use any of these, you may to develop your own goals and performance measures that align to funding requirements.*

**Strategies**
Once a Goal has been identified and entered into the District/Agency Plan you can identify Strategies. The Strategy process is the same as the one above for Goals: Click the *Create Strategy* button under the appropriate goal on the *Plan Overview* page, enter a Strategy Title, Strategy Description, and Estimated Cost (optional) and click *Save*.

A complete set of the Commonly Used Strategies for All Funding Applications is in the CCIP Needs Assessment and Planning document in the Doc Library as mentioned above under Needs. You can also modify the Commonly Used Strategies or develop your own if none of the Commonly Used Strategies fit your needs.

**Optional District Plan Action Steps**
Once a Strategy has been identified and entered into the District/Agency Plan, you can provide greater detail in a District/Agency Action Steps, if you wish. The Action Steps process is similar to the one above for Goals and Strategies except that there are no recommended Action Steps. Click the *Create Action Step* button under the appropriate strategy. Enter the Action Step Title, Action Step Description, Benchmark Indicator (optional). You can add the Action Step to your Action Step Bank for use in your *School Plan*. Click *Save* when you have finished.

**Component Relationships**
To create a component relationship, between a particular grant and a Strategy or Action Step on the Plan Overview page, expand, and click "Create Component Relationship". Select the type of Component Relationship you wish to create (District Improvement, High Quality Teacher, Partnership Agreement, LEP Improvement Component, School Improvement, or Schoolwide) in the Component drop down box. In the Item Name drop down box, select the item you are ensuring compliance for by creating a component relationship and click "Save". This will create a Component Relationship on both the Plan Overview page and the corresponding Component page. Once a Component Relationship is created for an item on the Component Page, the "Compliant" box will be checked.

**Fiscal Resources**
Before leaving the Planning Tool, go back to the *Plan Overview*. When the page opens, you will see Fiscal Resources listed under each Goal you entered. Click on *Create Fiscal Resources* under a Goal. When the Create Fiscal Resources page opens, click the down arrow on the *Funding Application* drop-down menu. Select and click the appropriate Funding Application. Click on the on the *Grant* drop-down box, select and click on the grant resource to be used. **If you cannot find a fiscal resource from the *Create Fiscal Resource* page, a fiscal resource for that grant has already been created for that particular goal.** To update an already existing Fiscal Resource, find the Fiscal Resource on the Plan Overview page and click on it. This will allow you to edit the resource.

Multiple grants may support a goal. If you have any notes related to the Fiscal Resources, you may enter them under Notes. Enter the specific amount of the grant's resources that will be assigned to the particular goal for this fiscal year. You can project amounts for future years, but it is not required. When done, click on *Save*.

**Funding Application**
Once the Planning Tool pages are completed, proceed to the Funding Application section. To do this, place your pointer on Funding on the left menu button and click on Funding Application in the fly-out menu.

When the Funding Application page opens, you will see a Fiscal Year dropdown box on the top of the screen. Select the appropriate year, the system defaults to display the current fiscal year. In the box, to the right of the Fiscal Year box, select *Active Plan*. Then click on the Funding Application you wish to work on. The Funding Applications Sections page will display.

**Application Start on the Sections Page**
To start working on the Funding Application, change the Status of the Funding Application from *Not Started* to *Draft Started* by clicking *Draft Started* at the top of the Application Sections page. The application is now started.

**Allocations**
To review the LEA allocations for the Funding Application you are in, click the *Allocations* button. When the page opens, all the Allocations for each grant in the Funding Application will display.

When you are on the Allocations page, click Help at the end of the menu on the left. You will see a link for the definitions of terms used on this page, Carryover information, etc.

If the LEA is a member of a **consortium** for a particular Consolidated Funding Application grant**,** the grant allocation will show as a negative number in red on the Consortium line. (Those funds will however show as a positive number on the Consortium line of the fiscal agent's CCIP.) The LEA who is a part of a consortium will have no responsibility for completing the application for the title/grant. However, the local educational agency must make its needs known, so the consortium fiscal agent can plan and budget the allocation appropriately. (See the Consortium Form in the Doc Library, under Forms, Consolidated Funding Application). Even though there is a fiscal agent, each consortium member is still responsible for meeting the requirements of each grant in the consortium.

The middle section of the Consolidated Funding Application Allocations page allows for **transferring funds** from one grant to another and moving Title I funds to the Schoolwide budget. For more information on this provision, click on the *Help* screen when on the Allocations page in the Consolidated Funding Application. When the Help screen opens, click on *To Transfer Funds from One Title to Another*.

**Program Pages for Title I**
Only Title I has program pages (Building Eligibility, Set Asides, School Allocation) that must be completed before moving to the Budget and Budget Details pages. See the Help screens connected to each page in the CCIP for completing each of these pages, or see *Building Eligibility and School Allocations* in the Doc Library, under Consolidated Funding Application, Title I, Guidance, ODE Guidance.

**Budget**
To move to the Budget page, click on *Sections* on the left menu. When the Application Sections page opens, select and click the title/grant budget page you wish to complete. To move to a budget page from another page within a Funding Application, place your pointer over *Save & Go To* and select the appropriate page.

Once the budget screen appears, budget the funds in the appropriate Object and Purpose codes provided. You can find the uses of funds by grant and object and purpose code in the CCIP Doc Library. Click Doc Library on the left menu. When the page opens, click *Financial*, and then *Budget* or *Uses of Funds*. When you have completed the budget page make sure the remaining amount is zero, meaning all funds are allocated. Utilize the *Save and Go To* function every 60 minutes to retain entries.

**Budget Details/Application pages**
Most titles/grants have Budget Details/Application pages. After completing the Budget page, use the *Save and Go To* feature and click the *Next Page* button. If the grant has a Budget Details/Application page, it will open. View the Help screens (on the menu to the left) or the Doc Library for information on the different grants. The completed Budget Details/Application page must be aligned to the Budget page and the Strategies you selected in the Planning Tool; otherwise, the application may be returned to you unapproved.

**Nonpublic School Services/ Consolidated Funding Application**
Public School LEAs in the Consolidated Funding Application grants have a Nonpublic School Services page which follows the Budget Details/Application page. (Title I Nonpublic School Services page can be found after the School Allocation-PPA page.) If you are on the Budget Details page, use the *Save and Go To* feature and click the *Next Page* button to move to the Nonpublic School Services page. Click on *Funding Application* on the left menu. When the page opens, select and click the specific Funding Application you wish. When the Sections page opens, select the grant you wish to work on and click the Nonpublic School Services page listed under it.

The Nonpublic Schools Services page provides a listing of all nonpublic schools located within the district attendance area. In addition for Title I, all out-of-district nonpublic schools that entered enrollment data into NS3 (Nonpublic School Services System) will be listed. For all in-district and out-of-district nonpublic schools participating, users must indicate "Are Services Being Provided?" by selecting the *Yes* or *No* radio button.

You must indicate whether the district is serving the nonpublic school. The nonpublic school is waiving services and has signed the Nonpublic Consultation Form (in the Doc Library under Forms), or the nonpublic is in a consortium.

Upon completion of the Nonpublic Schools Services page, use the *Save and Go To* feature and click on Sections to return to the Application Sections page to validate each section or proceed to another grant.

**Validation**
The Validation function automatically checks the application for grant requirement errors whenever you change the status of the application. The system will display the current validation messages on the Funding Application Sections page.

If there are no errors, the Validation column on the Sections page will be blank. If there is an error, the system will display *Messages*. When you click on the *Messages* link, specify what errors/omissions were made. Click on the error or warning message and the system will move to the pertinent page that requires updating. Use the Help screens or the Doc Library to correct errors. Once the errors have been corrected, the system will be automatically update and the Validation message will be removed on the Sections page.

An Error message will not permit you to submit the application. A warning ***will*** allow you submit the application because you have met the minimal requirements but you may still have missing information that your ODE Consultant will ask you to update at your next revision.

**Completion / Submission**
When you have completed and validated the Grants in the Funding Application, and checked all pages for accuracy and alignment with each other, change the status of the Funding Application maybe changed. (Help screens maybe cross referenced for accuracy) On the top of the Applications Sections page click *Draft Completed*.

This will activate an email to the Fiscal Representative for approval of the application. The Treasurer then logs into his/her SAFE account and accesses the CCIP, places the pointer over the Funding left menu button and click on Funding Application in the fly-out menu. At the top of the Funding Application Sections page, the LEA Fiscal Representative clicks *Fiscal Representative Approved*. After the Treasurer approves, the system sends an email to the Authorized Representative for approval.

When the LEA Authorized Representative approves the application by changing the Status to *Authorized Representative Approved*, the system submits the application to ODE and sends a message to the ODE Consultant for review.

If the LEA Fiscal or Authorized Representative does not wish to approve the CCIP, they can select *Returned Application Not Approved* on the Sections page. Users with Data Entry-CCIP access can then add/change the information as needed, and change the status to Draft Completed on the Sections page. LEA Fiscal or Authorized Representative then repeat their review and approvals again.

Before the application shows Final Approved (or ODE Reviewed), the application status can still be reversed for the LEA to make changes. If the application shows Consultant Reviewed, the Consultant can reverse it; LEA Authorized Representative Approved, the LEA Authorized Representative can reverse; LEA Fiscal Representative Approved, the LEA Fiscal Representative can reverse it. Once the application is Final Approved (or ODE Reviewed), the application can no longer be revised without starting a Revision.

**Due Date/Effective Date**
See Due Date/Effective Date in the CCIP Doc Library under CCIP. Click *Doc Library* on the left menu. When the page opens, under CCIP, click *Using the CCIP Site*, then *Due Date/Effective Date*. A chart will display the due date, effective date, approval period, etc. for each Funding Application.

**Check CCIP Approval Status**
**Application Status** reflects the current status of each Funding Application: Not Started, Draft Started, Draft Completed, LEA Fiscal Representative Approved, LEA Authorized Representative Approved, ODE Consultant Reviewed, Final Approved (or ODE

Reviewed), FER Draft Started, FER Draft Completed, FER Fiscal Representative Approved, FER Grants Mgmt. Final Approval, Revision Started, etc.

You can **check the status** of your CCIP Funding Applications as often as you like. From the CCIP home page, place your pointer on over the left Funding menu button and click on Funding Application in the fly-out menu. When the Funding Application page opens, click on the down arrow on the date drop down box and select the desired fiscal year, which defaults to the current fiscal year. Click on the Funding Application that you wish to review. The selected Application Sections page will open and display the Status at the top of the page.

**Remember:** the Entitlement Funding Applications (eg: Consolidated Funding Application) are not finally approved until they show Final Approved; for all Competitive Funding Applications, ODE Reviewed indicates final approval; Career-Technical and Adult Education, Director Final Approved; the Adult Basic and Literacy Education, Director Final Approved; and Community School, ODE Reviewed.

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

User must access the desired school plan by placing the pointer over the left Planning button and clicking Planning Tool. Select the appropriate fiscal year (defaulted to the current fiscal year) and the appropriate school from the drop down box and click on School. Users must enter Action Steps into the School Plan. Once an Action Step is created, users can create either a School Improvement or Schoolwide Component Relationship for that Action Step. Once a Component Relationship is created for a required item, the Compliant checkbox will marked. They assume you have followed a needs assessment and planning process (see Doc Library, CCIP Needs Assessment and Planning) to align your building needs and the requirements of the SI/SW Components. They assume you have already developed action steps in response to the needs assessment and have documented them in the electronic Planning Companion forms (in CCIP Needs Assessment and Planning) or other electronic files. Users must certify your Action Steps meet the SI/SW Component requirements by making the necessary Component Relationships.

**Directions for Creating Action Step Bank Items**

1. To add an Action Step to your bank, click on an existing action step or click *Create Action Step* on the *Plan Overview* page in your *District/Agency Plan*
2. At the bottom of the bag, check the box *Add to Action Step Bank.*

Action Steps can be created from directly in the Action Step Bank

3. To access your Action Step Bank, from any page in the CCIP, hover over Planning in the left menu and click on *Action Step Bank.*
4. Click *Create Action Step Bank Item,* enter in all required information and click *Save*

To add an action step from your bank to a *School Plan*:

1. Access the *School Plan* by hovering over Planning in the left menu and click *Planning Tool*.
2. Select the school from the school drop-down box and click the word *School*
3. Expand the appropriate *Goal* and *Strategy* and click *Create Action Step*
4. Select the action step from the *Recommended Action Step* drop-down box and click *Save*

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