CCIP Planning Tool

Overview and Training Manual

Screen shots of the CCIP pages in this document were taken during fiscal year 2006. Although the fiscal year has changed, the directions for developing a planning tool remain the same.

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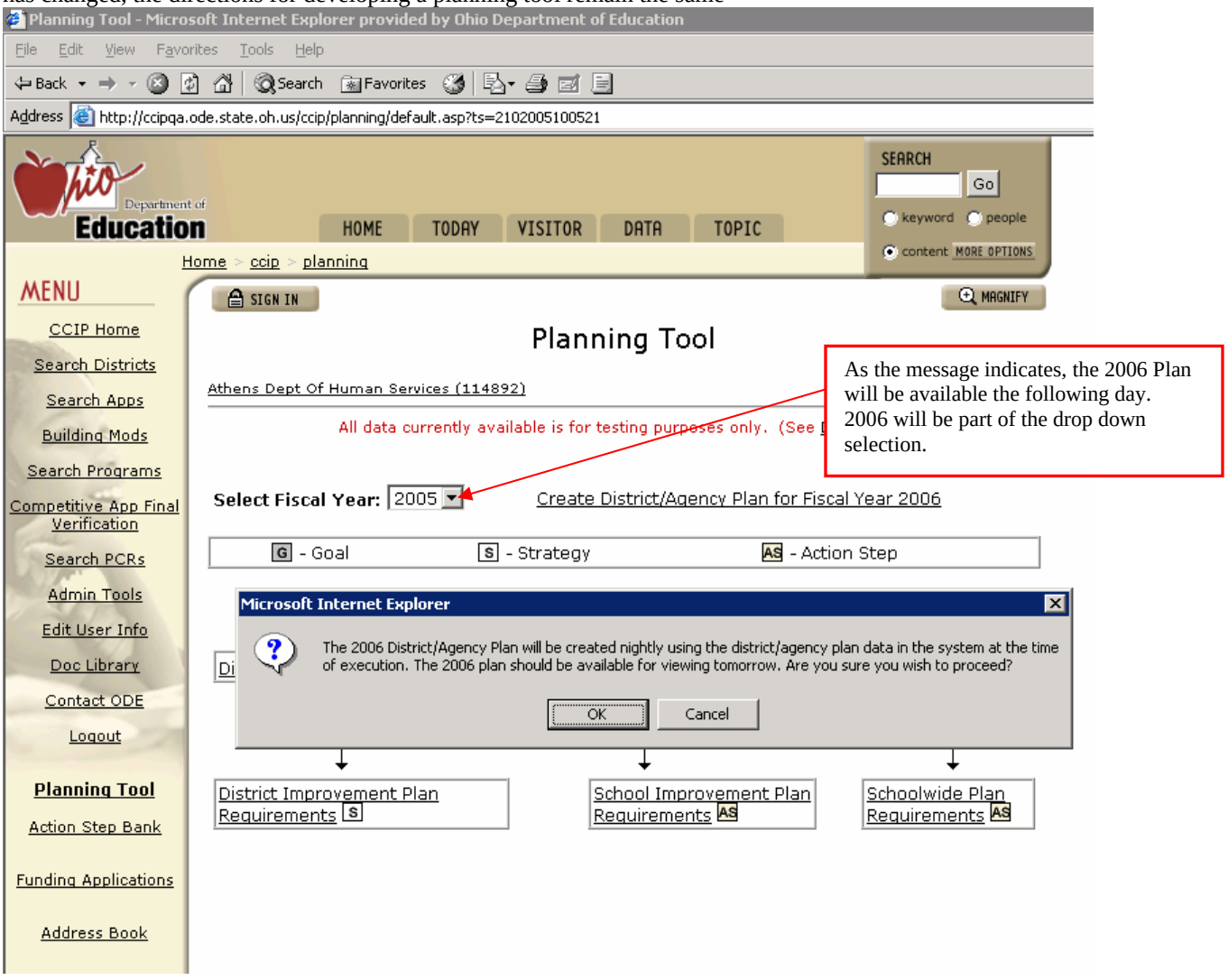
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Planning Tool Entry Page

Create New Fiscal Year Plan

- To create a plan for the upcoming fiscal year, click "Create District/Agency Plan for fiscal year 2007." The newly created plan will be a copy of the current plan (including the building, improvement and schoolwide plans) and will be accessible by selecting “2007” from the *Select Fiscal Year* drop-down menu. As stated in the pop-up window, the plan will not be available until the following day.
- After the new fiscal year plan has been created, any changes made to the current plan must be duplicated in the new plan, if applicable.

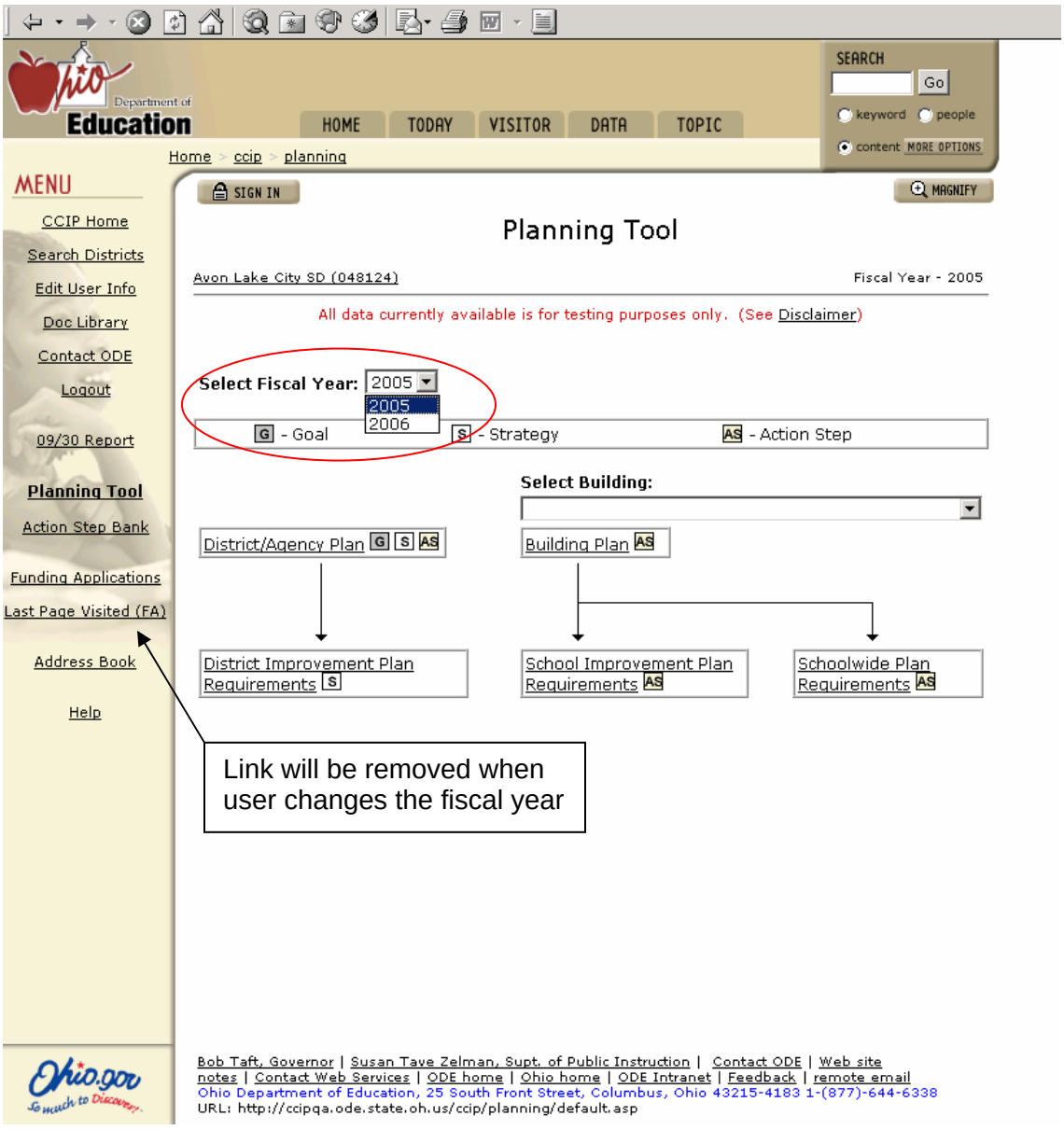
Note: Screen shots of the CCIP pages in this document were taken during fiscal year 2006. Although the fiscal year has changed, the directions for developing a planning tool remain the same



Fiscal Year Requirement

-The Planning Tool entry page contains a *Select Fiscal Year* drop-down menu that allows the user to select the appropriate fiscal year's Planning Tool that needs to be modified.

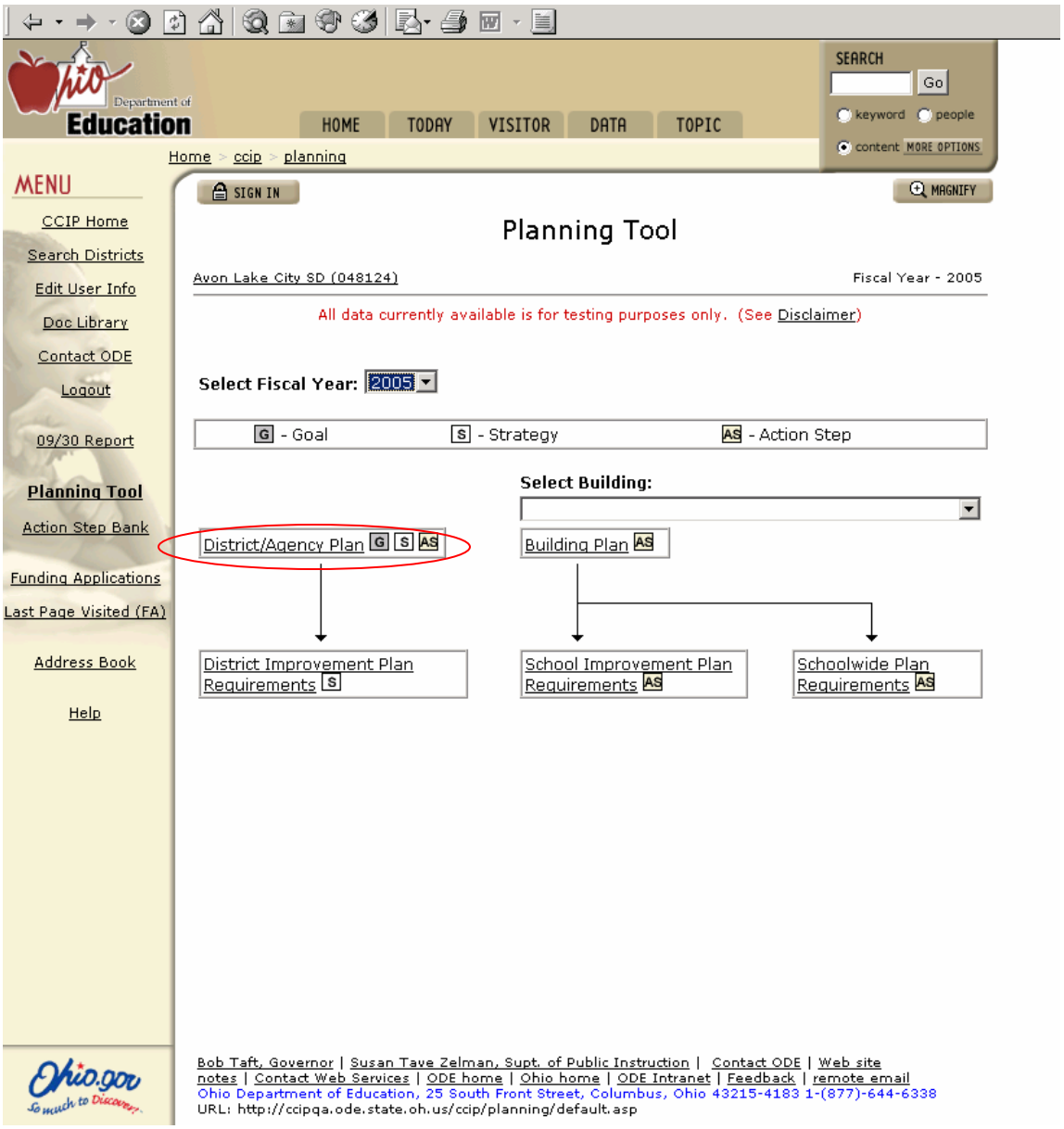
-The fiscal year defaults to the current fiscal year (July 1 – June 30). However, if the user enters the funding application entry page and changes the fiscal year, that change will be reflected in the Planning Tool. Furthermore, if the user enters the Planning Tool entry page and changes the fiscal year, that change will be reflected in the funding application. If either of these scenarios occurs, then the "Last Page Visited (FA/PT)" link will be removed because it may not be a valid link for the new fiscal year.



District/Agency Plan

-The “District/Agency Plan” link directs the user to the plan overview page.

-The District/Agency Plan allows the user to enter goals, fiscal resources, strategies, action steps and action step/program relationships.

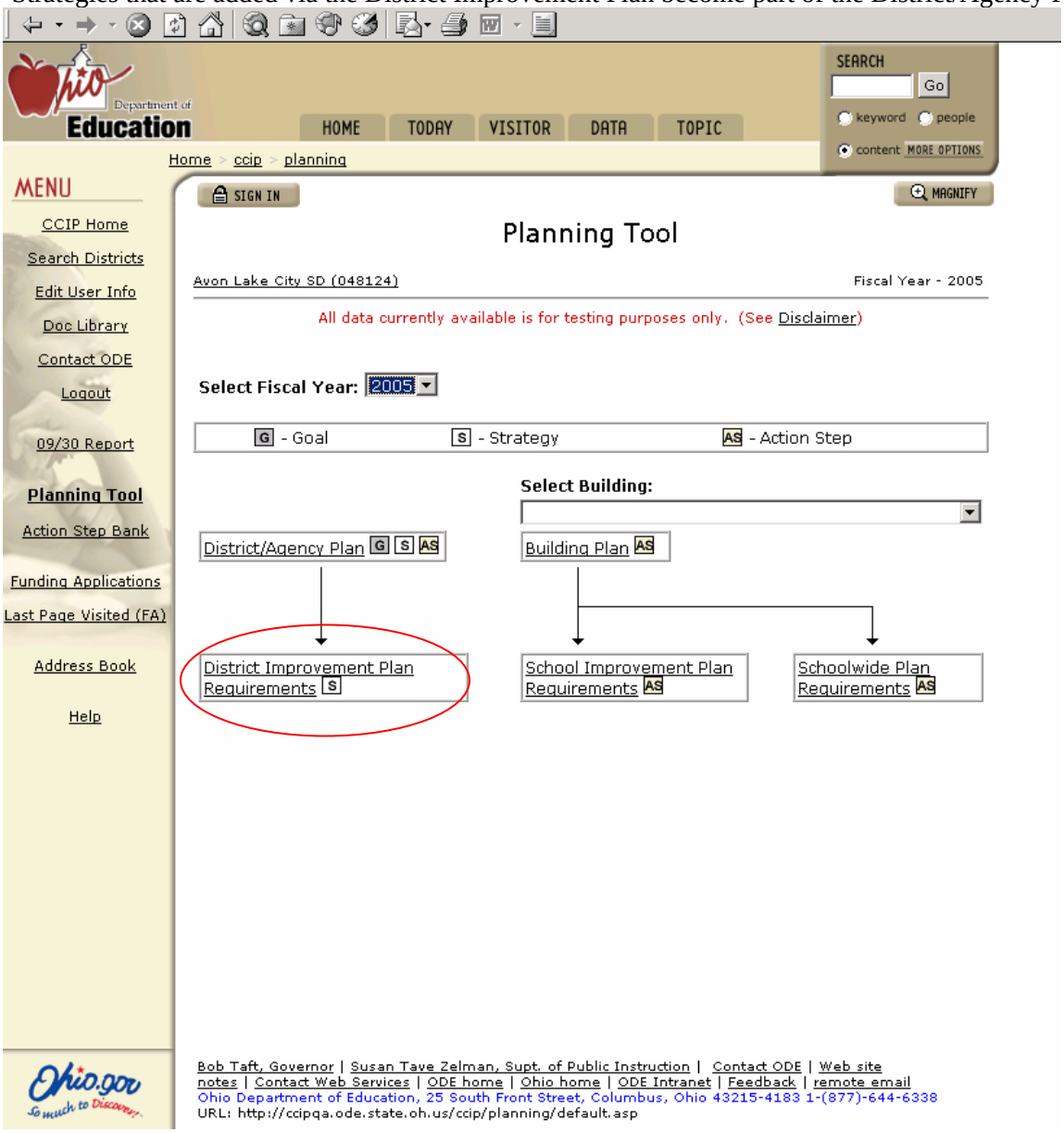


District Improvement Plan Requirements

-The "District Improvement Plan Requirements" link directs the user to a page that lists the requirements for completing a District Improvement Plan.

-The District Improvement Plan allows the user to align existing strategies from the District/Agency Plan with required components or create new strategies for the required components.

-Strategies that are added via the District Improvement Plan become part of the District/Agency Plan.

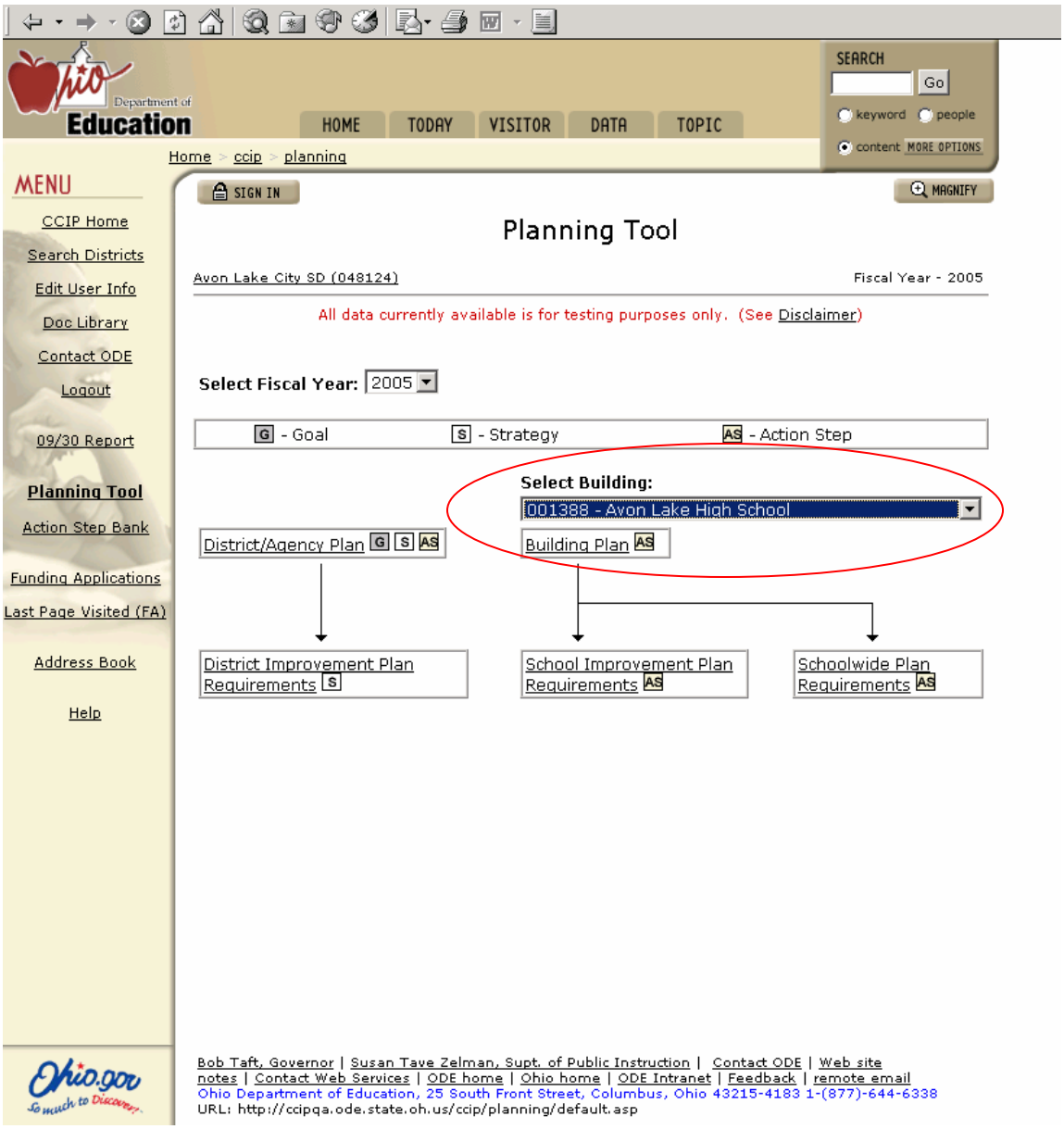


Building Plan

-The “Building Plan” link directs the user to the Building Plan Overview page for the building selected from the *Select Building* drop-down menu.

-The “Building Plan” link may not be clicked until a building is selected from the *Select Building* drop-down menu.

-The Building Plan allows the user to enter action steps and action step/program relationships for the goals and strategies that are available in the District/Agency Plan.



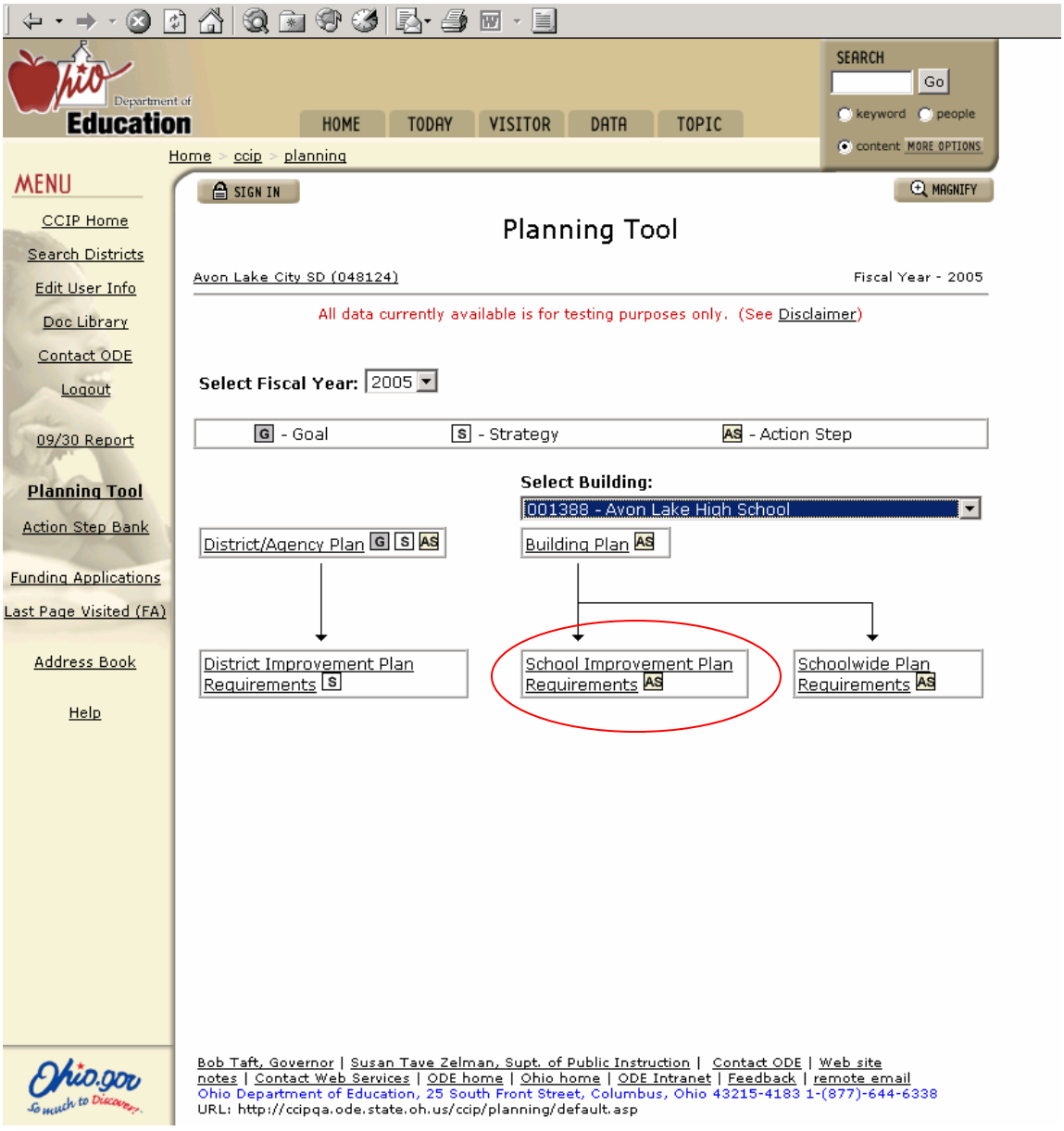
School Improvement Plan Requirements

-The "School Improvement Plan Requirements" link directs the user to a page that lists the requirements for completing a School Improvement Plan.

-The "School Improvement Plan Requirements" link may not be clicked until a building is selected from the *Select Building* drop-down menu.

-The School Improvement Plan allows the user to align existing action steps from the Building Plan with required components or to create new action steps for the required components.

-Actions steps that are added via the School Improvement Plan become part of the Building Plan.



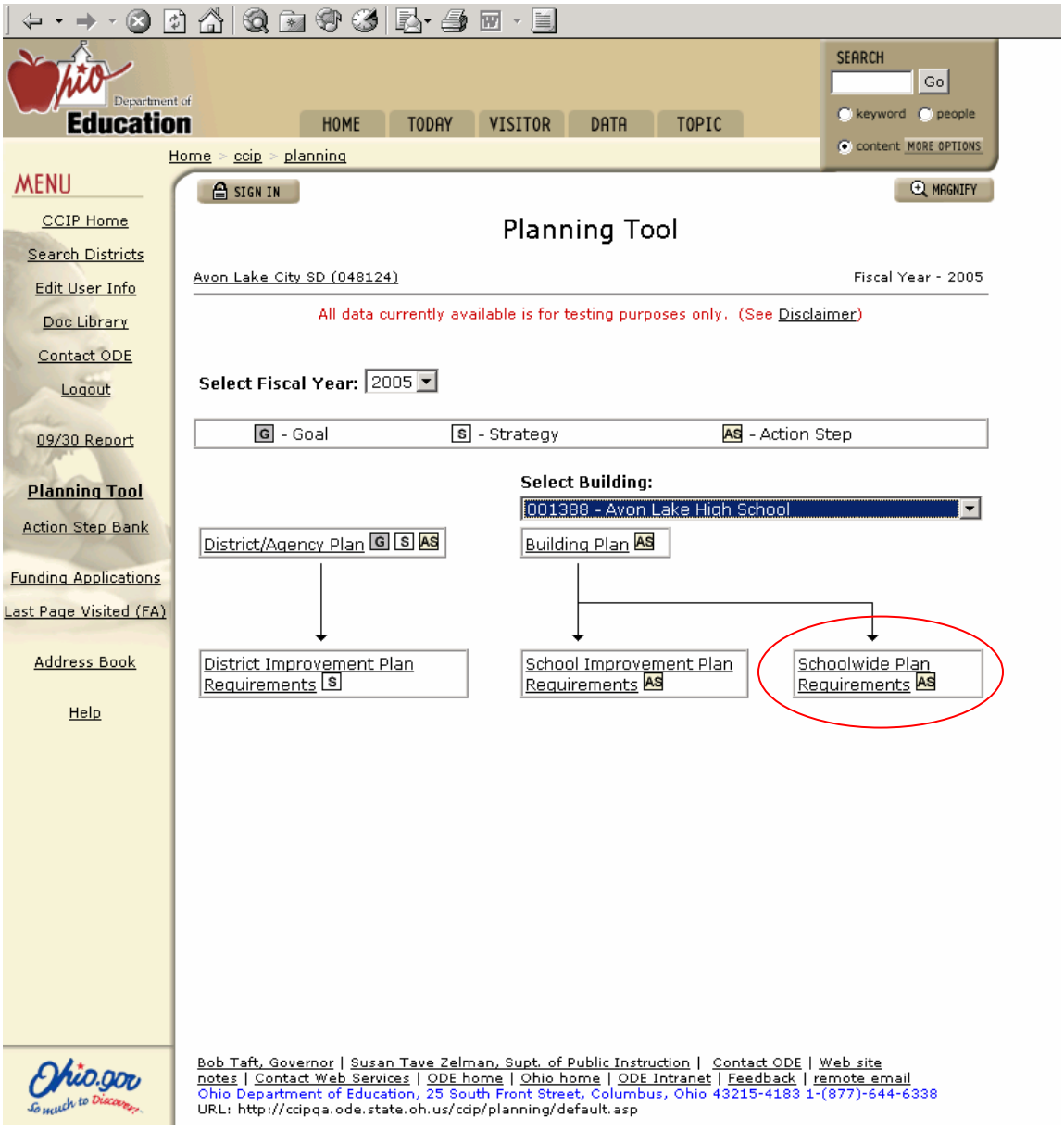
Schoolwide Plan Requirements

-The "Schoolwide Plan Requirements Link" directs the user to a page that lists the requirements for completing a Schoolwide Plan.

-The "Schoolwide Plan Requirements Link" may not be clicked until a building is selected from the *Select Building* drop-down menu.

-The Schoolwide Plan allows the user to align existing action steps from the Building Plan with required components or to create new action steps for the required components.

-Actions steps that are added via the Schoolwide Plan become part of the Building Plan.



District Improvement Plan Page

Requirements

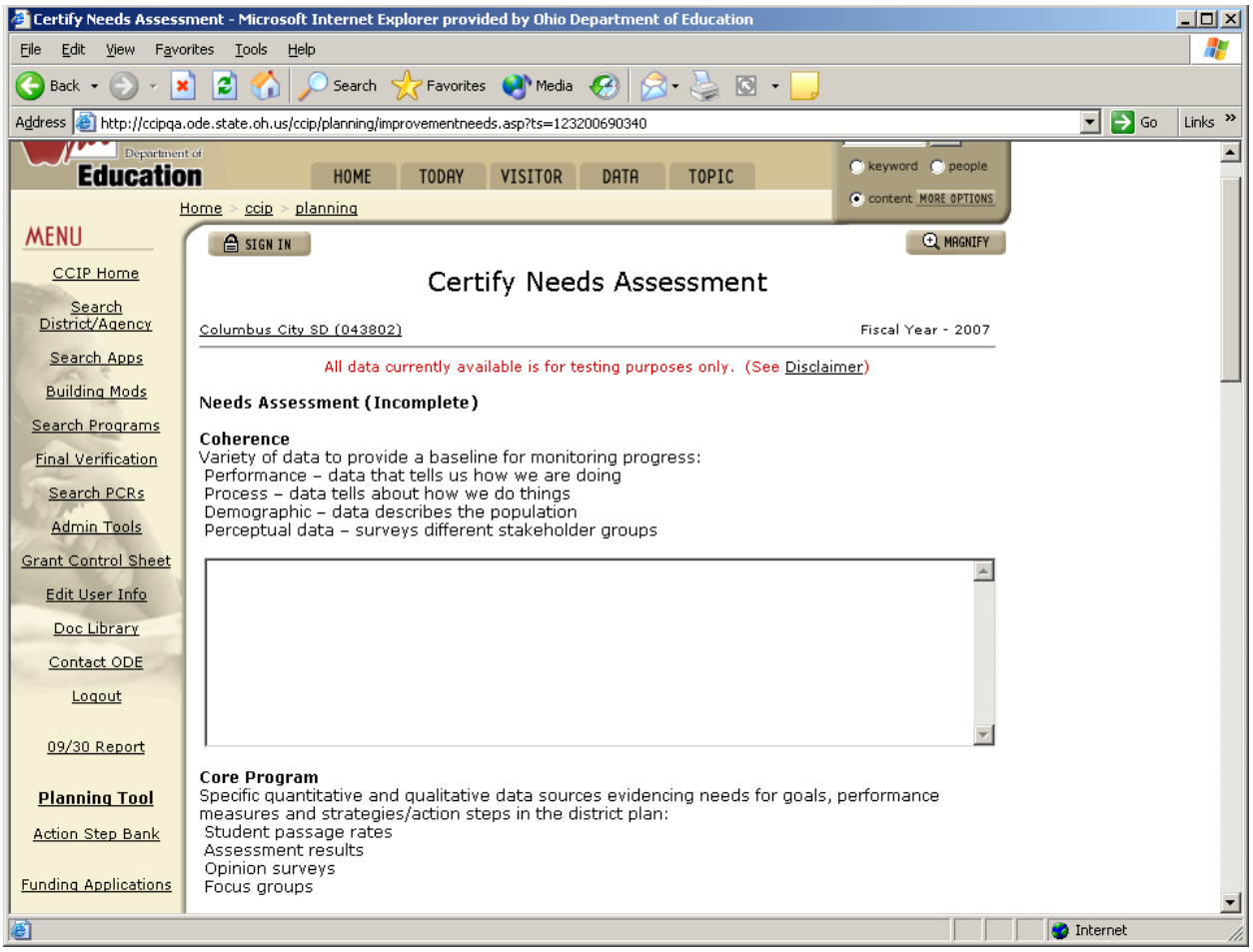
-The District Improvement Plan page specifies the requirements for completing a District Improvement Plan.

-The user may create a printable version of the District Improvement Plan by clicking the "Printable Version of District Improvement Plan" link.

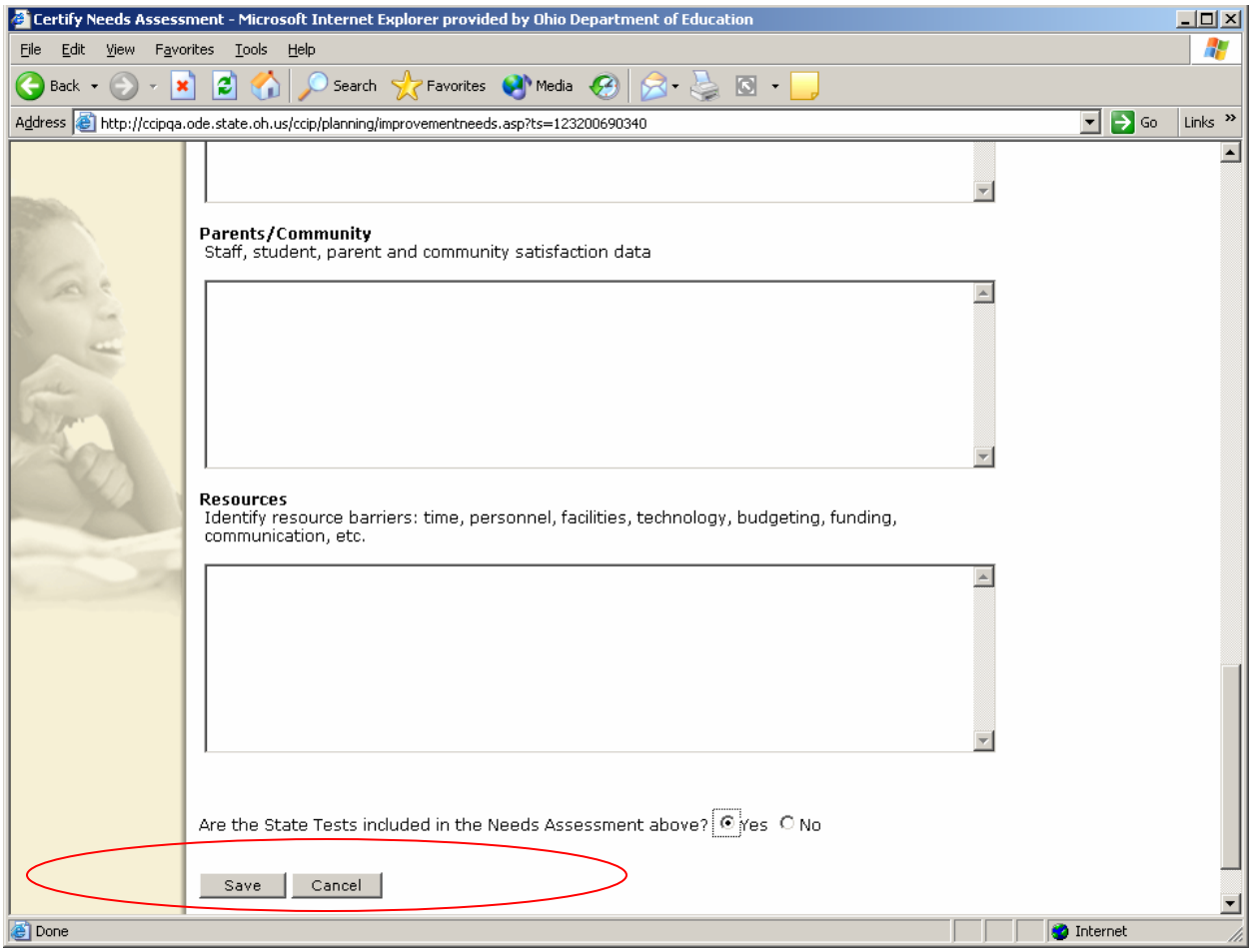


Certify Needs Assessment

-The District Improvement Plan requires that the user certify the Needs Assessment. There are seven Text Boxes (Coherence, Core Program, Assessment and Accountability, Safety Nets, Professional Development, Parents/Community, Resources) which need to be completed in order to specify the Needs Assessment.

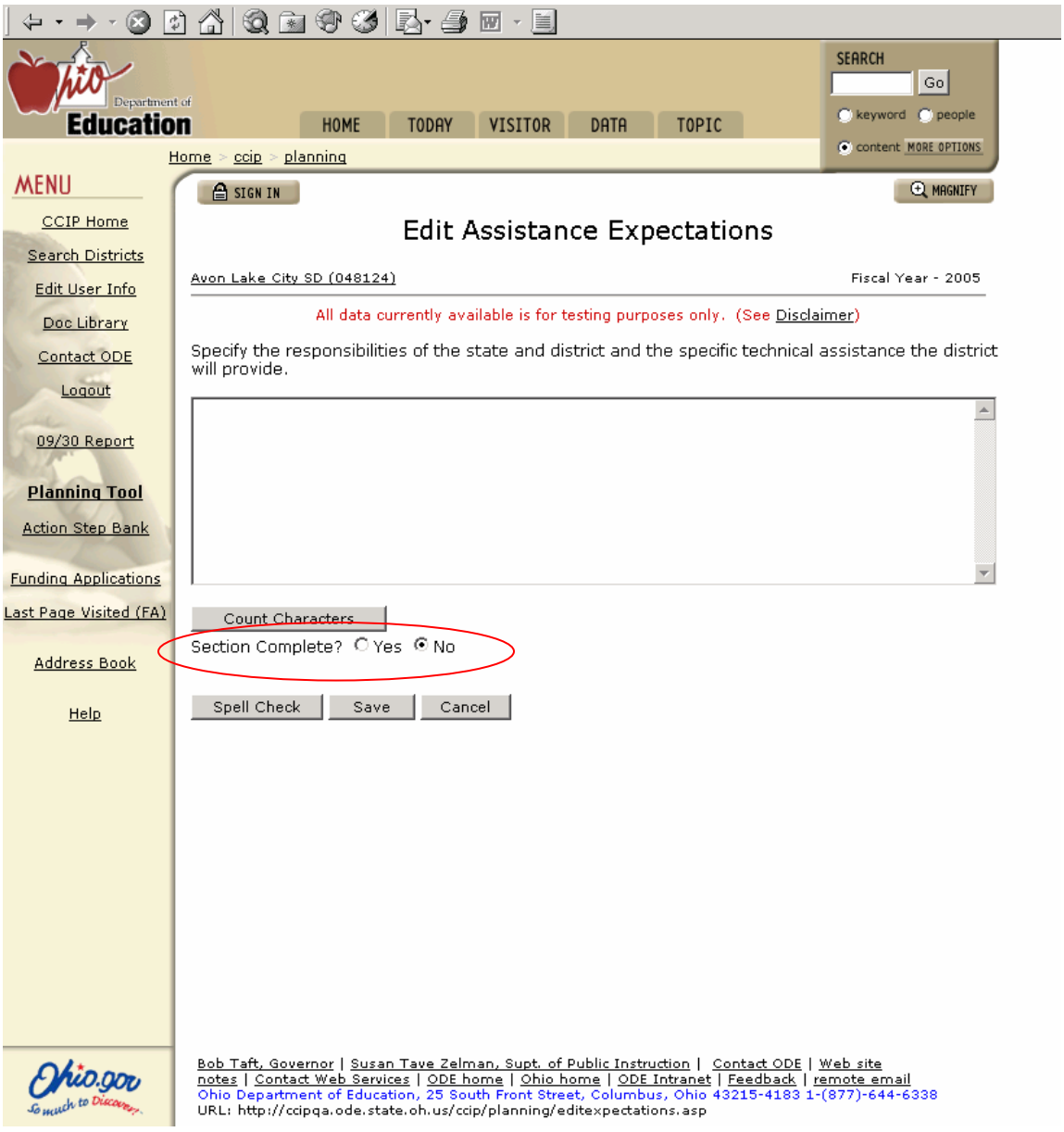


Needs Assessment is done by answering “yes” to the question “Are the State Tests included in the Needs Assessment above?” and clicking the *Save* button.



Edit Assistance Expectations

-The District Improvement Plan requires the user to complete the Technical Assistance/Assistance Expectations. This is done by entering the assistance expectations, answering "yes" to the question "Section Complete?" and clicking the *Save* button.



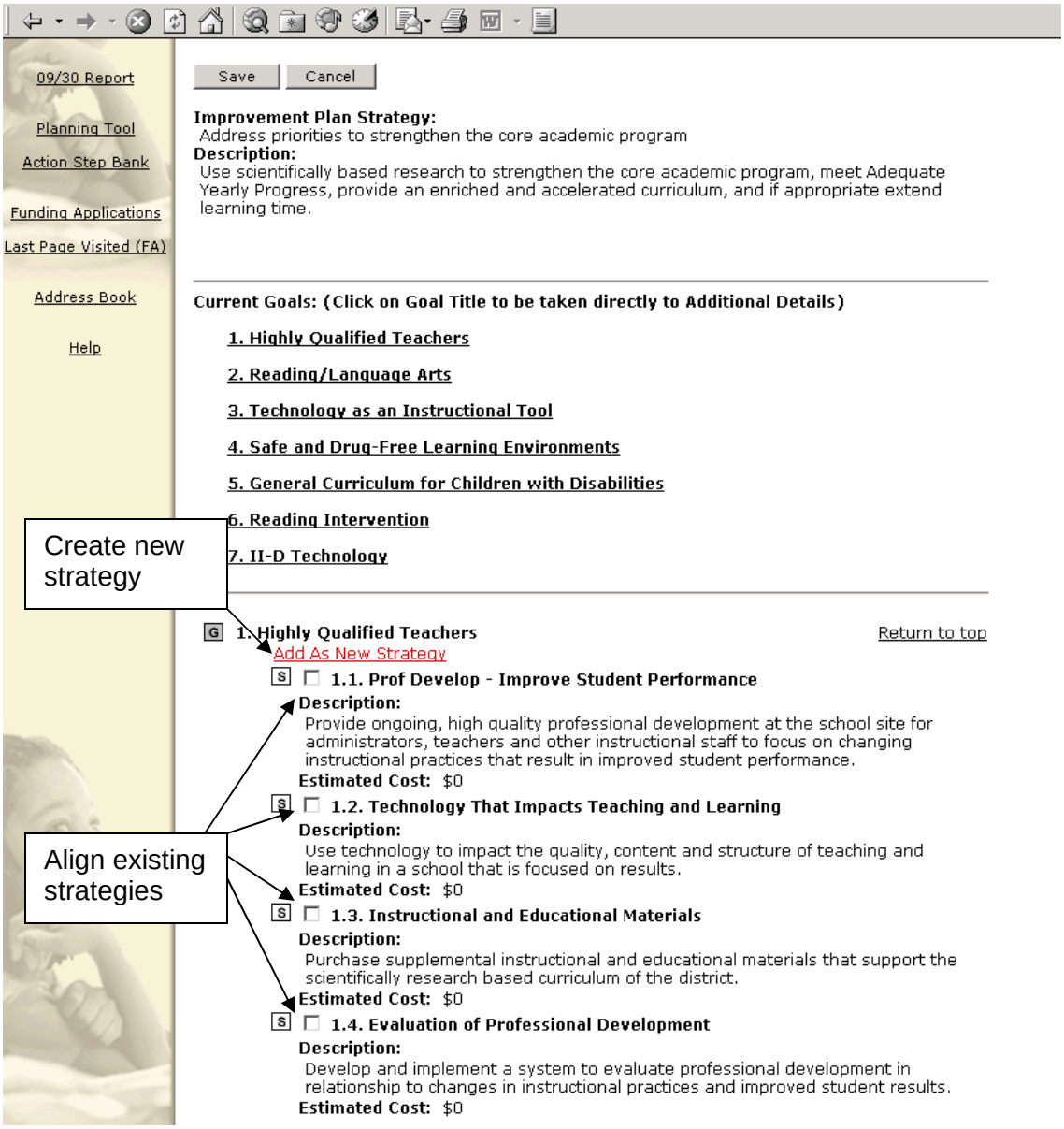
Required Components (Strategy Level)

-The District Improvement Plan requires that the user establish five required components.

-The required components may be established in two ways.

- Aligning existing strategies from the District/Agency Plan. This is done by checking the box next to the strategy or strategies that support the required component and clicking the *Save* button. Note that a strategy may only support one required component.

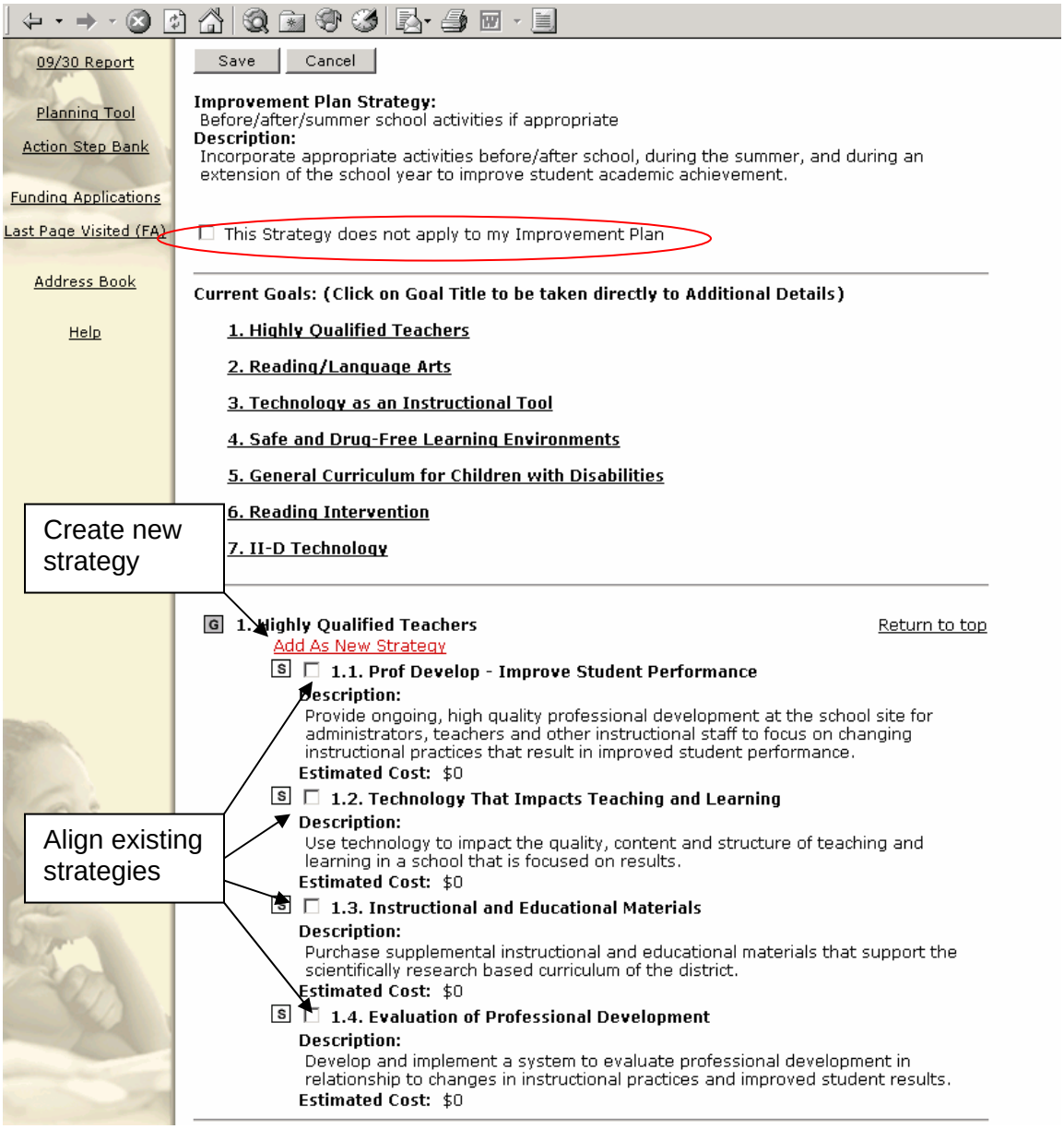
- Creating new strategies via the District Improvement Plan. This is done by clicking "Add As New Strategy" under the appropriate goal, entering the necessary strategy information, and clicking the *Save* button. Note that a strategy may only support one required component.



Optional Components (Strategy Level)

-The District Improvement Plan allows the user to establish one optional component.

-The user may establish an optional component in the same manner that a required component is established, with one exception. Because the component is optional the user may simply check the box next to "This Strategy does not apply to my Improvement Plan" and click the *Save* button.

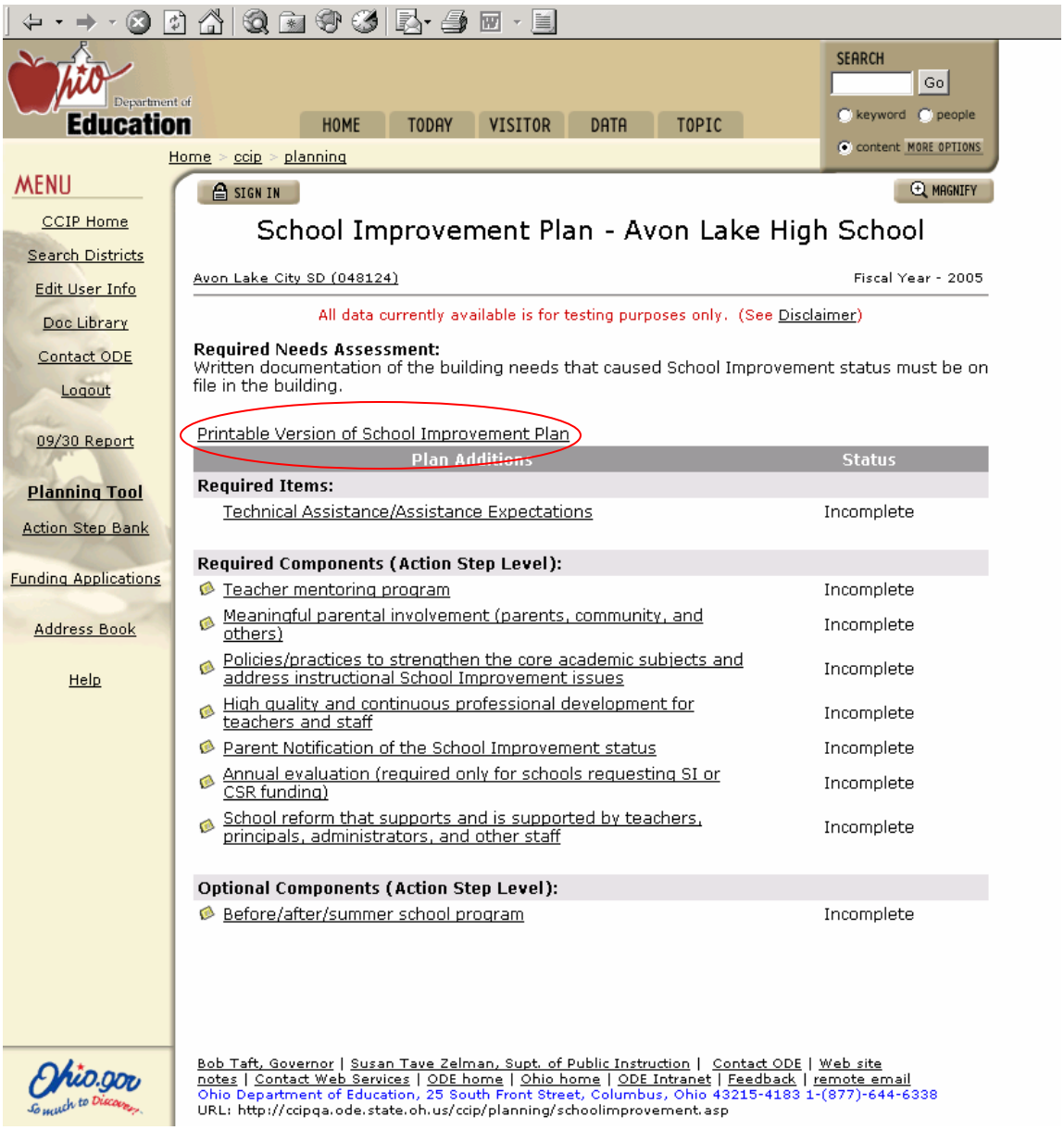


School Improvement Plan Page

Requirements

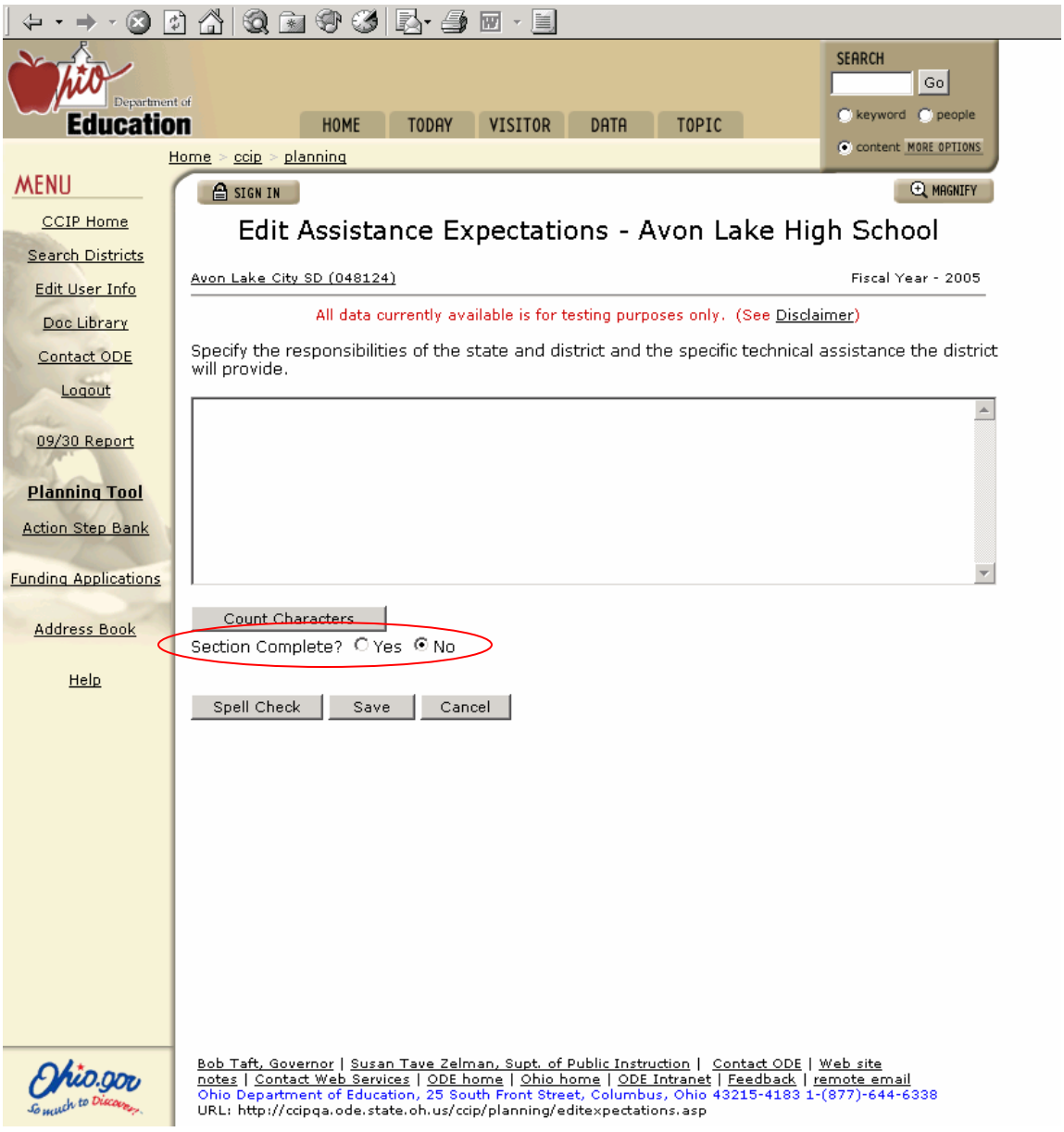
-The School Improvement Plan page specifies the requirements for completing a School Improvement Plan.

-The user may create a printable version of the School Improvement Plan by clicking the "Printable Version of School Improvement Plan" link.



Edit Assistance Expectations

-The School Improvement Plan requires the user to complete the Technical Assistance/Assistance Expectations. This is done by entering the assistance expectations, answering "yes" to the question "Section Complete?" and clicking the *Save* button.



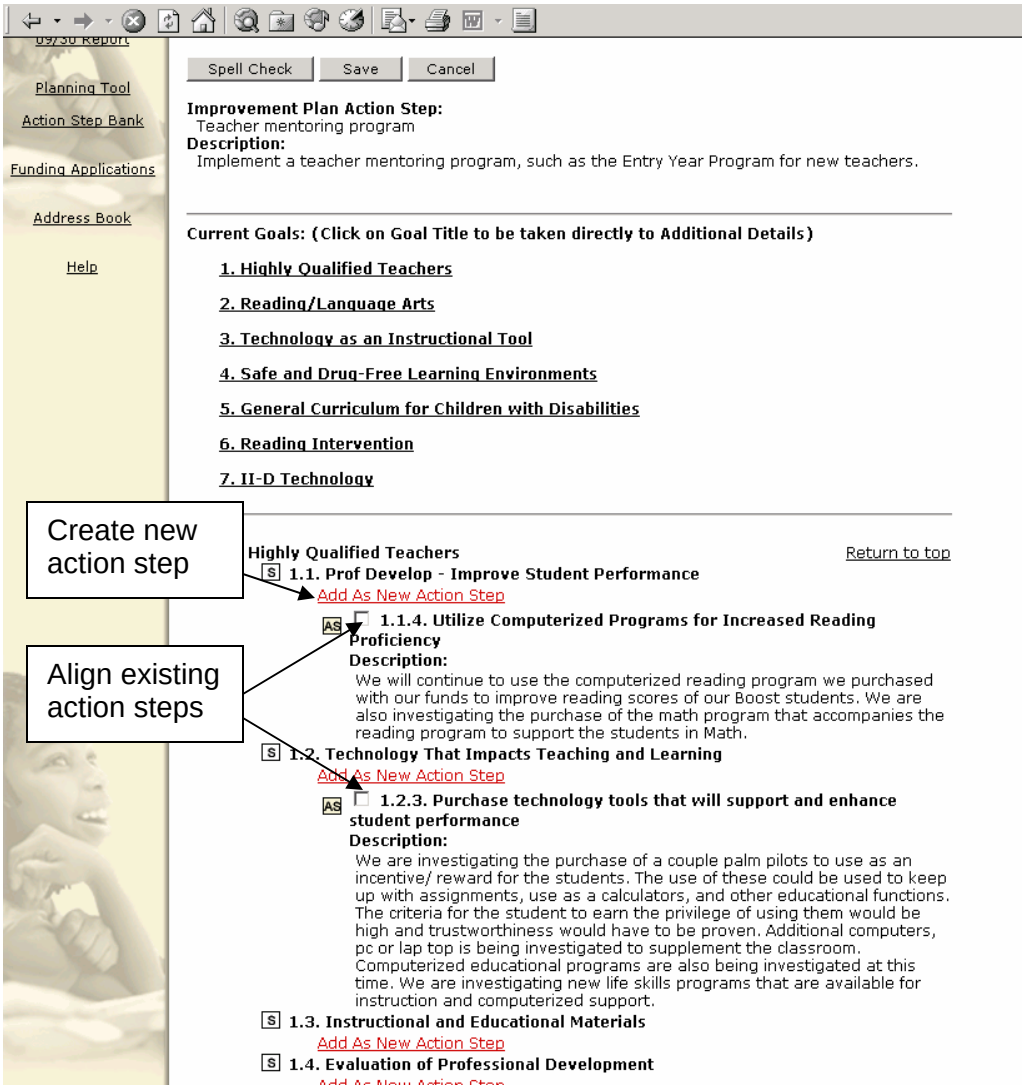
Required Components (Action Step Level)

-The School Improvement Plan requires the user to establish seven required components.

-The required components may be established in two ways.

- Aligning existing action steps from the Building Plan. This is done by checking the box next to the action step(s) that support the required component and clicking the *Save* button. Note that an action step may only support one required component. However, an action step may support a required component in the School Improvement and Schoolwide Plans.

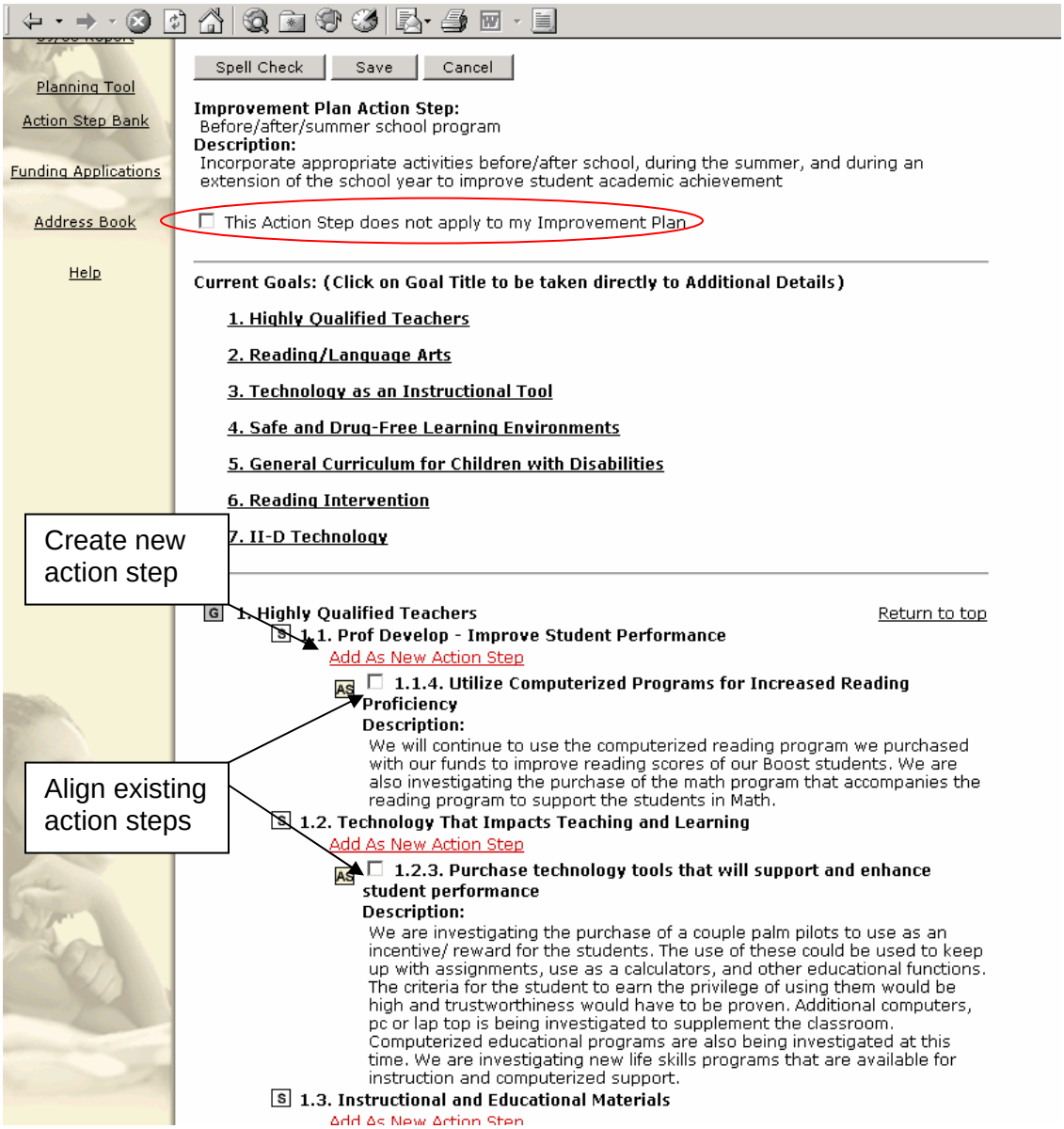
- Creating new action steps via the School Improvement Plan. This is done by clicking "Add As New Action Step" under the appropriate strategy, entering the necessary action step information, and clicking the *Save* button. Note that an action step may only support one required component. However, an action step may support a required component in the School Improvement and Schoolwide Plans.



Optional Components (Action Step Level)

-The School Improvement Plan allows the user to establish one optional component.

-The user may establish an optional component in the same manner that a required component is established with one exception. Because the component is optional, the user may simply check the box next to "This Action Step does not apply to my Improvement Plan" and click the *Save* button.

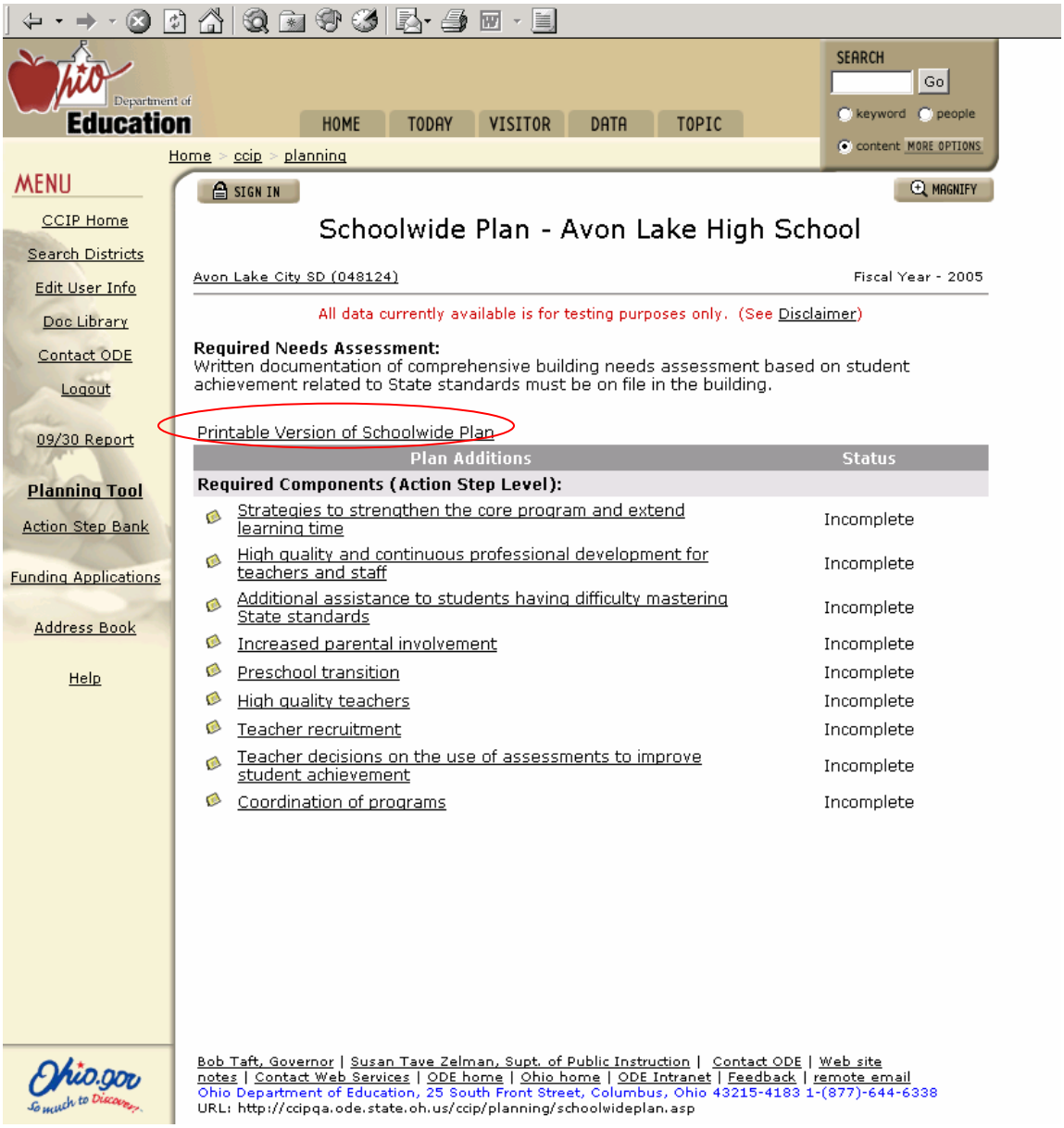


Schoolwide Plan Page

Requirements

-The Schoolwide Plan page specifies the requirements for completing a Schoolwide Plan.

-The user may create a printable version of the Schoolwide Plan by clicking the “Printable Version of Schoolwide Plan” link.



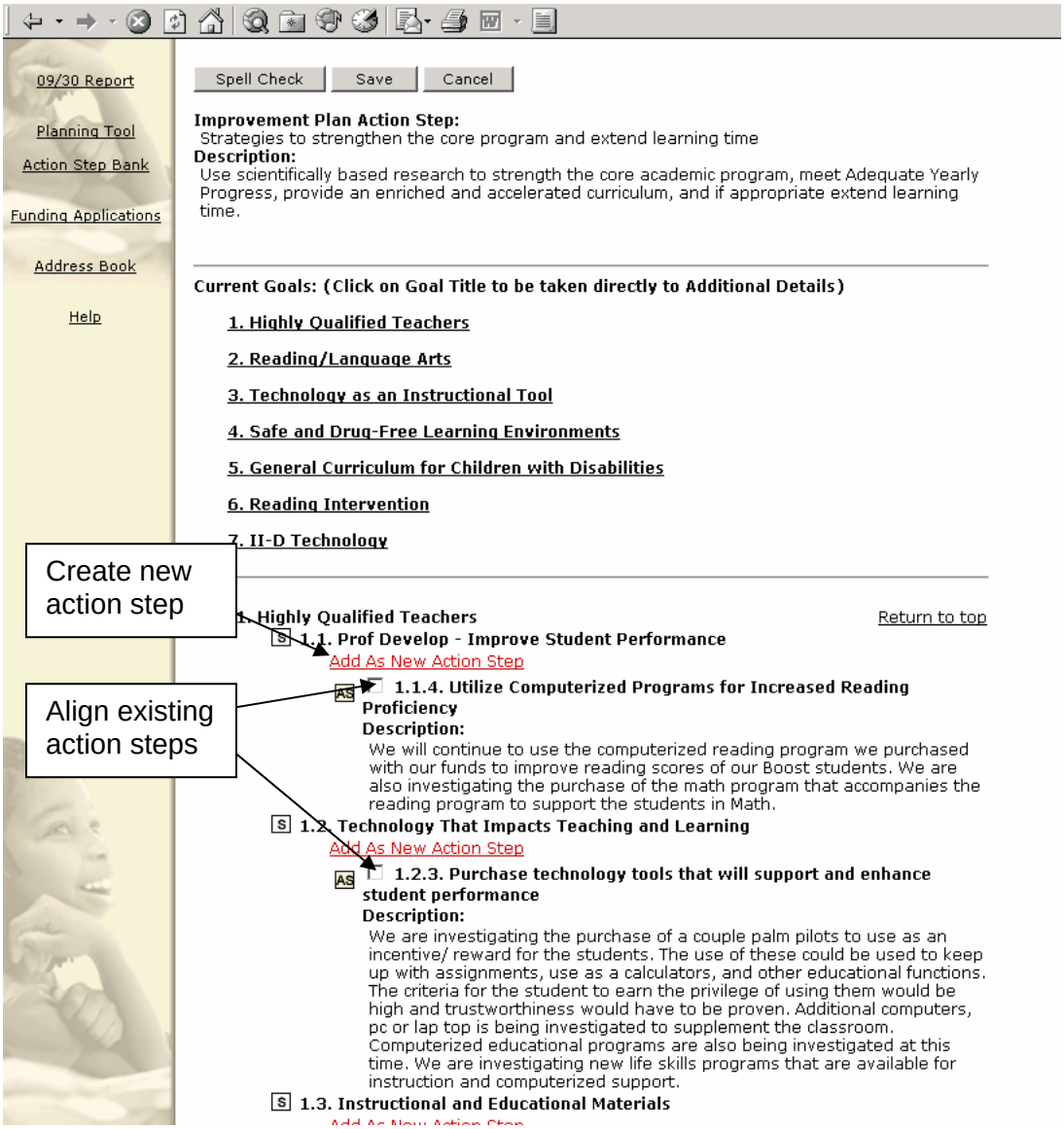
Required Components (Action Step Level)

-The Schoolwide Plan requires that the user establish nine required components.

-The required components may be established in two ways.

- Aligning existing action steps from the Building Plan. This is done by checking the box next to the action step(s) that support the required component and clicking the *Save* button. Note that an action step may only support one required component. However, an action step may support a required component in the School Improvement and Schoolwide Plans.

-Creating new action steps via the Schoolwide Plan. This is done by clicking "Add As New Action Step" under the appropriate strategy, entering the necessary action step information, and clicking the *Save* button. Note that an action step may only support one required component. However, an action step may support a required component in the School Improvement and Schoolwide Plans.

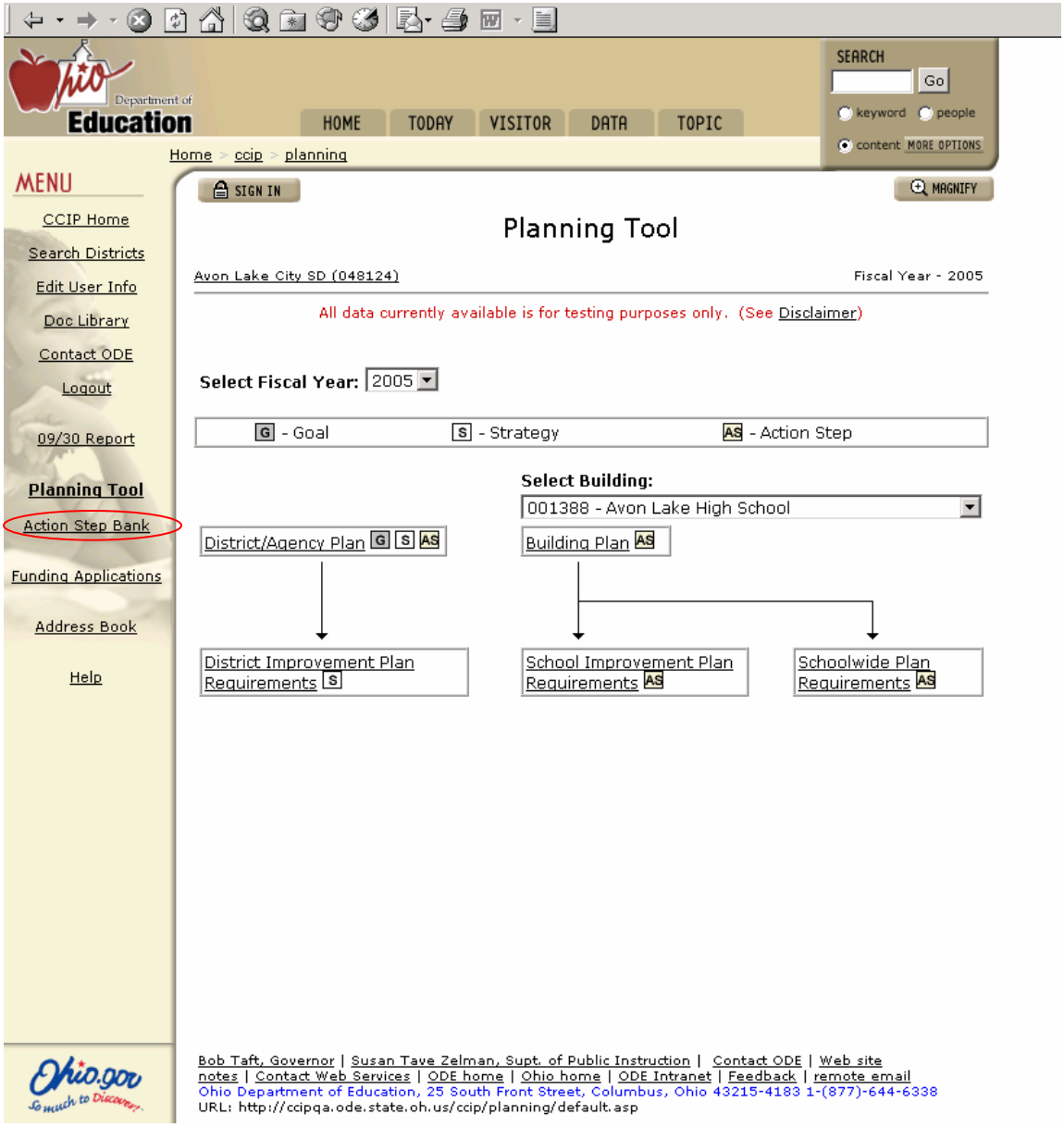


Action Step Bank

Overview

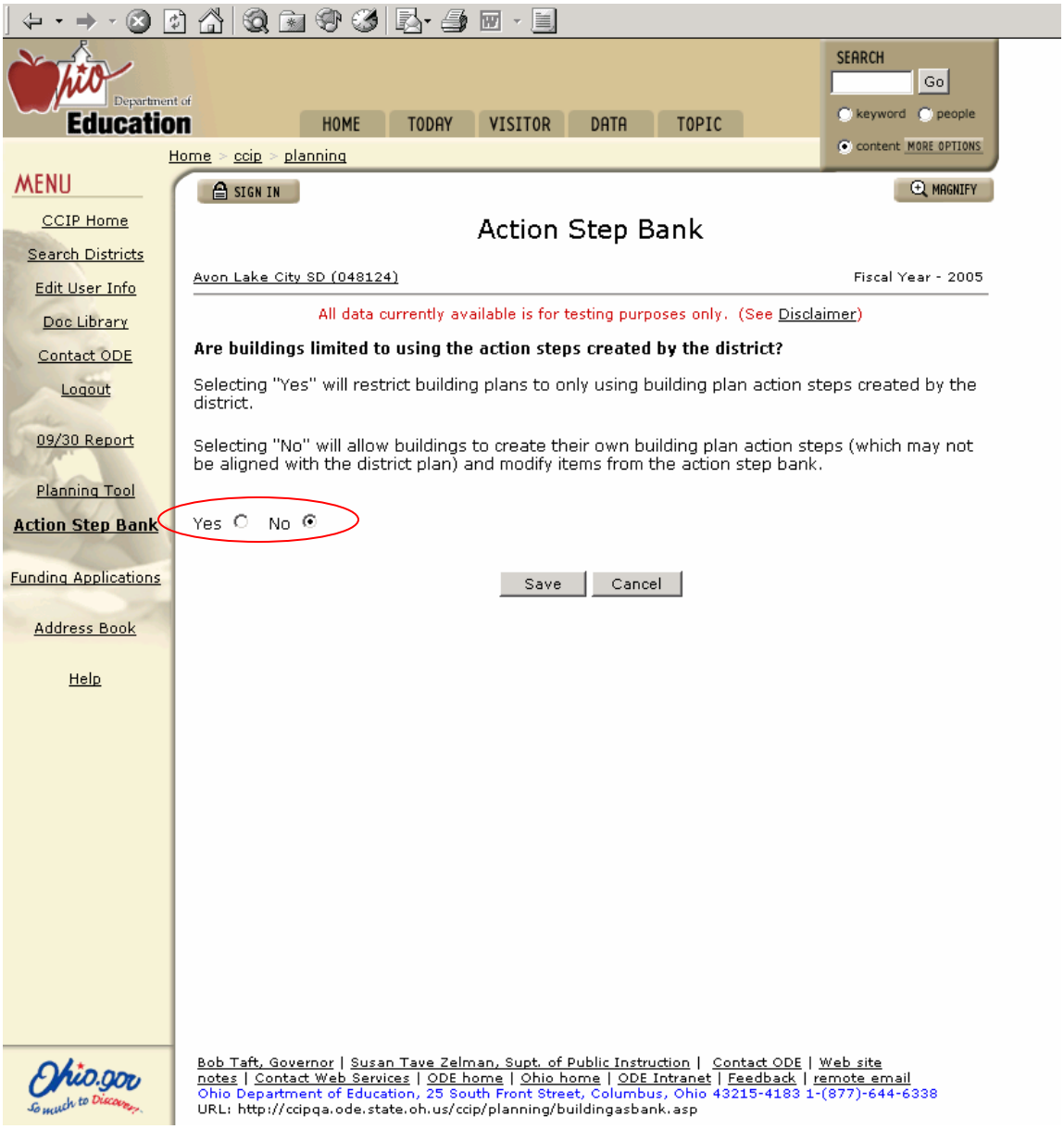
-The "Action Step Bank" link becomes available when the user clicks on the "Planning Tool" link.

-The Action Step Bank is available only for district users with update or admin access to the Planning Tool. In addition to the district users, ODE users have the ability to view the Action Step Bank but cannot make updates.



Initial Entry

-The first time a user enters the Action Step Bank they must specify whether or not buildings are limited to using the action step created by the district and click the *Save* button.



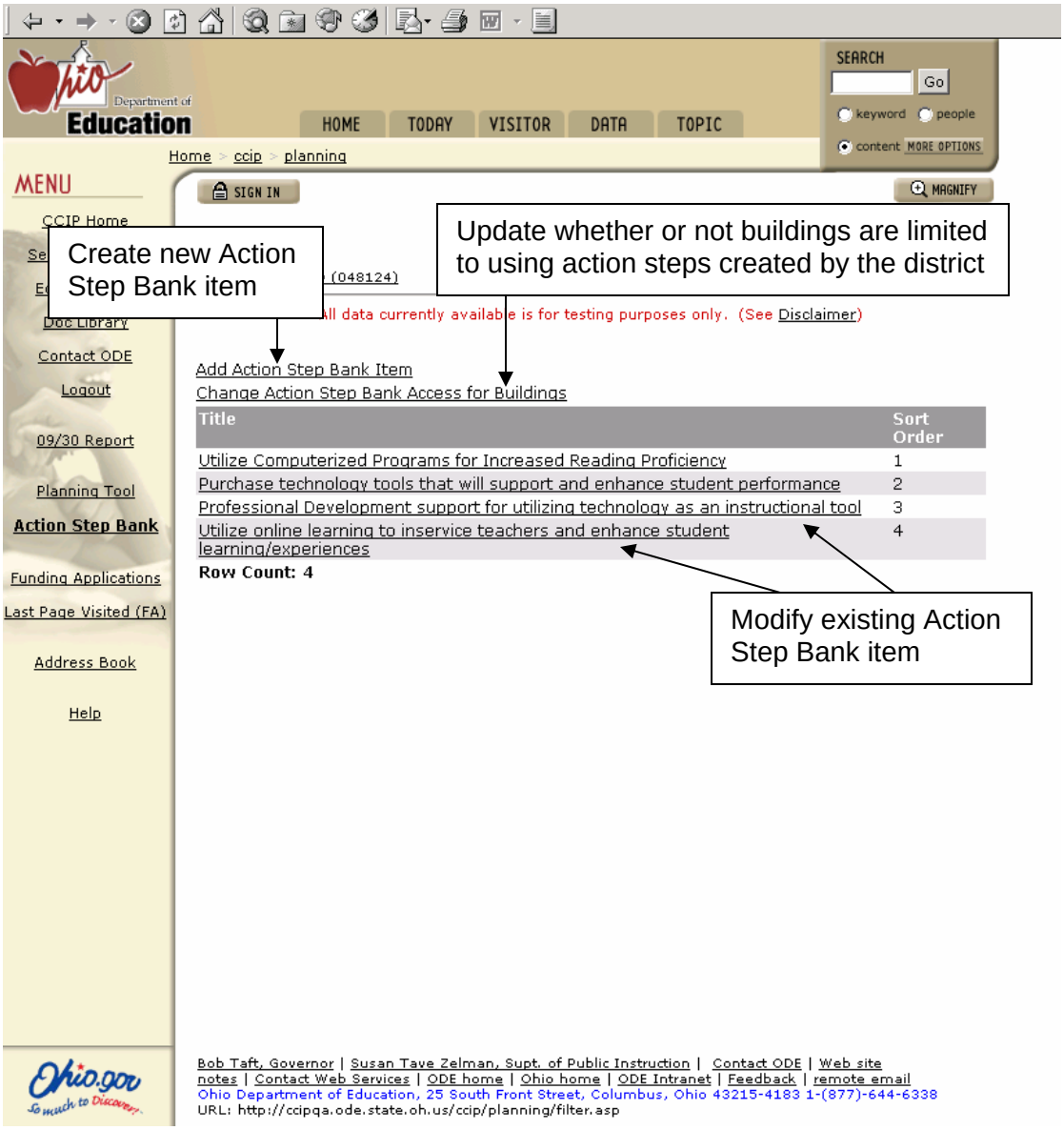
After Initial Entry

-Once the user has specified whether or not buildings are limited to using the action step created by the district, the "Action Step Bank" link will take the user to the page displayed below.

-The user may add an Action Step Bank item by clicking the "Add Action Step Bank Item" link.

-The user may modify the building access by clicking the "Change Action Step Bank Access for Buildings" link.

-The user may update an existing Action Step Bank item by clicking on the item that needs to be modified.



Add Action Step Bank Item

-When adding an Action Step Bank item, the user is required to enter an action step title and description. The sort order field is optional.

-The title is limited to 100 characters and the description is limited to 4,000 characters.

-The *Sort Order* specifies the order in which the Action Steps will display in the Building Plan drop-down menu.

-If two Action Bank items share the same sort order or if the sort order is empty, then a secondary alphabetical sort is performed on the title of the Action Step.

