

INSTRUCTIONS for participants.

Please sign in with your school name, IRN and give an email address so you can be contacted with additional information.

If you have a microphone hook up, you will need to raise your hand in order for me to give you the mike. The button is on the lower left. When you're through click off the microphone. Otherwise, use the message board to write and send a message to me.

Once the slide show starts, hold most questions until the end. Write them down and then you can submit them.

Use the forward and backward arrows to change slides.

Tour de CCIP

How to Find and Use Most of the Important Functions

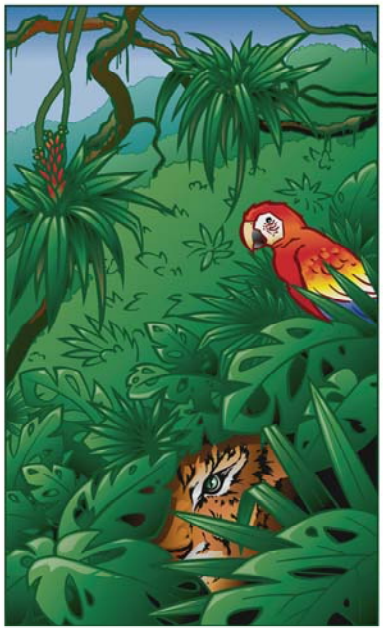


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A brief but detailed introduction to using the CCIP.

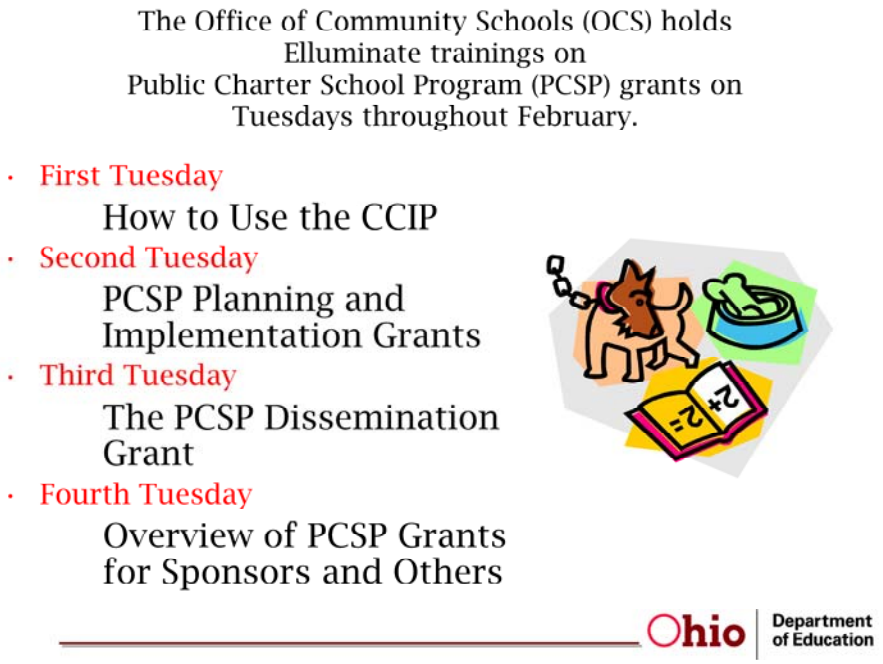
Susan H. Moss, Ph.D.

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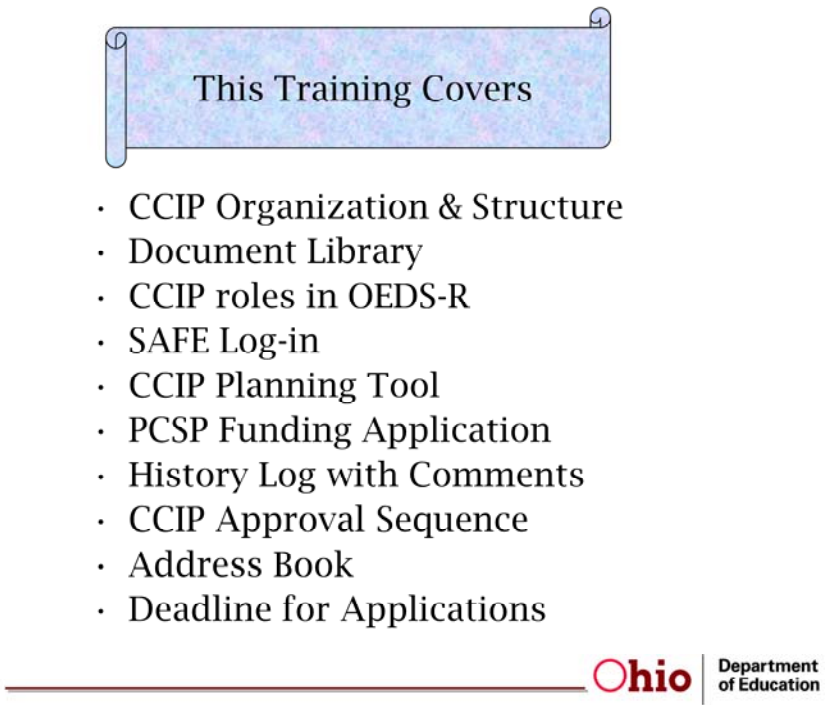


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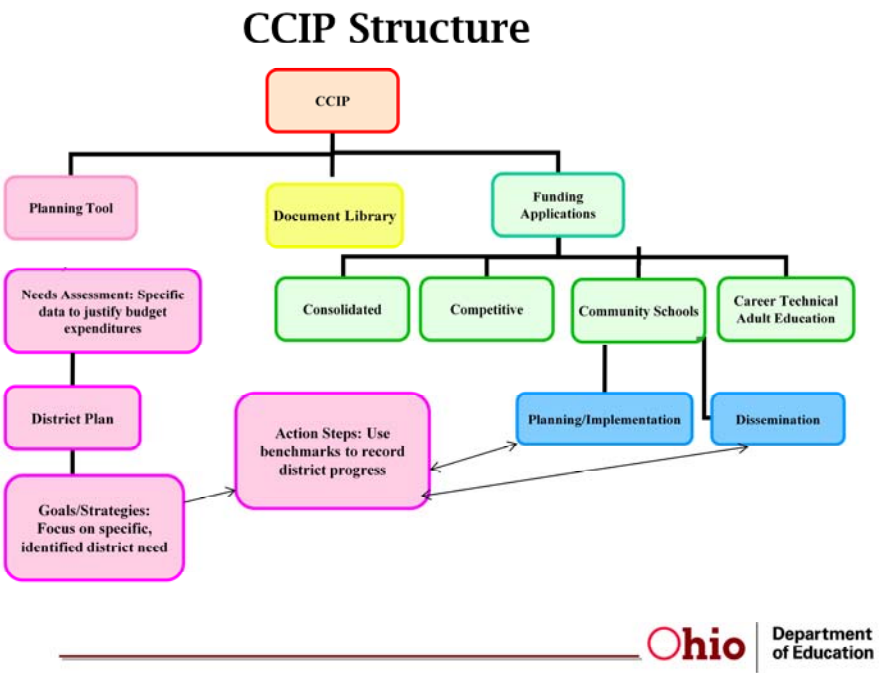
Contact person for questions about the PCSP grant and application.



The Office of Community Schools offers Elluminate trainings for PCSP grant applicants throughout February. The completed trainings are then available for repeat viewing from the Elluminate Web site or from links on the OCS grants Web page called “Elluminate Trainings.” Anyone may view the trainings by using the password “grant.” To join a future session, go to the OCS Calendar of Events, where a link is available.



What the training covers.



There are two parts to the CCIP for each school district: the planning tool and the funding applications. Community Schools is one funding application.

All grants a school receives are connected to the planning tool through the action steps.

You mean you didn't check the Document Library?



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This is the first step for any applicant or person with a question about the CCIP or any function using the CCIP.

Document Library

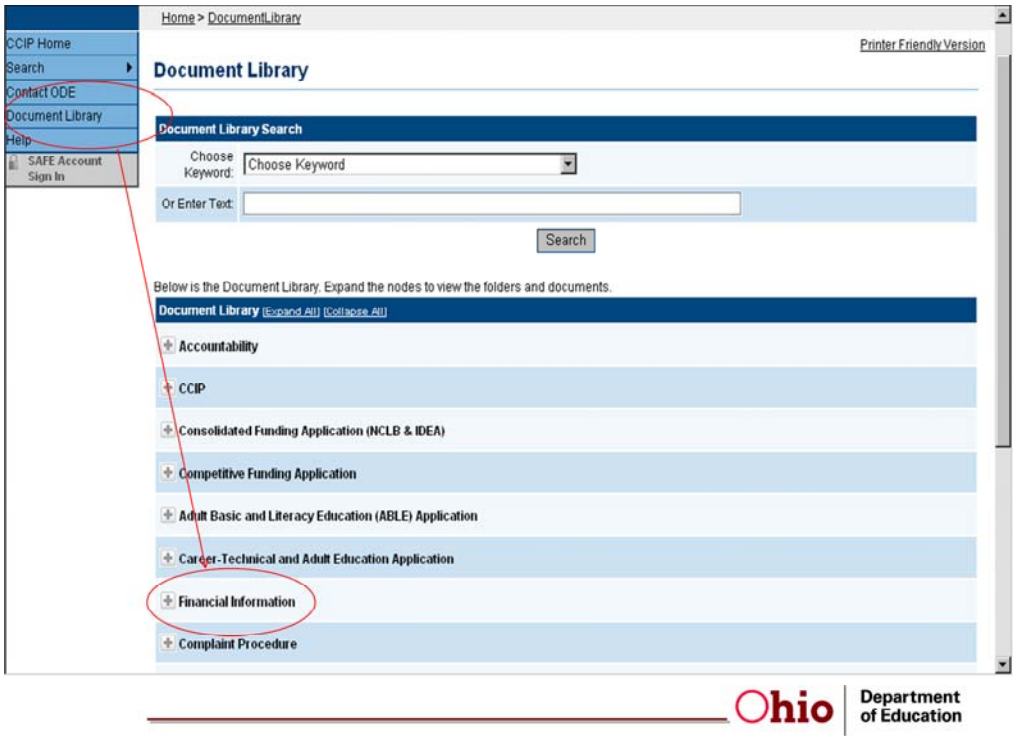
Information on all aspects of the CCIP and funded programs

Basic fiscal information

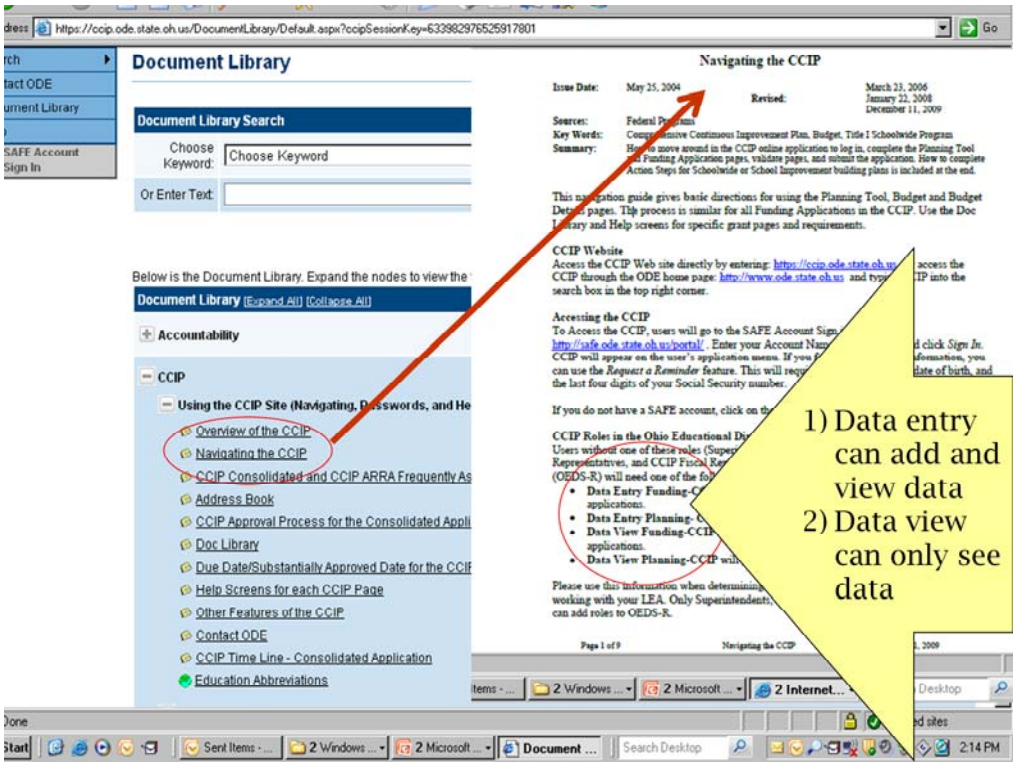
Individual grant document libraries, such as Community Schools, Consolidated (federal Title Programs), CTAE, etc.

You don't need to log in to see anything in the Doc Library.

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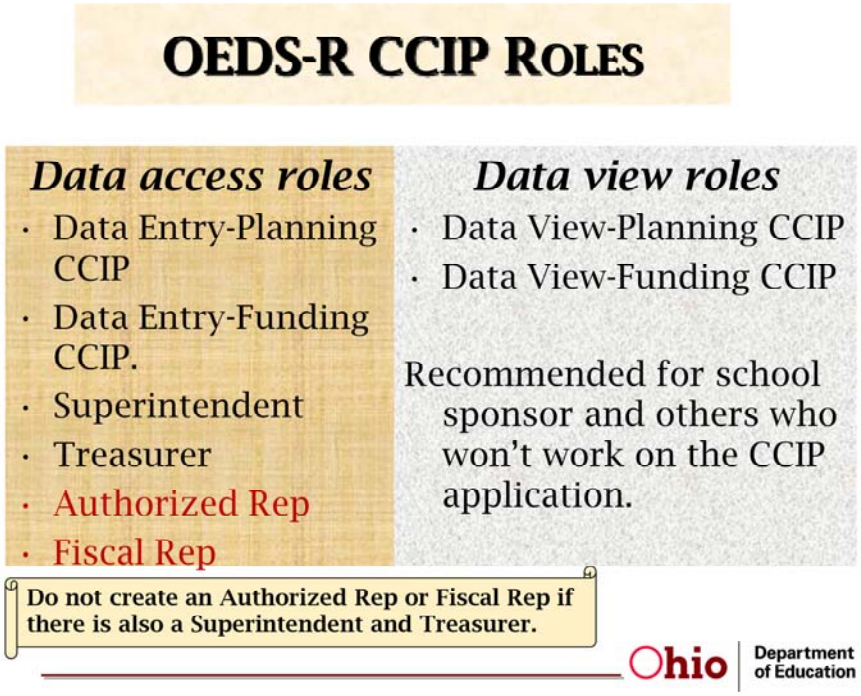


Financial Information includes how to request funding using the Project Cash Request (PCR) and how to close out the application at the end of the year using the Final Expenditure Report (FER). Each funding application has its own PCRs and FER, but all PCRs and FERs function the same way. In addition, the same grants management consultant processes all fiscal documents for your school and can answer any payment questions. (The ODE consultant—there is a different consultant for each funding application—answers questions only about the specific grant program/s in that funding application.) In the address book you'll learn how to find the grants management consultant for your school and the different ODE program consultants.



The CCIP now has four data roles. There are separate data entry roles for funding and for planning; there are also two roles for data view—funding and planning. In the OEDS-R directory for the school an individual must be separately assigned these roles. If an individual has data entry for both funding and planning, s/he can work on both sides of the application. The treasurer and superintendent receive full data access through the roles of treasurer and superintendent.

Data entry can both add and view all data either for the funding or the planning side of the application; data view can only view data for either the planning or the funding side. If a person should be able to enter data into both the planning and the funding sides, they will need to have TWO data entry roles.



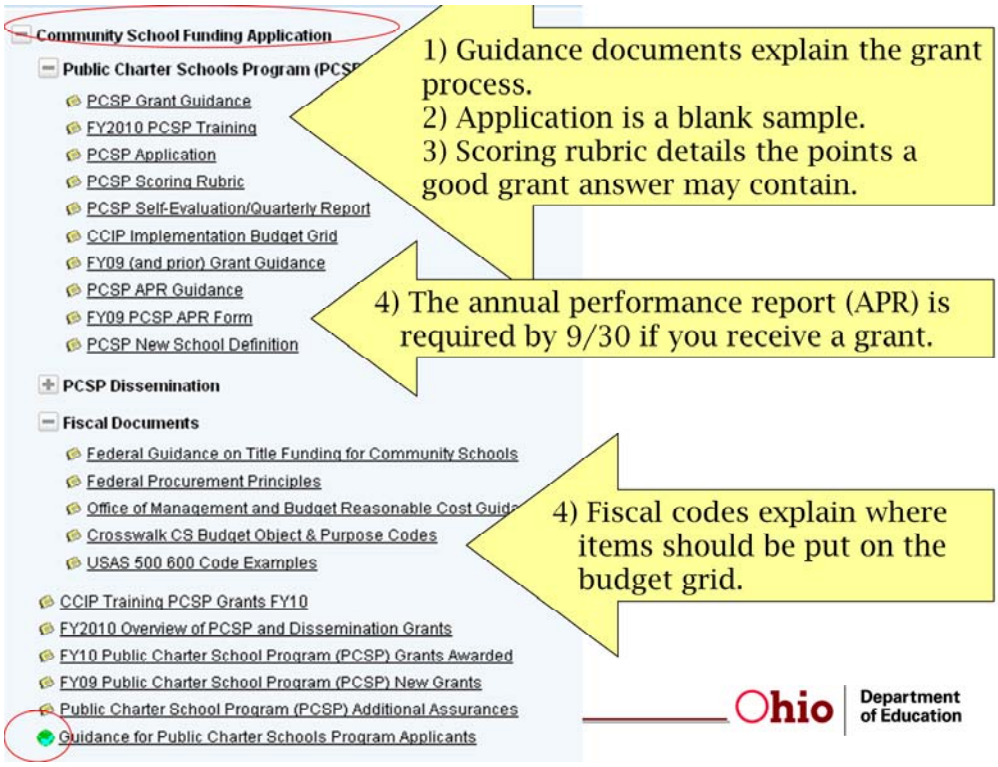
There are six possible CCIP roles for each school: superintendent, treasurer, Data Entry-funding, Data Entry-Planning and Data View-Funding, Data View-Planning. Each school should have only one superintendent and one treasurer (and no additional "authorized reps"—this is a violation of fiscal security). A school can have any number of data entry or view roles assigned. Data Entry-Planning means the user can change any data in the planning tool, Data Entry—Funding means the user can change any data on the funding/budget side of the application, but not approve the application. The superintendent and treasurer already have data entry rights along with approval rights.

Authorized rep and fiscal rep should only be used when there is no superintendent or treasurer for the school.

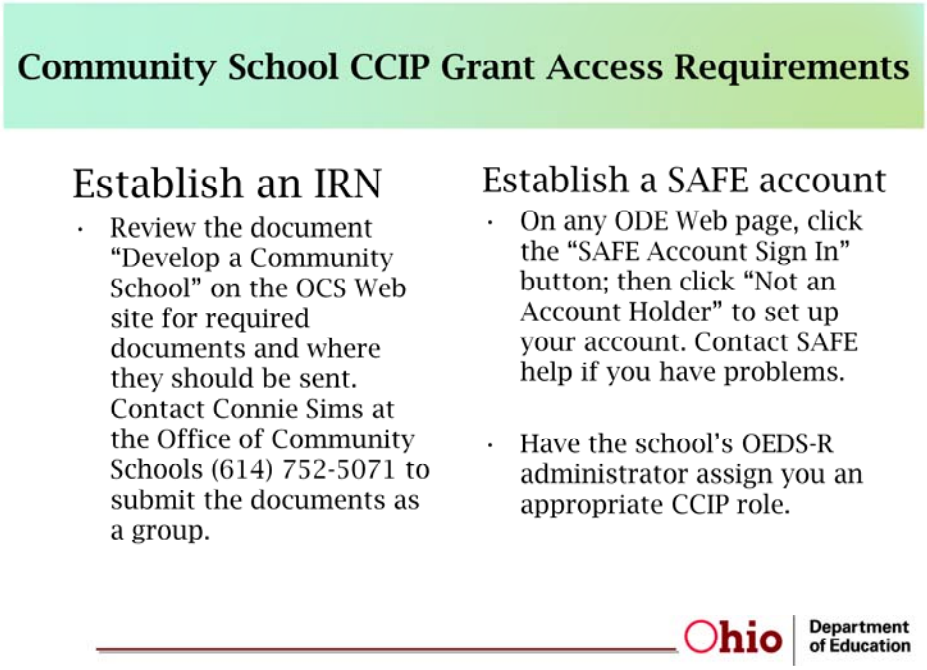


The Consolidated Application includes information on Title funding (Titles 1-6), IDEA and Early Childhood Special Education. After a new school is opened, this funding becomes available when an enrollment number is confirmed through EMIS reports. An allocation amount will be posted in your CCIP account when that occurs, usually about January of the first year. Please work with the Consolidated consultant for your school to use this federal funding correctly. The Community School Funding Application folder has all the information you need about the Public Charter School Program (PCSP) grant--to start a community school--and the PCSP-Dissemination grant--to disseminate an important practice created by a successful community school.

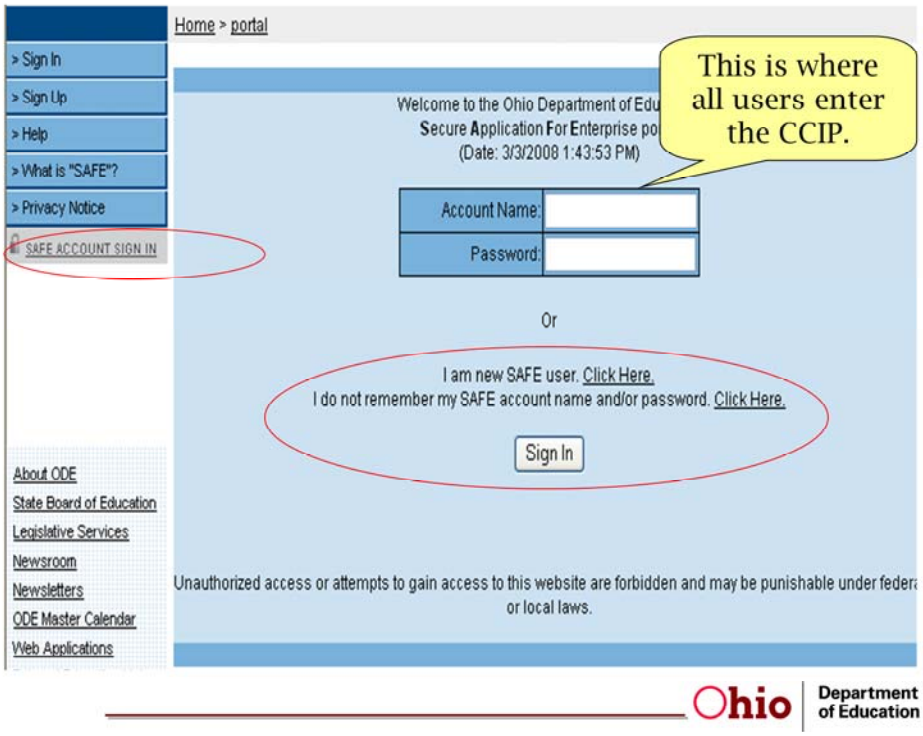
The Community School Folder has subfolders for the two grants and a folder with specific fiscal information.



The globe with the red circle is a direct link to the grants page of the Office of Community Schools, which also has copies of all PCSP grant information and archived Elluminate trainings. From this link you can also find information about the process of starting and running a community school, the legal regulations governing community schools, etc.



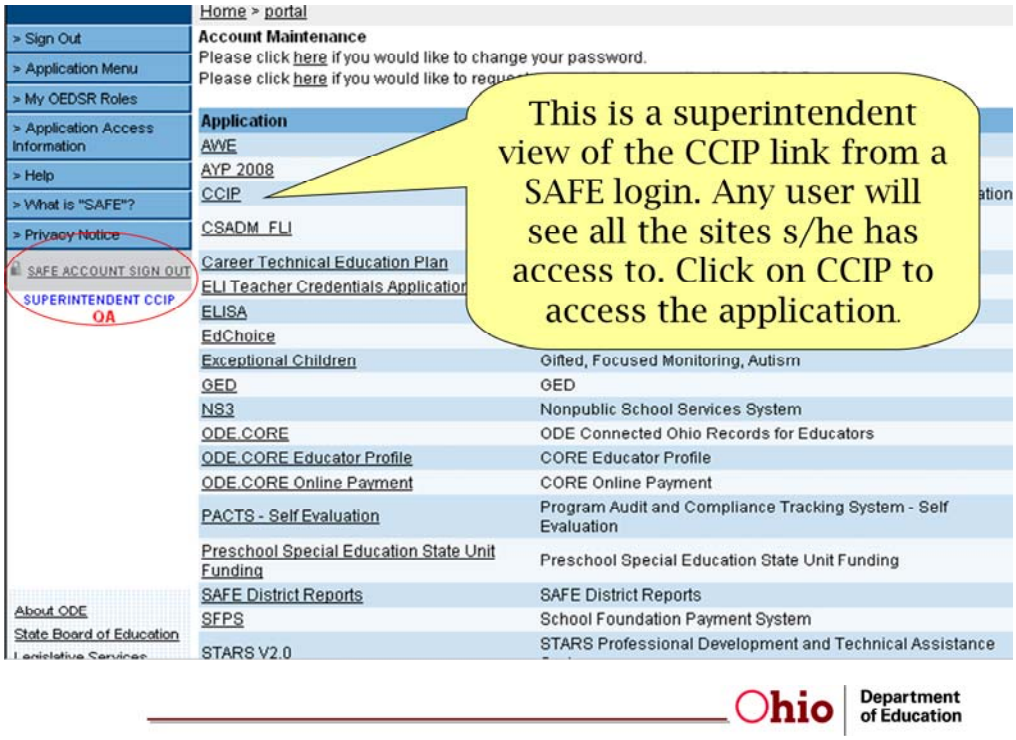
Two essential steps prior to entering the CCIP to create a grant application.



To access your CCIP application, first create a SAFE account.

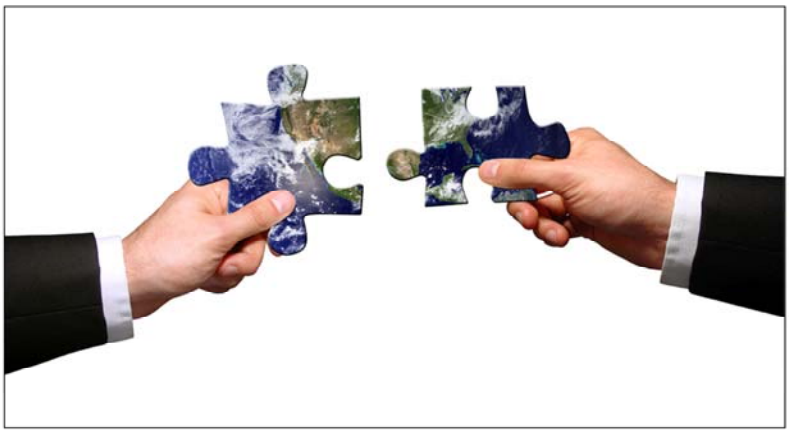
A new user must register using the link in the center of the page.

The user must then have a CCIP role assigned through OEDS-R.

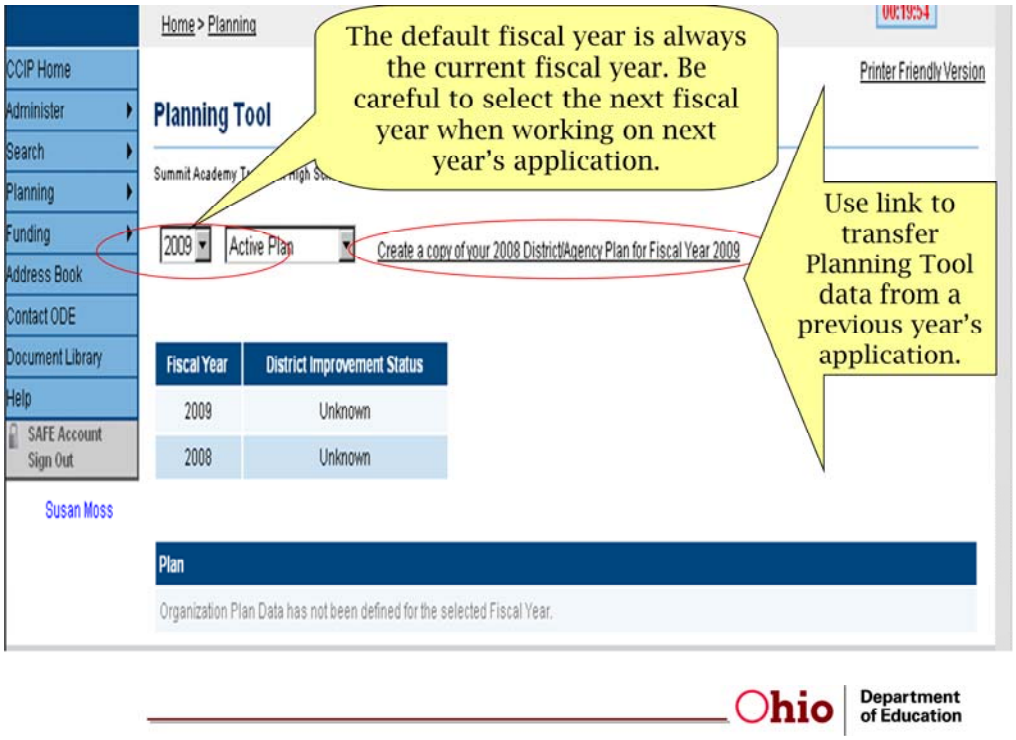


Note that the superintendent has signed into her SAFE account.

Planning Tool



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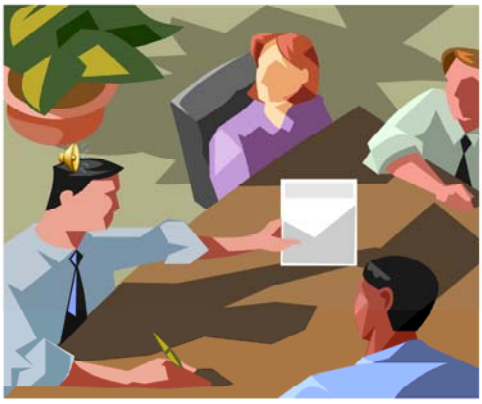
If you are a new school you will not see this option until the second year when you apply for the PCSP continuation grant in the CCIP.

For returning users, if your school has a current PCSP grant, the first step in creating an application for the next fiscal year is to select the correct fiscal year.

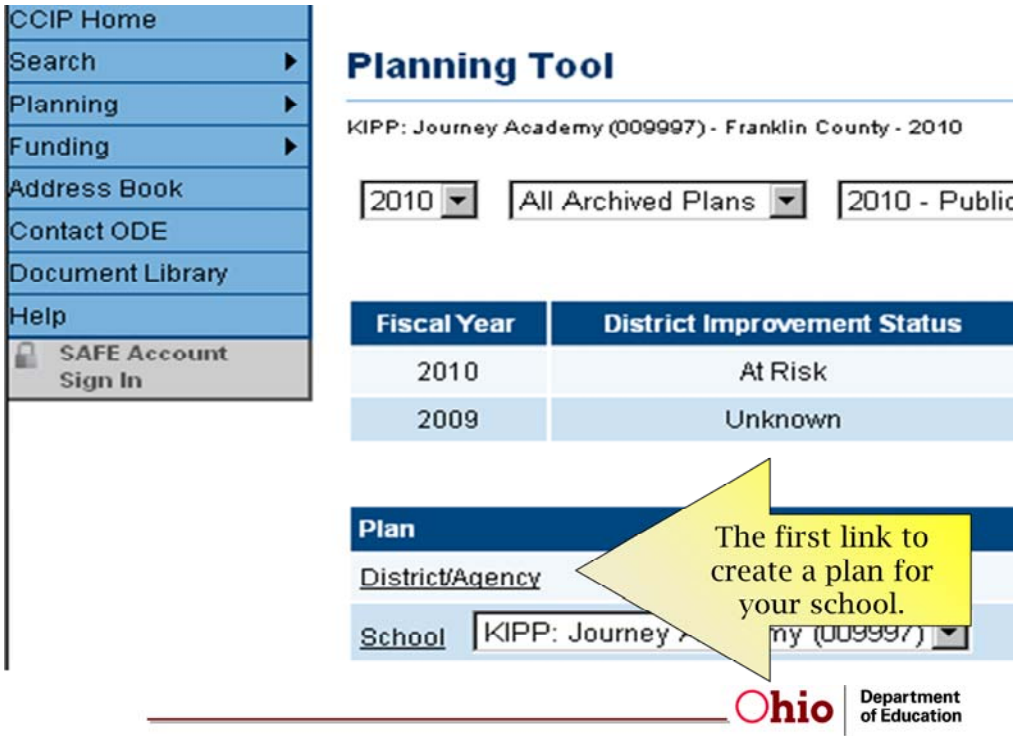
1) Go to the district planning tool. 2) Select the next fiscal year. You can check the year by looking at the date after the school's county in the top center of the page. 3) Click the link "Create a copy." All the information in the plan from the previous year will be transferred. No further transfer is possible. All the goals for all the grants a district receives will be transferred, along with their strategies, action steps and fiscal resources. The plan should then be modified to reflect the activity intended for the upcoming fiscal year. If you do not modify and update your application, funding may be held up until you show what you will be doing in the new year with the money and indicate what was accomplished the previous year.

CCIP Plan Covers All ODE Grants

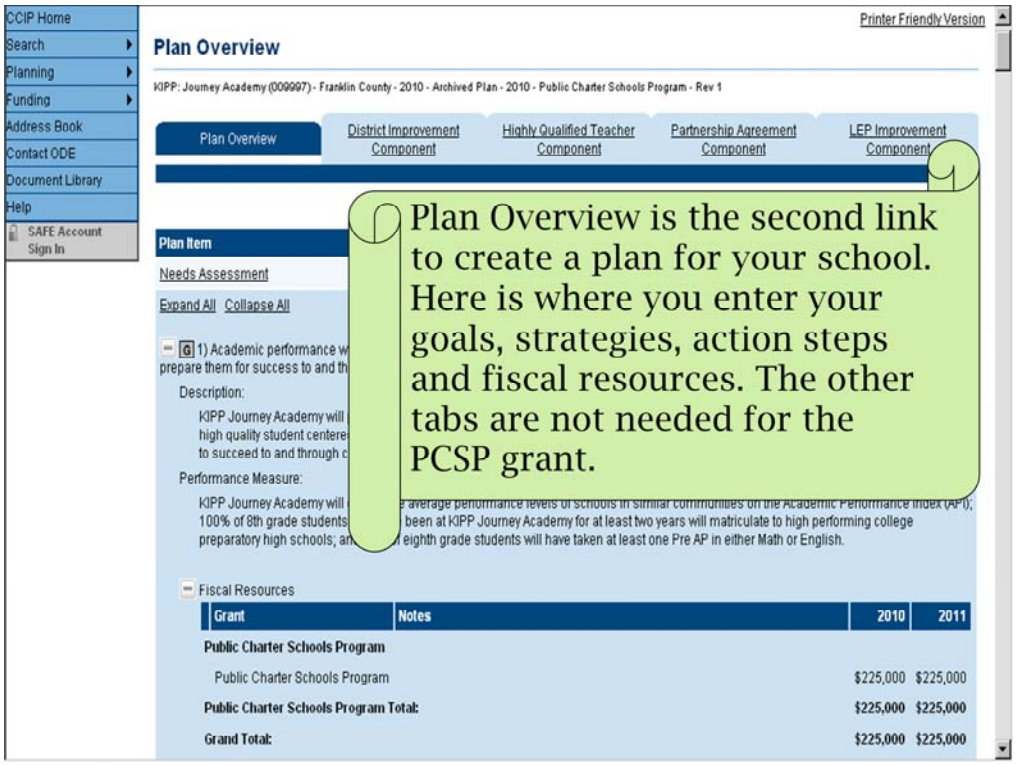
- Once the new plan is created, anything added to old plan will **not** be transferable.



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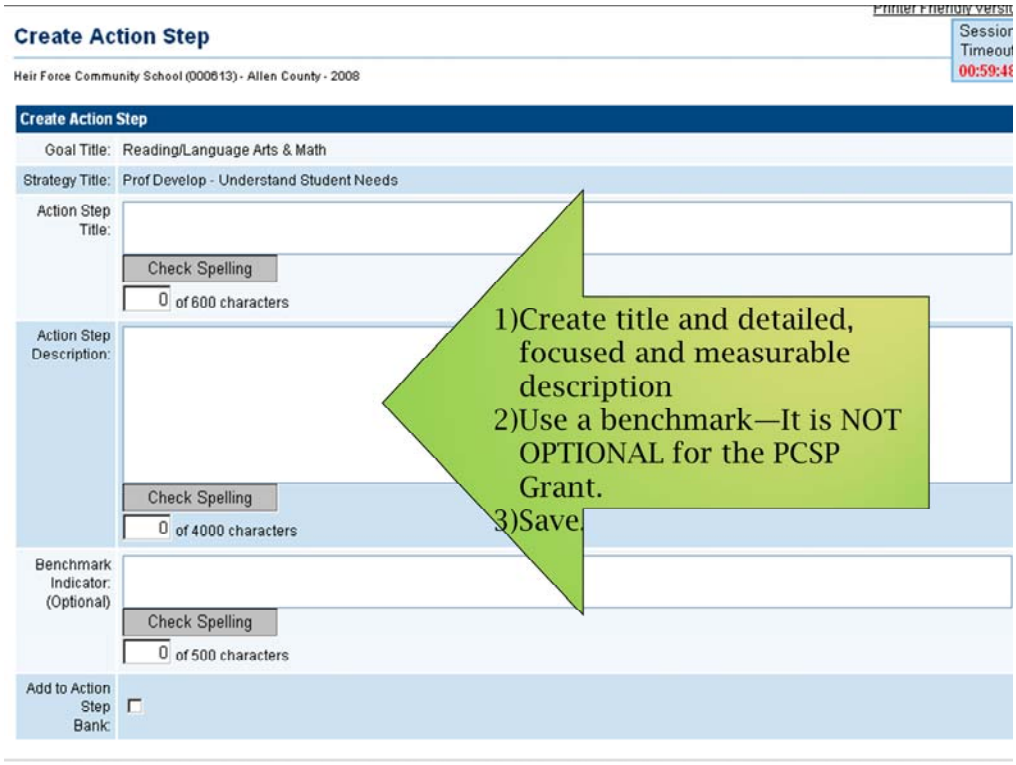
Each community school is also a legal school district. All planning should be done at the district level and never at the school level. (School level is for large districts with many different schools.)



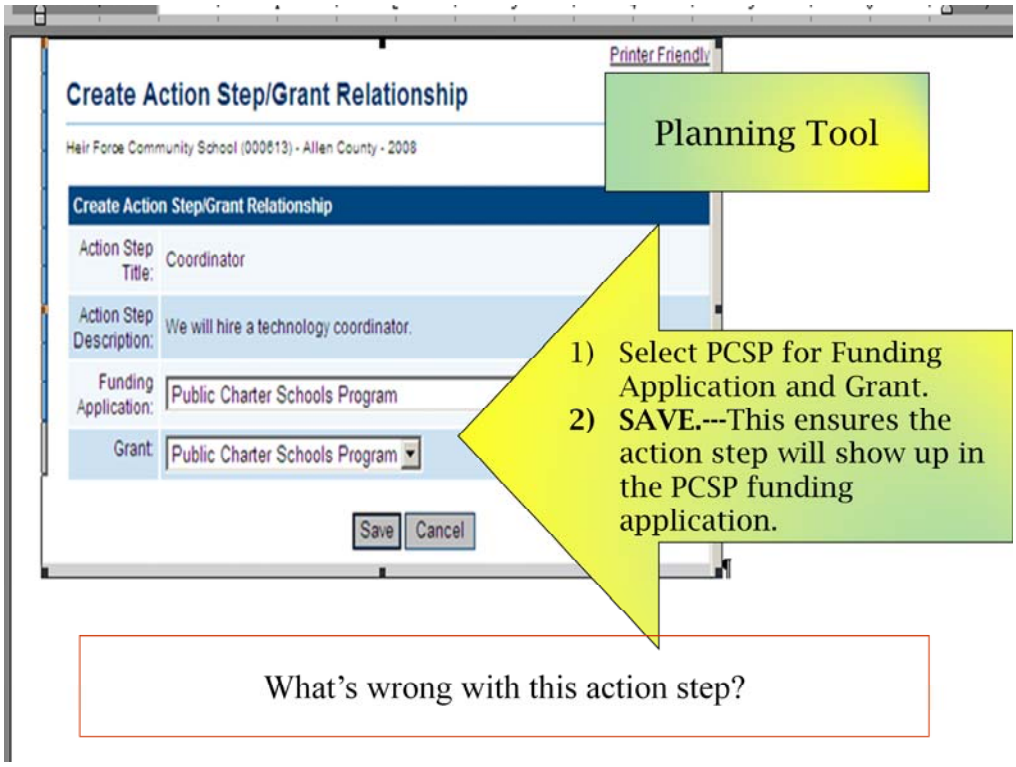
Please note that I did not sign into SAFE to view this application. Once your grant is approved, your application becomes a public document. Anyone can look at what you have submitted and how you have used your money. This includes the Auditor of State, federal monitors, journalists, legislators, parents, students, etc.



1) A grant goal may be used by more than one funding application; NEVER delete a goal if others use it because it will erase everything connected with it.
2) The best practice is to have only one or two goals for a school, so that money is used in an aligned fashion.
3) Fiscal resources will show what other grants use the same goal.
4) Create an Action Step for each strategy to show how you will use the grant money for the current year. Make them detailed enough that the grant reader will easily understand what you will be doing, and how it will help students at your school to succeed academically.
5) Add a grant relationship to show what grant is funding a specific action step. This information will then show up on the funding application side for the grant.

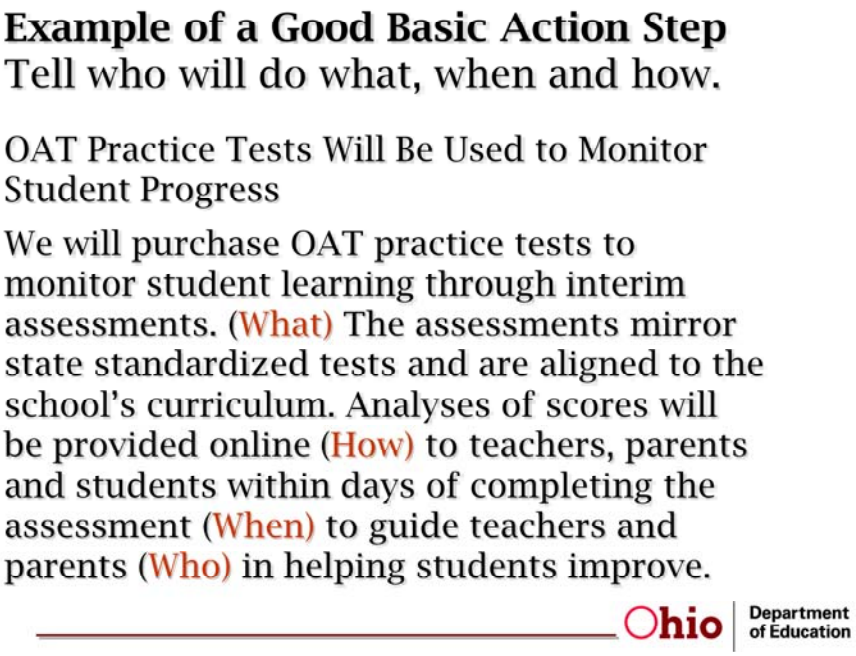


Make the title descriptive of the action that will be described. Explain the action step for the current year; possibly refer briefly to what was done in the past, especially if it illuminates the reason for your action step. The benchmark will show what you intend to accomplish during the year and should provide the starting point for next year's action step.



The action step title must be more informative, and the description must be well-written, focused and lengthy enough that the grant reader will understand what the school will be doing and why. Most important, PCSP funding cannot be used to hire personnel or pay for operating costs. Fortunately, this is not an actual application.

Our next slide will discuss the key components of a good action step.



There should be more detail about how the tests will be used, particularly what data will be focused on, or how it will be used to reshape approaches to individual students. But this is a good brief outline of what the action step should do.



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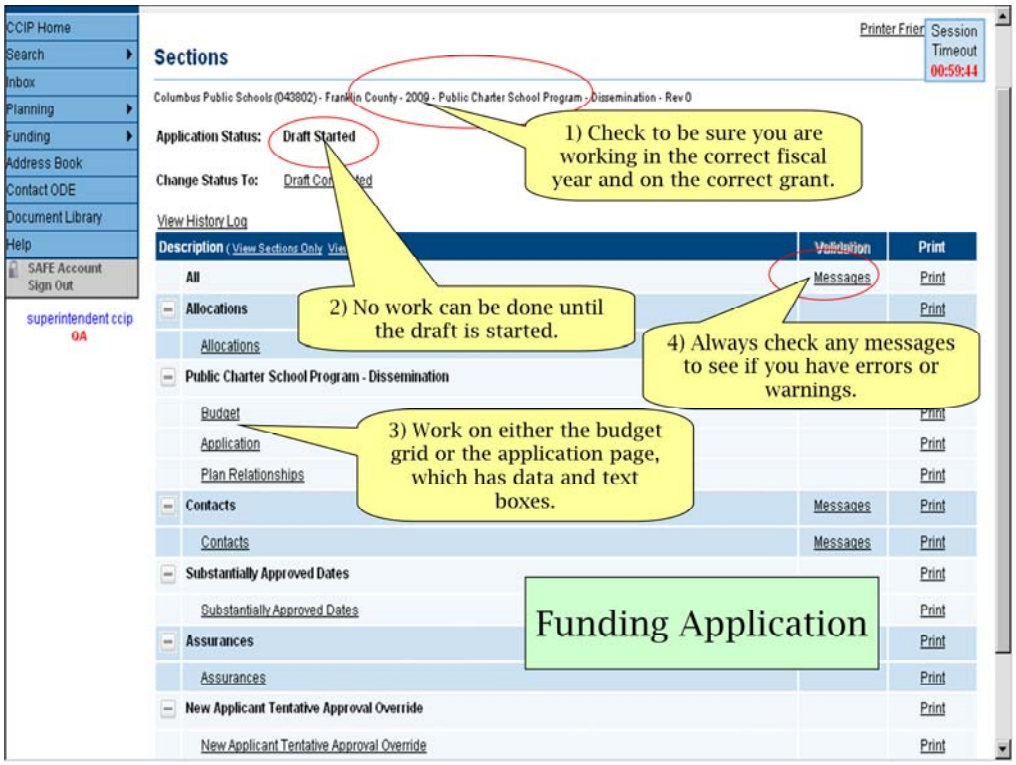
The CCIP can seem like a maze at first, but once you learn some of the basic moves, you'll be amazed at how useful it can be.

Now we're going to the funding application side, where your budget, budget narrative and specific data questions must be answered. When you're first applying and are in the competitive phase, what you put into the funding application side will be critical.



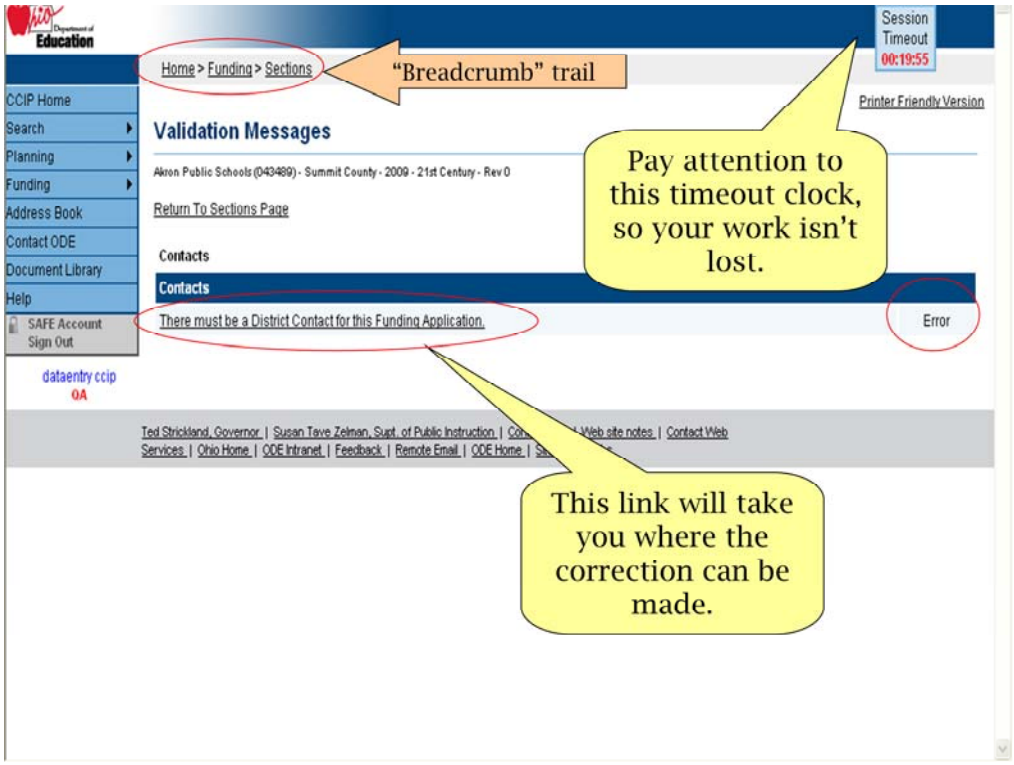
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The second part of an application is called the funding application. There is a separate application for the different grants (i.e., Consolidated Funding Application, CTAE Funding Application, Competitive Grants).



Now to go to the other side of the CCIP, the funding application.

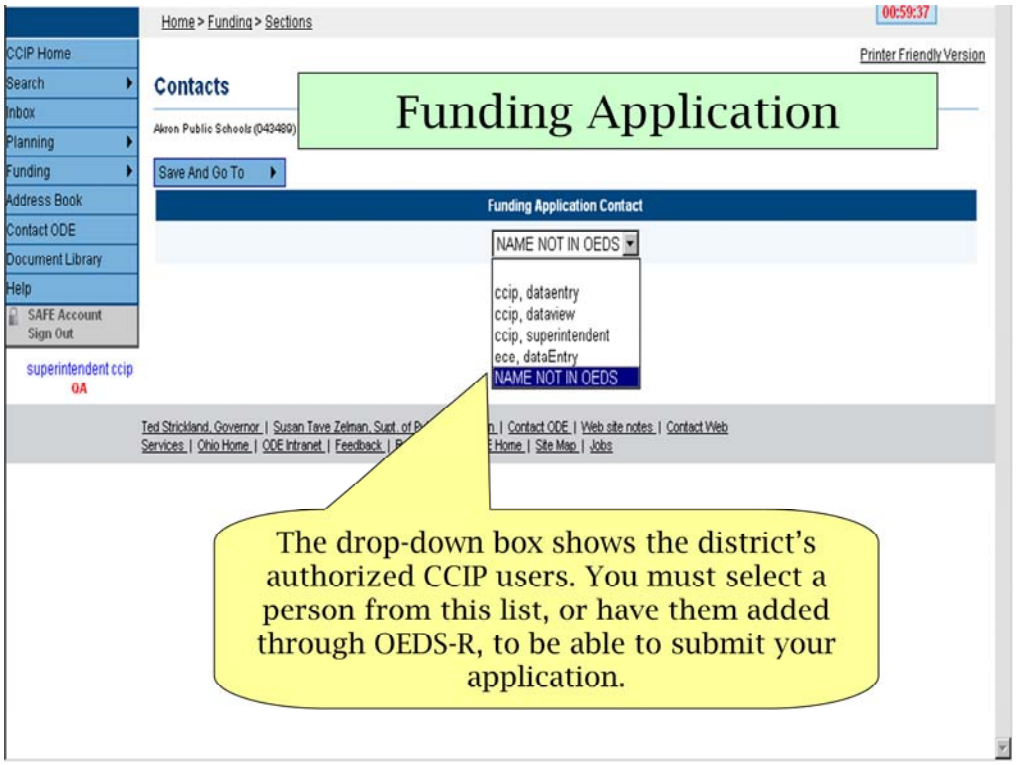
- Draft must be started before anything can be put into the funding application. First be sure you are in the correct grant. A dissemination grant is only available to community schools in successful operation for three years. Do not start a draft unless you are eligible.
- Fill in the budget grid and the application page. The application page requires well-thought out answers; draft these in a Word document, so you can cut and paste them into the application.
- Always check any messages because they may prevent you from submitting your application.



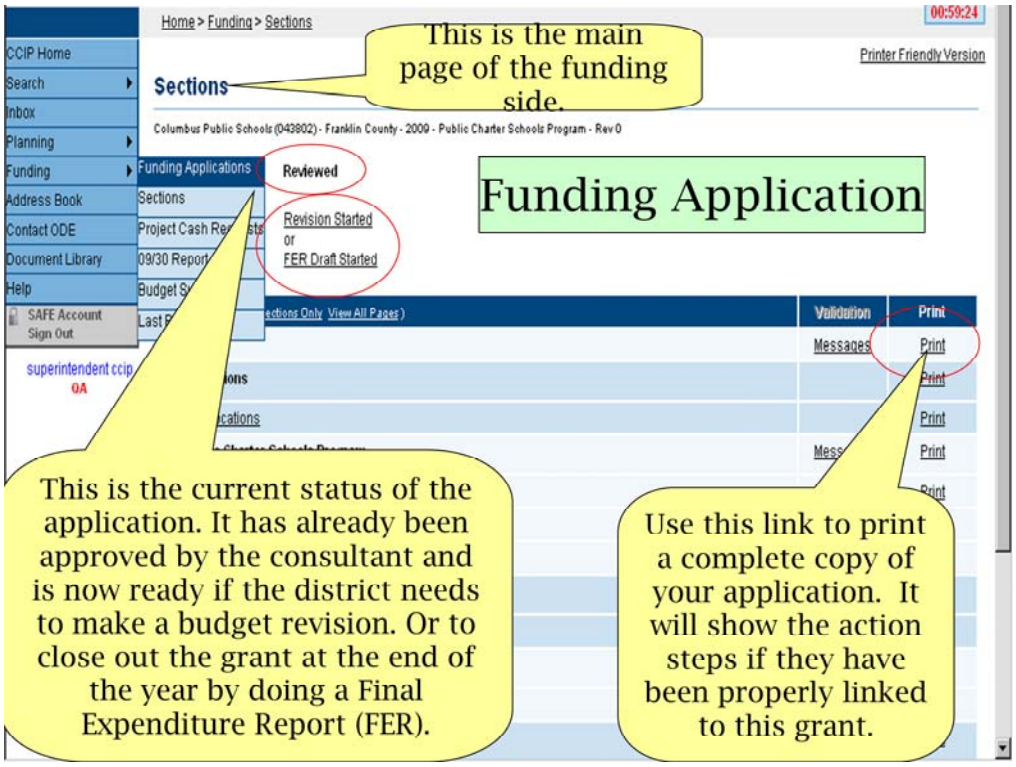
An error message means the application cannot go forward. Click on the link (underlined message) to go to the part of the application where the correction needs to be made.

A warning message will not stop the application, but identifies something that may have been overlooked. Your application will probably be stronger if all warning messages are heeded.

Helpful tip: Use the trail of links ("breadcrumb" trail) to see where you are.

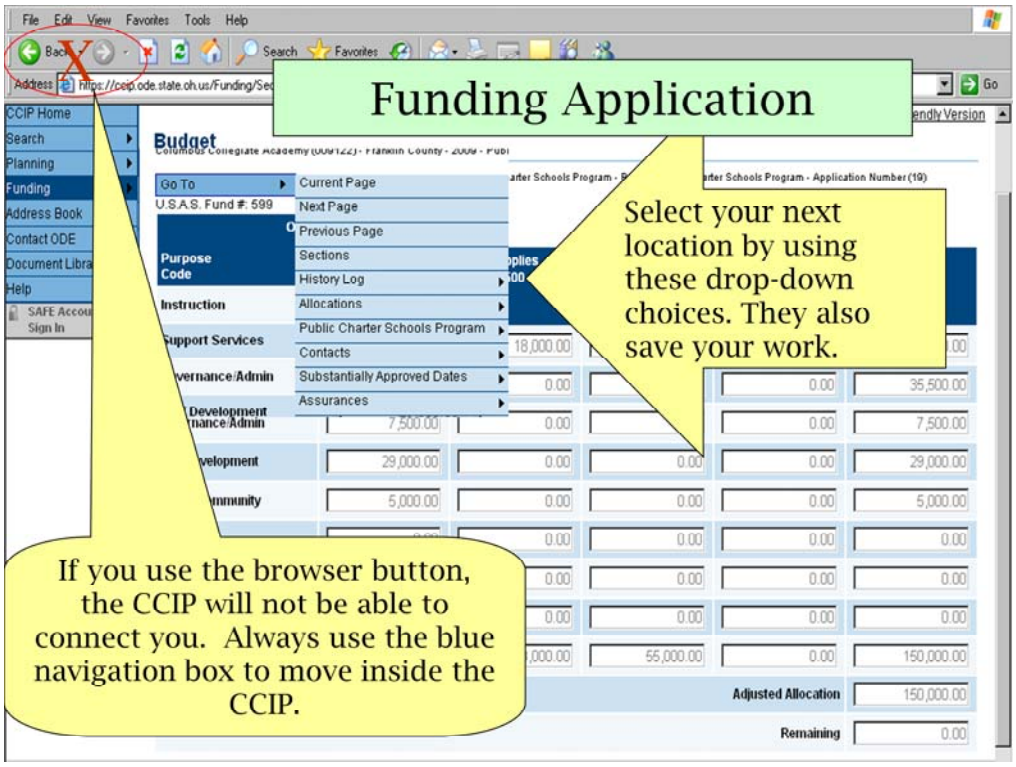


VERY IMPORTANT! A funding application contact must always be identified, or the application cannot be submitted. The person must be in the current OEDS-R directory for the school. Make sure their phone number and email are correct, as they will receive all important communications about the grant.



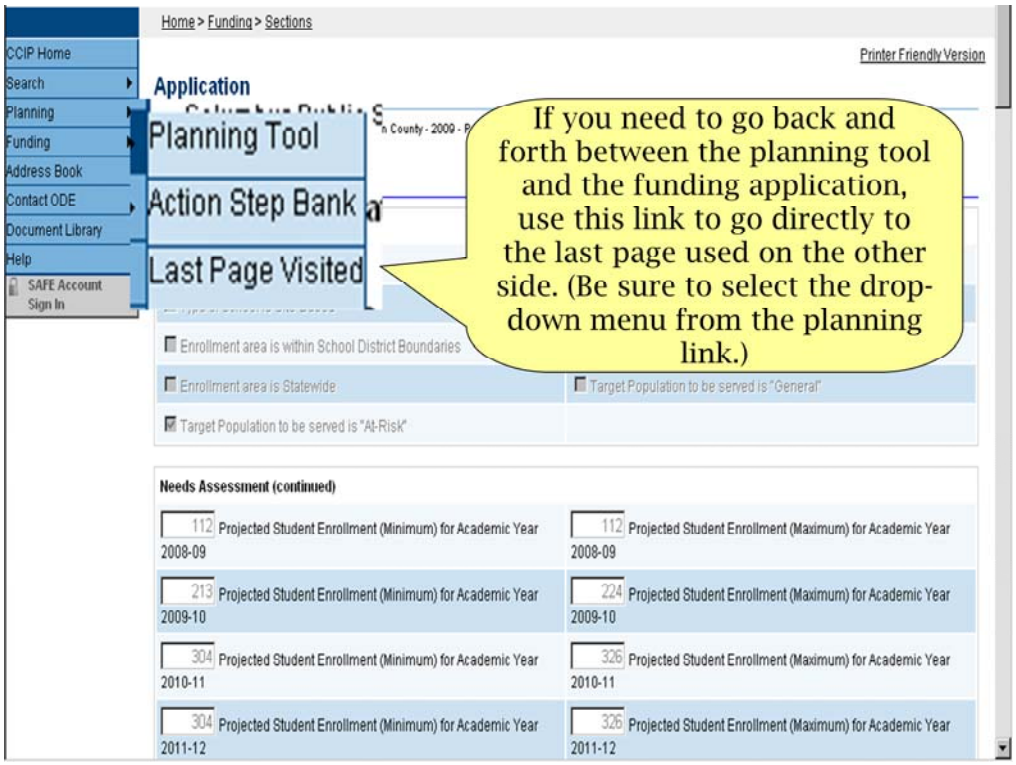
When in doubt, go to the Sections page on the Funding Side. Here you can see the status of the application and access all components of the funding side (budget, application, history log w comments, messages, print functions).

To print a complete copy of your application, use the print link at the top of the column. It will be sent as a PDF document to your school's doc library, where you can access it and print it off. Depending upon how many requests are in the CCIP's print queue—it can take a few minutes to a half hour. Using this link (or the lower links to print out specific sections) is the only way to be sure to print all the text that's in your application. Printer friendly is a standard link that prints only what shows on the Web page.

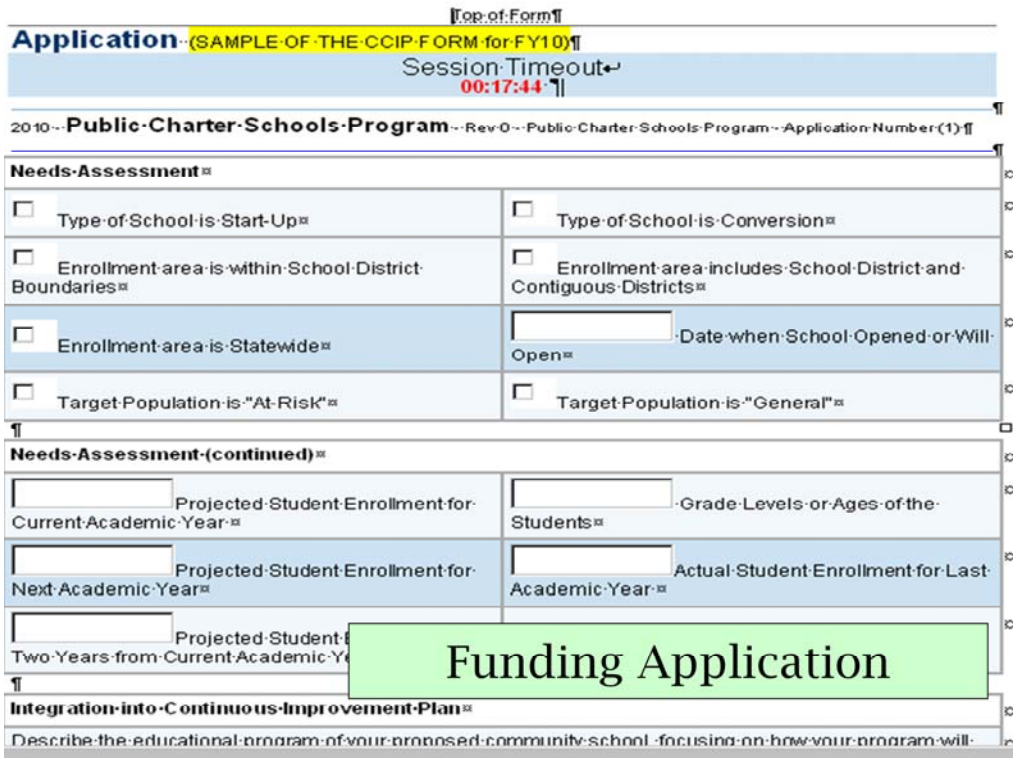


If you select “next page” you go to the application page; the budget page is then the “previous page,” so you can work back and forth between these two pages in the funding application.

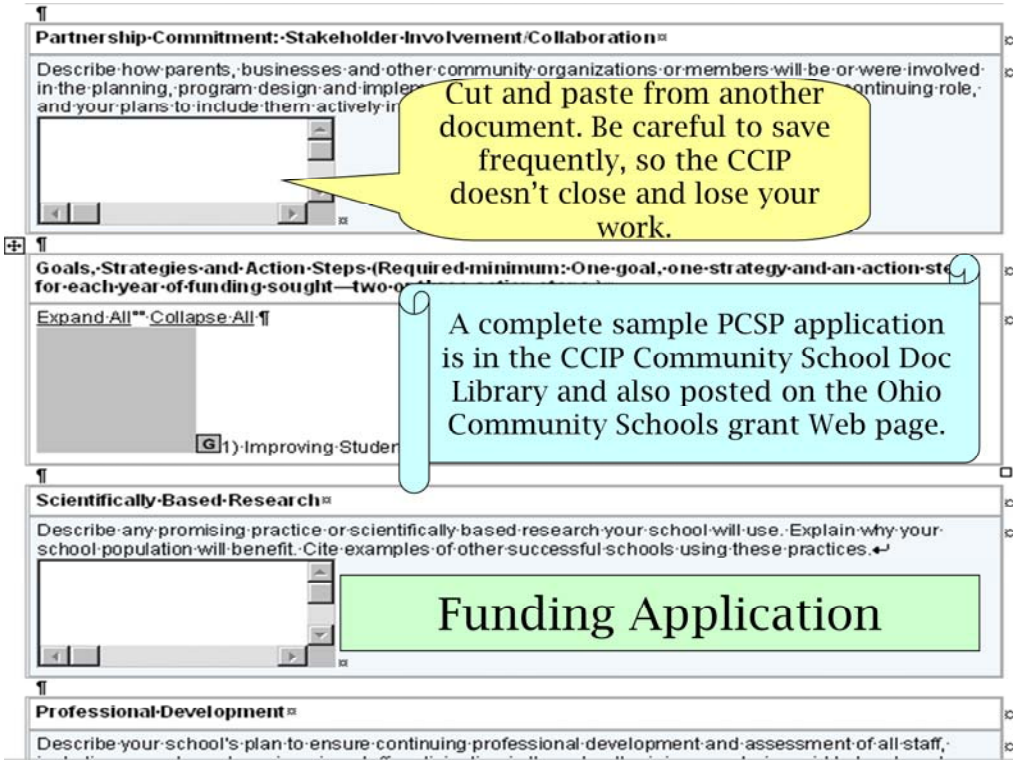
If you use the browser arrow (in green) to go back, you will get an error message and have to return to this page.



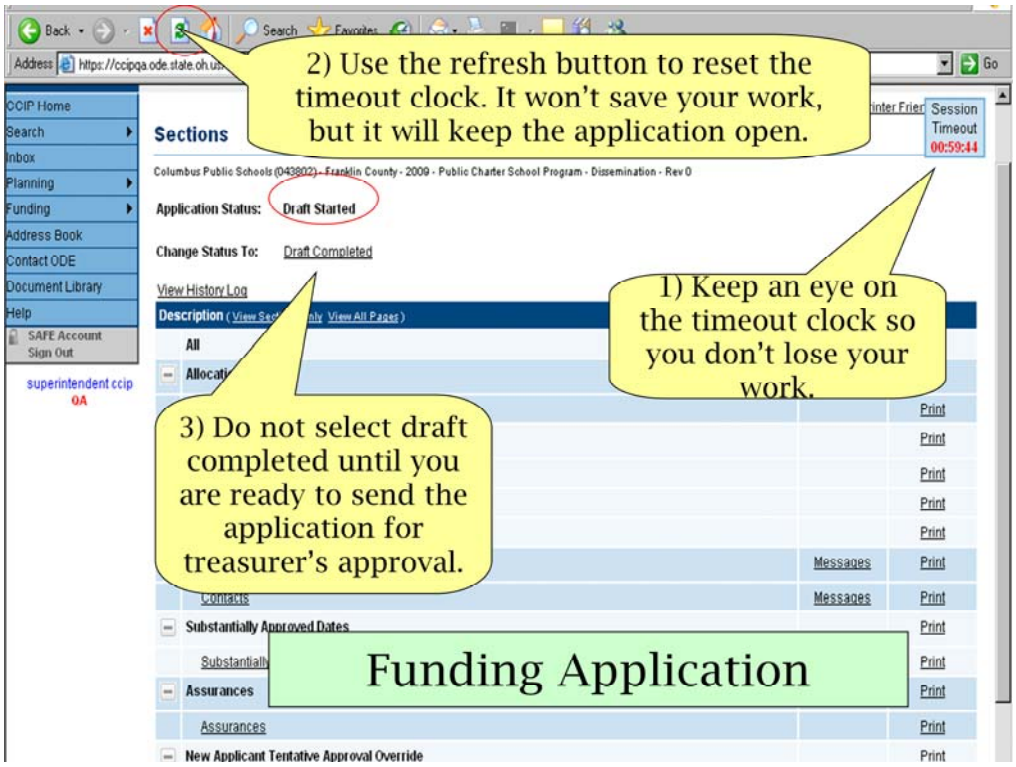
An easy way to go from one part of your application to another. Action step bank isn't used by community schools.



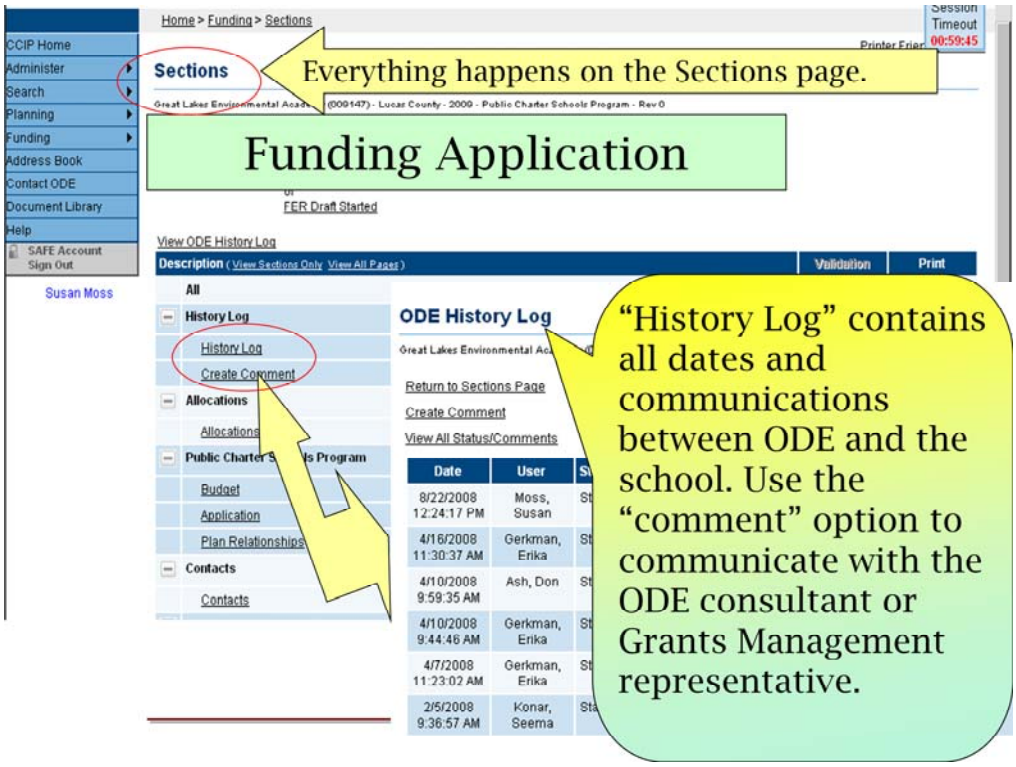
This is the data part of the application section.



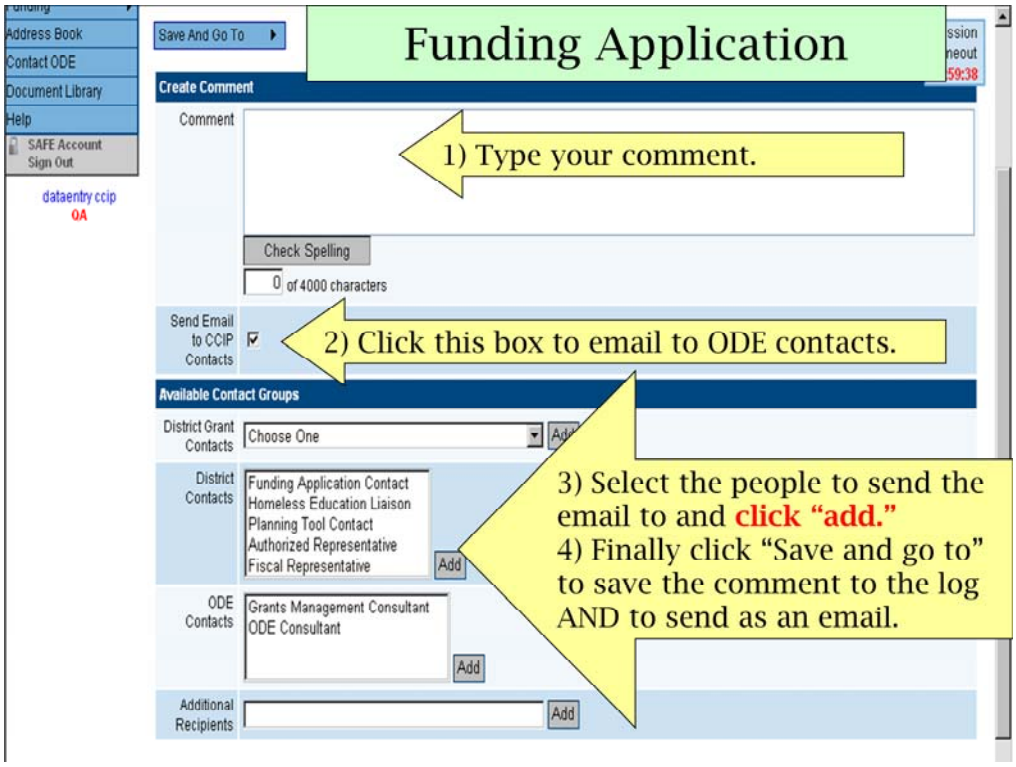
This is part of the application page, where you answer questions about your school. It is best to prepare these responses on another document and then cut/paste into these 4,000-character-limit boxes. This is because the CCIP closes automatically if no application activity is occurring; the CCIP does not consider typing to be an activity.



If you discover the application needs further work after selecting "draft completed," have the treasurer reject it "unapproved." There is no penalty. Once "authorized rep" is clicked, the grant can no longer be changed. It goes to ODE for review.



The History Log has two sections: first, is the log with dates of all transactions (including approvals) and the person who made the transaction; second, the comment section.



#3 is one of the most important steps here; failure to click "Add" means that no email is sent. To confirm who will receive the message, a link will appear with "Recipient Summary." You can look at this or print it out to be sure who will get your email.

CCIP Approval Sequence

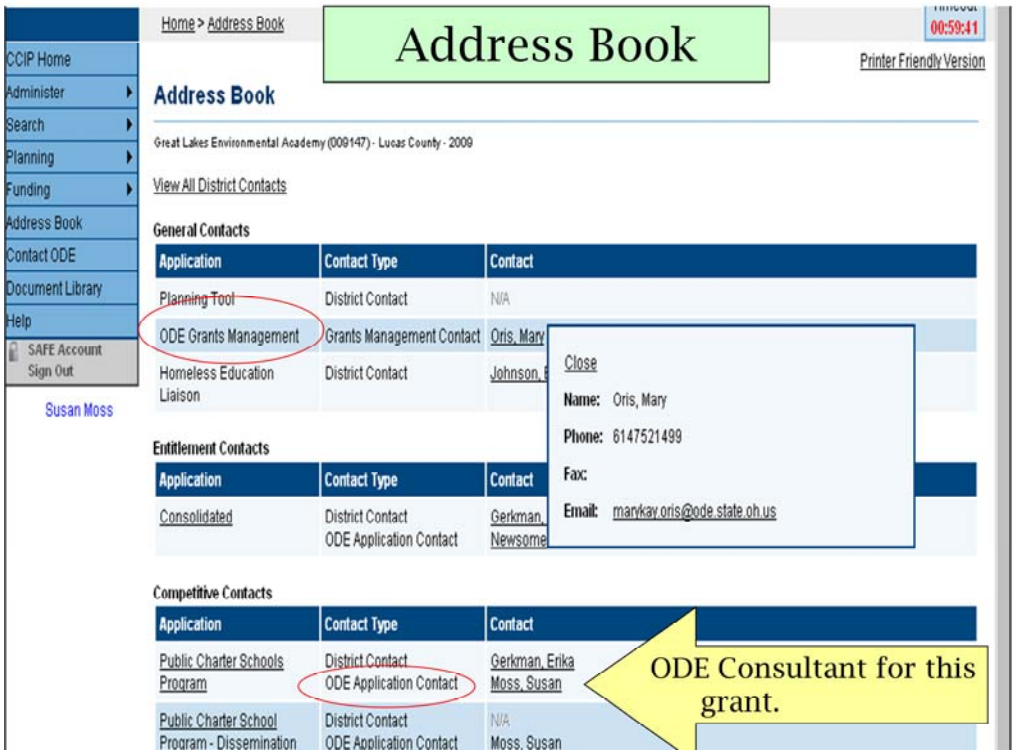
Approval sequence will revert to draft level if treasurer, superintendent or consultant returns the application.

- Draft Started
- Draft Completed
- Treasurer Approved or Returned
- Superintendent Approved or Returned
- ODE Consultant Approved or Returned

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In the competitive process, the ODE consultant will NOT return the application, so if the superintendent approves the application, no further changes can be made.

Once the grant has been awarded, then the complete process can occur, for example on a budget revision that is not acceptable.

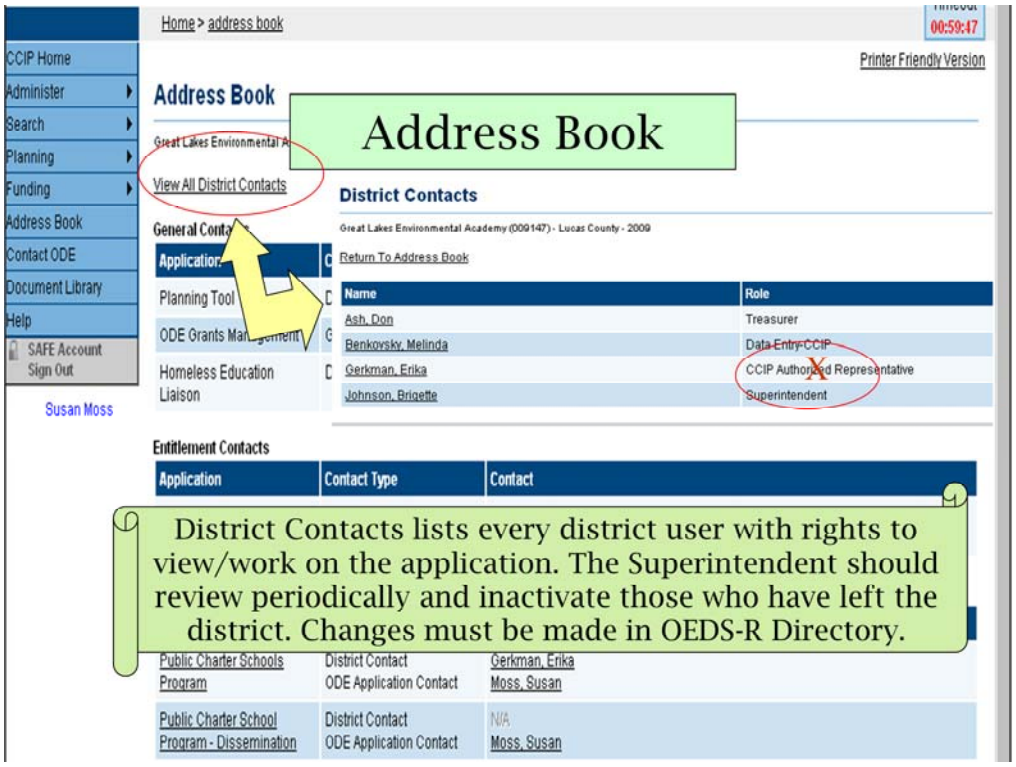


This is the main page of the address book.

The grants management consultant is the ODE fiscal contact for payment (PCR) or close out (FER) questions. By clicking on their name, you get their email and phone number.

Susan Moss is the ODE application contact (program consultant) for the PCSP grant. Each CCIP grant has a different application contact, who must be consulted for questions about the budget, allowable expenses for the money, program requirements, trainings, etc. A consultant for one grant will not know what another grant requires, so be sure to select the right consultant who is assigned to your school.

The Consolidated application is the name for the federal title programs, like Title I, II, IV, IDEIA, etc. Their Doc Library is called “Consolidated” and is the source for basic information on title programs and eligibility. Their application contact will be the person who approves your CCIP application for federal title funding.



The address book is where you find the people who can work on or view this application, either at the district or the state agency level. For example, a sponsor might be given “data view planning-CCIP” and “data view funding CCIP” so they can provide comment while the work is in progress. Up-to-date phone numbers and emails need to be included to be sure important messages are timely received. Both phone numbers and emails are entered into the CCIP through the OEDS-R system.

Remember to annually review and update CCIP contacts, because a person who has left your school will remain authorized to work on and see your application until they are removed from your OEDS-R directory.

Don’t forget the deadline!

- PCSP competitive and continuation applications must be in “authorized rep approved” status by the final Friday in April at 5 p.m.



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Don’t forget this deadline, or your application will not be received for the competition. If you have a continuation application, you will lose funding for the next fiscal year. This image is called Armageddon, which could be what you’d call it if you don’t have your application in “superintendent approved” status by this date.



Thank you and good bye.