

FY2019

LEA Performance Report Guide

TITLE I, PART D: SUBPART 2

THE PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND
YOUTH WHO ARE NEGLECTED, DELINQUENT OR AT RISK

KENTUCKY DEPARTMENT OF EDUCATION | 300 Sower Blvd., Frankfort, KY 40601



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Introduction and Purpose

Performance Report Purpose

Title I, Part D (Part D), requires State education agencies (SEAs) to annually submit information regarding the educational progress of students served with Part D funds (see [Subpart 3, Section 1431\(a\)](#)). The purpose of the performance report is to collect program data that the U.S. Department of Education (ED) can use to demonstrate the effectiveness of the Part D educational programs in relation to the progress students are making regarding academic, vocational, and transition outcomes. SEAs report these data annually through two reporting tools: [Consolidated State Performance Report \(CSPR\)](#) and [EDFacts](#).

The performance report requests data for the previous school year, which is typically defined as July 1–June 30. For example, the data are entered in the CSPR in January and February for the school year that ended the previous summer. All States that receive Title I, Part D, funding for the related school year must respond to the reporting requirements in the CSPR.

Guide Purpose

The purpose of the Performance Report GMAP Guide is to help Part D coordinators navigate the GMAP system in order to successfully complete the Performance Report that is to be submitted to the Kentucky Department of Education (KDE) each fall.

Note: The pictures included in this guide are meant to be general references of the page layouts within the GMAP system. Dates may not reflect the current year. If the text within the images is not legible, users may increase the size of the page by using the Zoom feature in the center of the toolbar at the top of the document. (See the image below)



Getting Started

1. Use any browser to access the Grant Management Application & Planning System ([GMAP](#)). Below you will find a snapshot of the GMAP Home Page and Sign-In Page.

The screenshot shows the GMAP Home Page with the Kentucky Department of Education logo and the tagline "Our Children, Our Commonwealth". The main content area is titled "Grant Management Application & Planning System Home". A left-hand navigation menu includes "GMAP Home", "Search", "KDE Resources", "Help for Current Page", "Contact KDE", and "GMAP Sign-In" (circled in red). Below the menu, there are sections for "Public Access" and "Production". The main content area features an "Announcements" section with a notice about "Fiscal Year 2018 District Funding Assurances" dated 6/28/2017. Below the announcement is a "Sign-In" form with fields for "Email Address" (containing "amber.skaggs@education.ky.gov") and "Password" (masked with asterisks). A "Forgot your password?" link and a "Submit" button are also present, both circled in red.

2. Click "GMAP Sign-In" from the Main Menu located on the left.
3. Enter your email address and password.
 - a. An email was sent to each contact containing password information once their name was entered into the GMAP system. The email would have been sent from GMAP.NoReply@eGrantsManagement.com. If you did not receive your password contact your state coordinator.
 - b. If you have forgotten your password, then use the "Forgot your Password" link to reset your password.
4. Click "Submit."

The screenshot shows the GMAP Main Menu with the "Application Supplements" tab highlighted in red. The menu includes "GMAP Home", "Administer", "Search", "Inbox", "Planning", "Funding", "Grant Summary", "District Document Library", "Address Book", "KDE Resources", "Help for Current Page", "Contact KDE", and "GMAP Sign Out". The "Funding" section is expanded, showing a table of "Associated Organizations" with columns for "Organization Number" and "Organization Name". The table lists "131" for the organization number and "Clinton County" for the organization name. Below the table, there is a section for "Application Supplements" with a date of "7/3/2018". A "Consolidated Application Now Open - Due August 31" notice is also visible, along with contact information for the U.S. Department of Education.

5. Select "Application Supplements" from the "Funding" tab on the Main Menu to go to the Performance Report. Above is a snapshot of where the tab is located on the Main Menu.

The Main Menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.

Application Supplements

Clinton County (131) Public District

2018 Active

District Application Supplement	Revision	Status	Status Date
Clinton County (131) - District Funding Assurances	0	District Funding Assurances Director Approved	8/24/2017
Clinton County (131) - Title IV, Part A Intent to Participate	0	Intent To Participate Superintendent Approved	1/30/2018

School Application Supplement	Revision	Status	Status Date
All	0	Not Started	8/20/2018
Albany Elementary School (131-015)	0	Not Started	8/20/2018
Clinton County Early Childhood Cent	0	Not Started	8/20/2018
Clinton County High School (131-050)	0	Not Started	8/20/2018
Clinton County Middle School (131-045)	0	Not Started	8/20/2018
Foothills Academy (131-016) - Title I	0	Not Started	8/20/2018

- Once on the “Application Supplements” page, the year located at the top of the page represents the end of the Fiscal Year. **Select 2019 from the drop-down menu.** (You can search for earlier years and earlier versions from the drop-down menu.)
- Click the drop-down menu located in the “School Application Supplement” section to select the Subpart 2 Institution. See the snapshot above for the general location of the drop-down menu.

Application Supplements

Clinton County (131) Public District

2018 Active

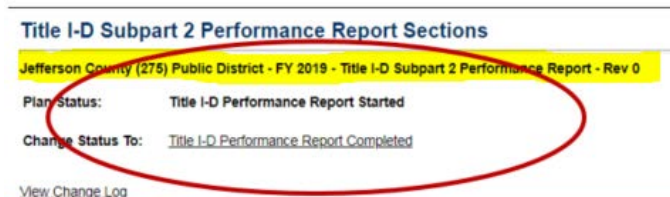
District Application Supplement	Revision	Status	Status Date
Clinton County (131) - District Funding Assurances	0	District Funding Assurances Director Approved	8/24/2017
Clinton County (131) - Title IV, Part A Intent to Participate	0	Intent To Participate Superintendent Approved	1/30/2018

School Application Supplement	Revision	Status	Status Date
Foothills Academy (131-016)	0	Not Started	8/20/2018

- Once the institution has been selected, click on “Title I-D Subpart 2 Performance Report” located under the “School Application Supplement” section to go to the Performance Report. The snapshot above shows the location of the Performance Report selection.

The Sections page is the launching point to the individual pages of the report. Picture 1 below shows the locations of important information on the Sections page.

- The “Information Bar” is located at the top of the page. This contains the district name, fiscal year, report, and the report version.
 - The first version of a report is “Rev 0.”



- The “Status Area” includes the report’s current status as well as the “Change Status To” option.
 - In order to “start” the report, the status must be changed to “[Title I-D Performance Report Started](#)” before any data can be entered. Next, select confirm (see pictures below).



Status Change Confirmation

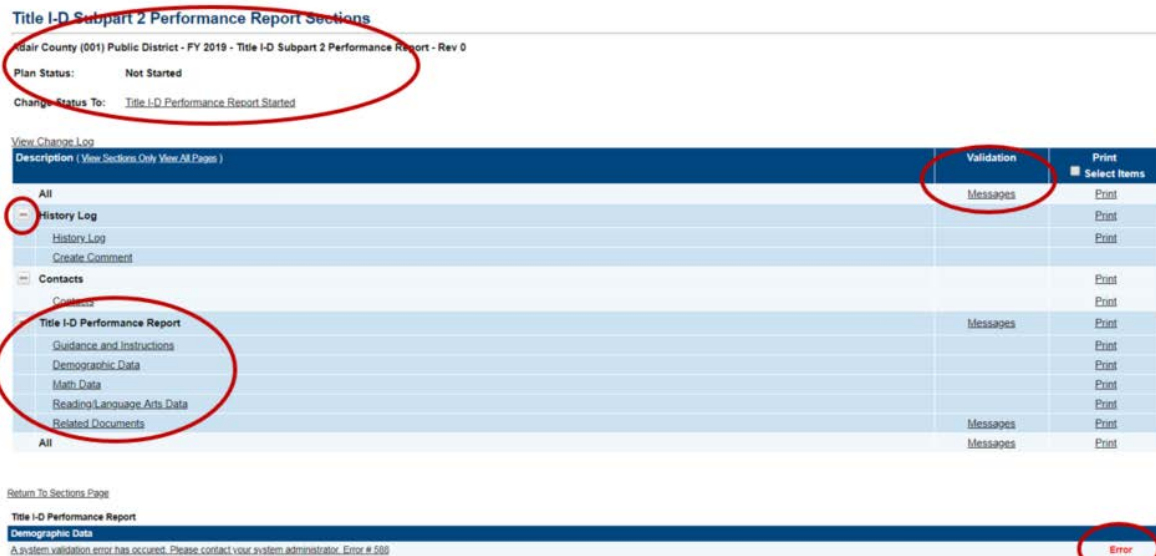
Clinton County (131) Public District - FY 2018 - Title I-D Subpart 2 Performance Report - Rev 0

You are about to change the status of this Plan to Title I-D Performance Report Started. Click Confirm to change the status.

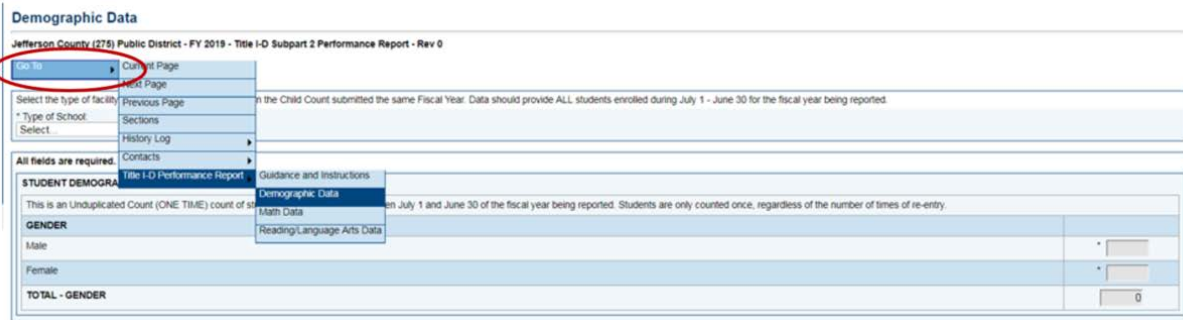


- In order to “complete” the report, the status must be changed to “[Title I-D Performance Report Completed](#)” before the report can be reviewed by KDE. Next, select confirm as before.
- The sections listed below can be collapsed or expanded by clicking the plus/minus symbols next to each section. Links to the individual pages can be found by expanding the section.
- The “Validation” column shows any messages related to each page. Click on the message link to read the message.
 - “Warning” messages are only advisory and will not prevent submission of the report. Red “**Error**” messages must be resolved before the report can be submitted.

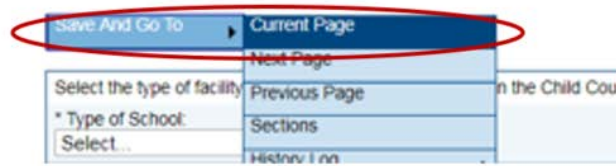
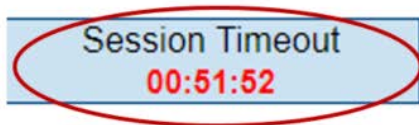
Picture 1



The “Save and Go” button functions as a navigation tool, located at the top of the page, which allows you to save your work, navigate within the report and access any page. “Go To” is used on pages with no data entry. See the example below.



Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows the time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on the current page will be lost if the time-out clock goes past 60 minutes without saving.**



Guidance and Instructions Page

1. Select the “Guidance and Instructions” page located under Title I-D Performance Report on the Sections page.
2. Read through the guidance and instructions in order to understand how to complete the Performance Report accurately. Below is a sample of what this page looks like in the GMAP system.

Guidance and Instructions

Jefferson County (275) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Program Guidance and Instruction	
2.4 PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELINQUENT, OR AT RISK (TITLE I, PART D, SUBPARTS 1 AND 2)	
This report collects data on programs and facilities that serve students who are neglected, delinquent, or at risk under Title I, Part D, and characteristics about and services provided to these students.	
Throughout this section:	
Report data for the program year of July 1 through June 30	
Count programs/facilities based on how the program was classified to ED for funding purposes.	
Do not include programs funded solely through Title I, Part A.	
Use the definitions listed below:	
Adult Corrections	An adult correctional institution is a facility in which persons, including persons 21 or under, are confined as a result of conviction for a criminal offense.
At-Risk Programs	Programs operated (through LEAs) that target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, have limited English proficiency, are gang members, have dropped out of school in the past, or have a high absenteeism rate at school.
Juvenile Corrections	An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and group homes) in this category.
Juvenile Detention Facilities	Detention facilities are shorter-term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment.

Demographic Data Page

1. Select the “Demographic Data” page located under Title I-D Performance Report on the Sections page or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

Demographic Data

Jefferson County (275) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

GO TO

Select the type of facility. Facility Type should be based on the Gender Count submitted the same Fiscal Year. Data should provide ALL students enrolled during July 1 - June 30 for the fiscal year being reported.

* Type of School: Select.

All fields are required. Use 0 where appropriate.

STUDENT DEMOGRAPHICS - UNDUPLICATED COUNT

This is an Unduplicated Count (ONE TIME) count of students who were served between July 1 and June 30 of the fiscal year being reported. Students are only counted once, regardless of the number of times of re-entry.

GENDER

Male

Female

TOTAL - GENDER

RACE/ETHNICITY

This is an Unduplicated Count (ONE TIME) count of students who were served between July 1 and June 30 of the fiscal year being reported. Students are only counted once, regardless of the number of times of re-entry. The total count must match the Total-Gender count.

American Indian or Alaska Native

Asian

Math Data Page

1. To access the “Math Data” page, select it on the Sections page located under Title I-D Performance Report or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

Math Data

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

GO TO

Facility type:

In the table below, provide the unduplicated number of long-term students who were assessed in math pre-and post-testing. The count of these students are for your long-term student placement. Students who were enrolled 90 + consecutive calendar days.

Report only information on a student's most recent testing data. Students who were pre-tested prior to July 1 of the reporting year, may be included if their post-test was administered during the reporting year. Students who were post-tested after the reporting year ended should be omitted in the following year.

Performance Data (based on most recent pre and post-test data)

Count of long-term students who took the pre-test	<input type="text"/>
Count of long-term students who tested AT OR ABOVE grade level on the pre-test	<input type="text"/>
Count of long-term students who tested BELOW grade level on the pre-test	<input type="text"/>
Count of long-term students who took the post-test	<input type="text" value="0"/>
Count of long-term students with NEGATIVE grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with NO change in grade level change from the pre- to post-test exams	<input type="text"/>
Count of long-term students with improvement up to one full grade level from the pre-to post-test exams	<input type="text"/>
Count of long-term students with improvement more than one full grade level from the pre- to post-test exam	<input type="text"/>

GO TO

Reading/Language Arts Data Page

1. To access the “[Reading/Language Arts Data](#)” page, select it on the Sections page located under Title I-D Performance Report or use the “Go To” button to navigate between pages.
2. Complete the page with accurate data.
3. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

The picture below shows the location for “help” on the Main Menu and what this page looks like in the system.

The screenshot shows the GMAP interface for the 'Reading/Language Arts Data' page. The left-hand navigation menu includes links such as 'GMAP Home', 'Search', 'Inbox', 'Planning', 'Funding', 'Grant Summary', 'District Document Library', 'Address Book', 'KDE Resources', 'Help for Current Page' (circled in red), and 'GMAP Sign Out'. The main content area is titled 'Reading/Language Arts Data' and includes a 'Go To' button and a 'Facility type' input field. Below this, there is a paragraph of instructions: 'In the table below, provide the unduplicated number of long-term students who participated in reading/language arts pre-and post-testing. The count of these students are for your long term student placement. Students who were enrolled 90 + consecutive calendar days. Report only information on a student's most recent testing data. Students who were pre-tested prior to July 1 of the reporting year, may be included if their post-test was administered during the reporting year. Students who were post-tested after the reporting year ended should be counted in the following year.' The 'Performance Data (based on most recent pre and post-test data)' table is also circled in red. It contains the following rows:

Performance Data (based on most recent pre and post-test data)	
Count of long-term students who took the pre-test	0
Count of long-term students who tested AT OR ABOVE grade level on the pre-test	
Count of long-term students who tested BELOW grade level on the pre-test	
Count of long-term students who took the post-test	0
Count of long-term students with NEGATIVE grade level change from the pre- to post-test exams	
Count of long-term students with NO change in grade level change from the pre- to post-test exams	
Count of long-term students with improvement up to one full grade level from the pre- to post-test exams	
Count of long-term students with improvement more than one full grade level from the pre- to post-test exam	

Related Documents Page

To access this page select it from the Sections page or navigate from page to page using the “Go To” button.

There are no required documents to be uploaded on this page. This page is for any documentation you feel KDE needs to see to support your data. For example: If there is a discrepancy with your data in the report, you can upload documentation on this page to explain why the discrepancy occurred. (Below is what this page looks like in the system.)

Related Documents

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Go To

Optional Documents		
Type	Document Template	Document/Link
Performance Report Documentation [Upload up to 1 document(s)]	N/A	

Submitting Your Completed Report

Once all pages of the Performance Report are complete, you will need to change the report status to “complete” in order for the report to be sent to the LEA Approver for approval. The “change status to” is located in the “information bar” at the top of the Sections page. After you complete this step, the LEA Approver will be able to access the report in GMAP.

When the LEA Approver has reviewed the report, they will need to change the status to “Approved” or “Returned not approved.” If the report is returned by the LEA Approver, the coordinator will need to make the appropriate revisions and resubmit as before. Once the LEA Approver “approves” the report, your KDE program consultant will be able to review the Performance Report.

If data within the report should need to be changed, please refer to the [New Versions](#) section of the guide to learn how to create a new version of your performance report.

Returned Reports

After your KDE program consultant reviews the Performance Report, an email will be sent to the district contact to notify them of a returned or approved report. If a report is returned:

1. Go to the “checklist” at the bottom of the Sections page to view any needed corrections.

Title I-D Subpart 2 Performance Report Sections

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

Plan Status: Not Started

Change Status To: [Title I-D Performance Report Started](#)

[View Change Log](#)

Description (View Sections Only View All Done)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Contacts		Print
Contacts		Print
Title I-D Performance Report	Messages	Print
Guidance and Instructions		Print
Demographic Data		Print
Math Data		Print
Reading/Language Arts Data		Print
Related Documents	Messages	Print
Consultant Checklist		Print
Title I-D Subpart 2 Consultant Checklist		Print
All	Messages	Print

2. Sections marked “attention needed” have comments from your KDE program consultant. (below is a sample of the checklist)

Use the KDE consultant notes to make revisions to the report before resubmitting.

Title I-D Subpart 2 Consultant Checklist

Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0

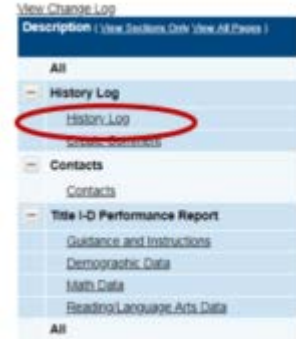
Go To

Checklist Description (Collapse All Expand All)	
1. Demographic Data	Not Reviewed
1. Is the correct "Facility type" selected?	
2. Is the total accurate for the Student Demographic section?	
3. Does the total in the Race/Ethnicity section match the Student Demographic section?	
4. Does the total for the Age section match the Student Demographic section?	
5. Is the Types of Students Served section completed?	
6. Have the Academic and Vocational Outcomes While in the Facility been entered?	
7. Have the Academic and Vocational Outcomes After Exiting the Facility been entered?	
8. Is the Average Length of Stay section complete?	

Additional GMAP Features

History Log:

The history log maintains a record of all status changes and comments for the application. The pictures (below and to the right) show where the log is located on the Sections page and what a log looks like within the system.

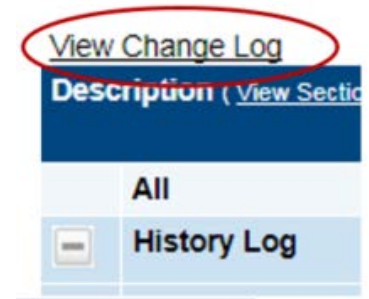


Date	User	Status (S) / Comment (C)	S/C
7/5/2016 9:54:36 AM	Todd Elder	Status changed to 'Title I-D Performance Report Started'.	S
6/27/2016 3:46:36 PM	GMS Administrator	Status changed to 'Not Started'.	S

Save And Go To

Change Log:

Use the "View Change Log" (located at the top of the Sections page – see the snapshot to the right) to see changes from any point in the process. Select the point in the process (example: KDE Consultant Returned Not Approved) from the drop-down menu. Changes are identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.



The picture below is a sample of what a change log looks like in the system.

Date	User	Action	Detail	Time
2/10/2016 5:33:01 PM	Todd Elder	Insert	Warren County - Perkins Secondary - Budget - Technology Software - Support Services - Description changed from 'Support services software' to 'KDE Consultant Returned Not Approved'.	2/10/2016 5:33:01 PM
2/10/2016 5:25:10 PM	Todd Elder	Update	Warren County - Perkins Secondary - Budget - Technology Software - Support Services - Description changed from 'Support services software' to 'KDE Consultant Returned Not Approved'.	2/10/2016 5:25:10 PM

New Versions:

A version is created when changes are needed for an approved report. A change in data input for an “approved” report will require an administrator to create a new version. The district can initiate a new version at any time. To initiate a new version, the administrator will need to change the status to “Revision Started.”

Change Status To **Revision Started**

Then, the report “Rev” number will change depending on the number of versions. The example below shows “Rev 1” meaning it’s the first revision since the original.

Performance Report **Rev 1**

The Sections page has a “Revision” column indicating changes from the previous version. Click on the “Details” link to see the specific changes that were made. (See the samples below.)

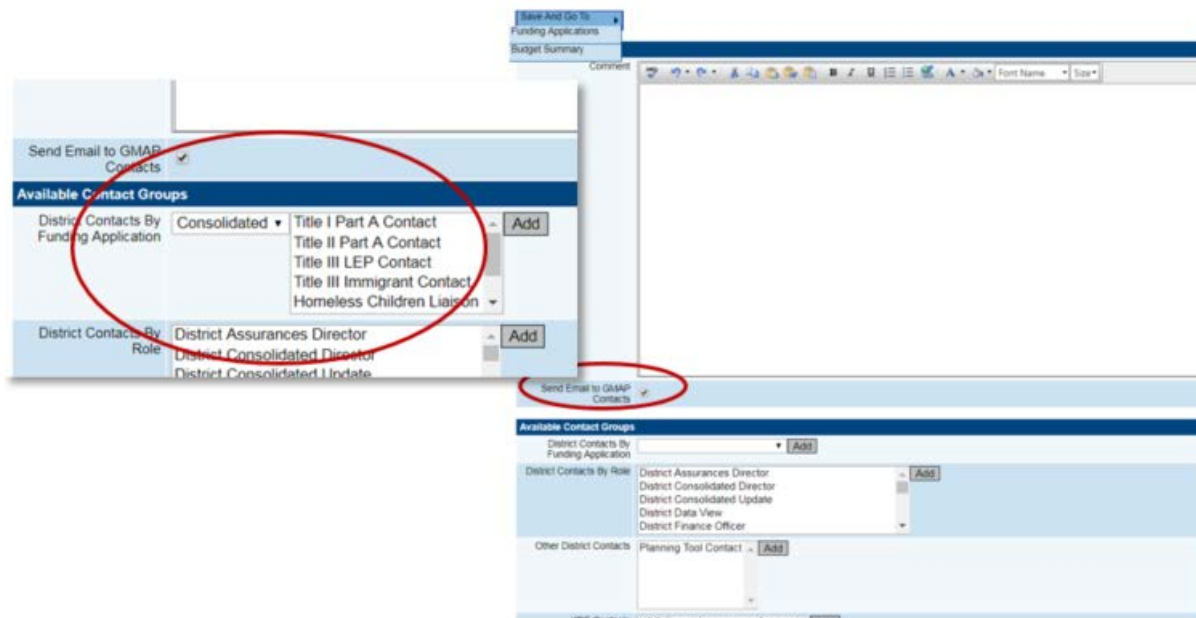
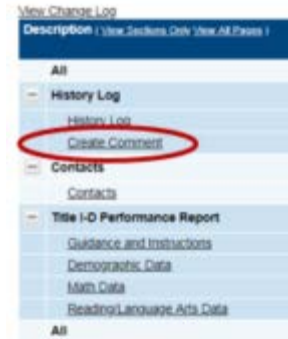
Revision	Validation
Details	Messages
Details	
Details	
Details	Messages
Details	
Details	

Section
Part A
Amount was updated from \$100,154.72 to \$100,720.72 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Admin - (non director salary and benefits - 1st administrative assistant salary and benefits.)
Part B
Separate Description was updated from Funds used to address the needs of teachers who do not meet newly qualified status. Additional Funds for both teachers to meet with a plan for salaries, fringe benefits, and pensions for the appropriate coursework to obtain the status. To Funds used for costs in the Title II budget for assistance with teachers with a plan for salaries, fringe benefits, and pensions for the appropriate coursework to obtain the status. Category for the newly qualified staff consists of 150,000.00 in Object Code - (Contract - Category Admin - (non director salary and benefits - 1st administrative assistant salary and benefits.)
Part C
Amount for the non-Instructional and Other Instructional Activities - Administrative Costs - changed from \$100,154.72 to \$100,720.72.
Part A
Amount was updated from \$307,130.21 to \$430,330.36 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Professor - (1st Instructional Services Contract - The district has been allocated the amount to fund teacher salaries and benefits for instructional costs.)
Amount was updated from \$45,772.00 to \$47,448.00 for Budget Detail record Object Code 6110 Certified Services - (Contract - Category Professor - (1st Instructional Services Contract - The district has been allocated the amount to fund teacher salaries and benefits for instructional costs.)
Part B
value in the Description column of the Entry Row 1 row in the Title B Activities table has been changed.
value in the Description column of the Entry Row 2 row in the Title B Activities table has been changed.
value in the Amount column of the Entry Row 3 row in the Title B Activities table has been changed from \$307,130.21 to \$430,330.36.
value in the Amount column of the Entry Row 4 row in the Title B Activities table has been changed from \$45,000.00 to \$47,448.00.
value in the Description column of the Entry Row 5 row in the Title B Activities table has been changed.
Part C
value in the Description column of the Entry Row 1 row in the Title B Activities table has been changed.

Create Comment:

Comments are a way to communicate to others concerning the Performance Report. By creating comments, there is a recorded history of any communication regarding the Performance Report that can be seen in the History Log. (See comment location on the Sections page to the right.)

Comments may be sent via email as well. To do this, click the box at the bottom of the comment section. A screen will appear below the comment to allow the sender to select one or more contacts.

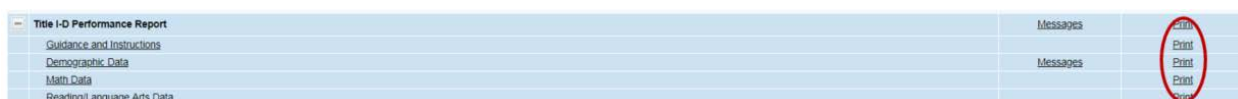


Status Sequence:

- Not Started
- Report Started
- Report Completed
- LEA Approved or Returned Not Approved
- KDE Consultant Approved or Returned Not Approved

Printing:

1. From the "Sections" page, select the pages to print.
2. Click "Print" located on the right-hand side of the page. (see the picture below)



- Enter the name for the print product in the "Document Name" line. The default option is the name of the page selected.

Print Request

Adair County (001) Public District - FY 2019

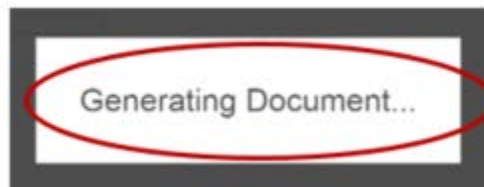
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMAP System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

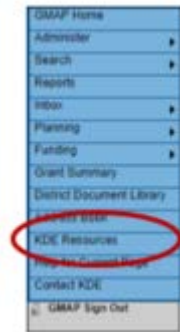
Document Name:

Email Address:

- Click the "Print" button to generate the PDF documents. GMAP will display a "Generating Document" window while the PDF is being prepared.



- The document will open in a new browser tab. You can print or save the PDF from that tab.
- If the document does not open in a new tab after a short time, click on "KDE Resources" from the Main Menu. (See the location on the Main Menu to the right.)
- Open the PDF by clicking on the document located at the top of the page under the "Print Request Name" section.
- The document will then open in a new browser tab. You can print or save the PDF from that tab.
- When the document is no longer needed, click "Delete" located to the right of the document link. See the snapshot below for an example.



KDE Resources

KDE test district (1000) Public District - FY 2018

Below are the KDE Resources. Expand the nodes to view the folders and documents.

Print Request Name	Request Date	Expiration Date	
Consolidated - Title I Part D (LEA) - Program Details.pdf	6/28/2017 2:13:36 PM	7/3/2017 2:13:36 PM	Delete

KDE Resources Search

Choose Keyword: Or Enter Text:

Below are the KDE Resources. Expand the nodes to view the folders and documents.

KDE Resources (Expand All) [Collapse All]

[User Access Administrators](#)

[GMAP Application Training \(All Users\)](#)

Production
Session Timeout
00:45:45

Reference:

Instructional guide to reporting Title I, Part D data in the CSPR for SY 2016–17. Washington, DC: National Technical Assistance Center for the Education of Neglected or Delinquent Children and Youth (NDTAC).

<https://neglected-delinquent.ed.gov/title-i-part-d-statute>