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.

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."

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	All ▼	Revision	Status	Status Date
Albany Elementary School (131-015	All	0	Not Started	8/20/2018
Clinton County Early Childhood Cent	Albany Elementary School (131-015)	0	Not Started	8/20/2018
Clinton County High School (131-05		0	Not Started	8/20/2018
Clinton County Middle School (131-0	Clinton County Early Childhood Center (131-020)	0	Not Started	8/20/2018
Foothills Academy (131-016) - Title I	Clinton County High School (131-050)	0	Not Started	8/20/2018
	Clinton County Middle School (131-045)			
	Foothills Academy (131-016)			

6. 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.)

7. 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
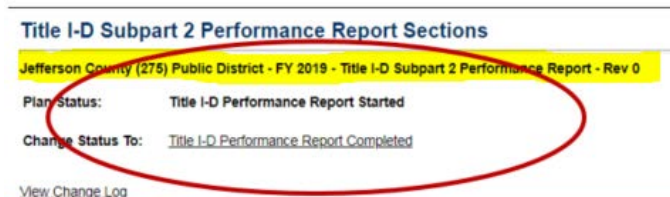
Clinton County (131) Public District

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	Foothills Academy (131-016) ▼	Revision	Status	Status Date
Title I-D Subpart 2 Performance Report		0	Not Started	8/20/2018

8. 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.
    o   The first version of a report is "Rev 0."

Title I-D Subpart 2 Performance Report Sections

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

Plan Status: Title I-D Performance Report Started

Change Status To: Title I-D Performance Report Completed

View Change Log

- 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).


- 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
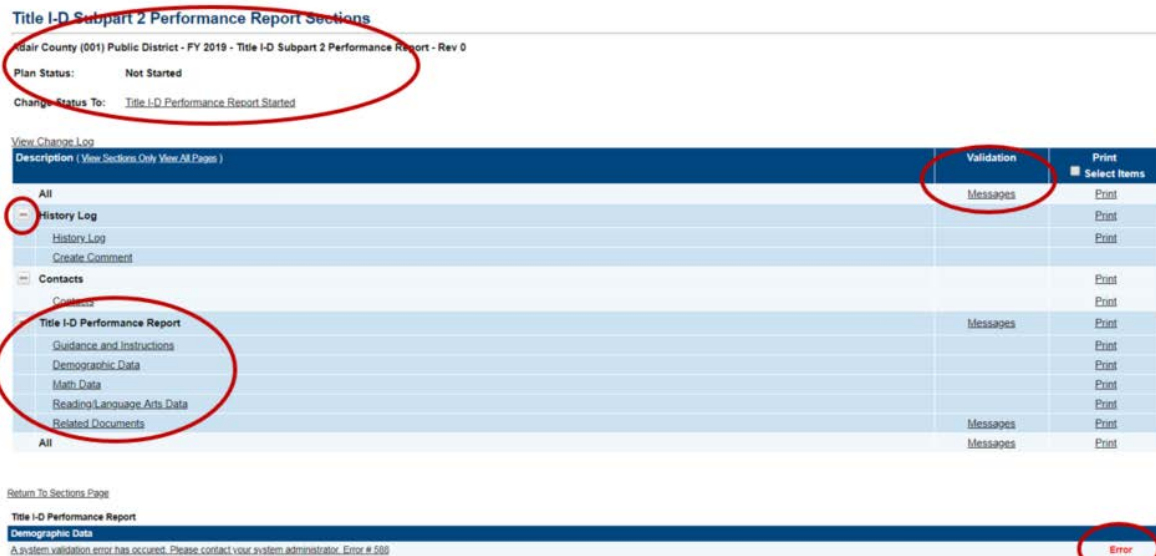
The "Save and Go" button functions as a navigation tool, located at the top of the page, which allows you to save your work, navigate within the report and access any page. "Go To" is used on pages with no data entry. See the example below.
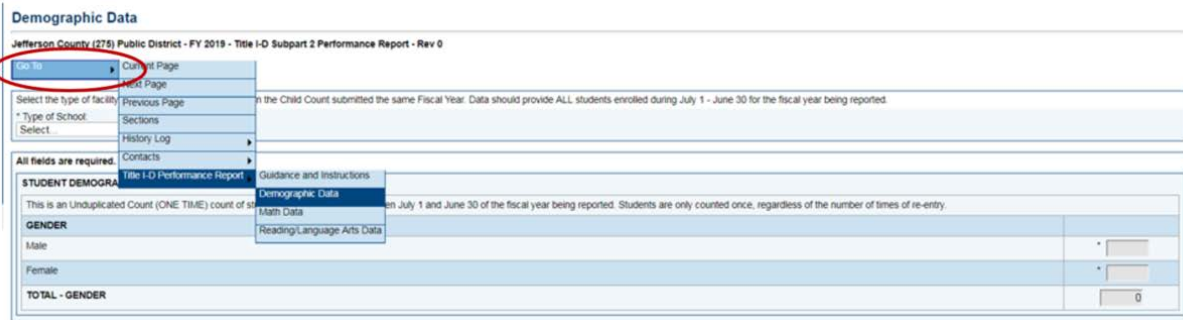
Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows the time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on "Save and Go To" - "Current Page" to save and reset 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.**
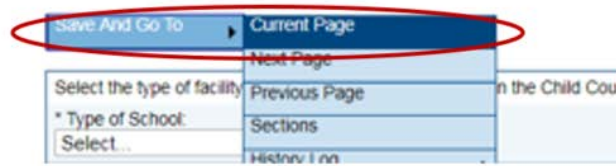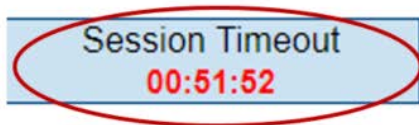
Guidance and Instructions Page

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.

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.

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.

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.

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.)

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.

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.

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.
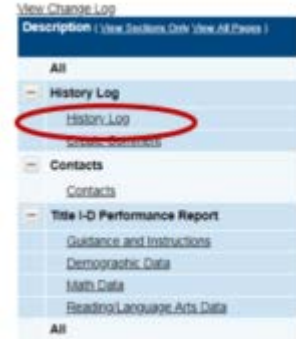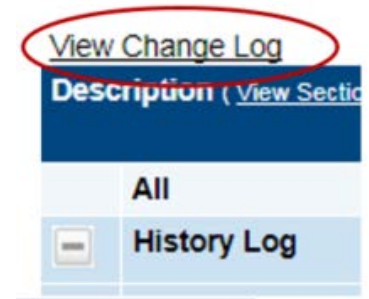

Date	User	Status (S) / Comment (C)	S / C
7/5/2018 9:54:38 AM	Todd Elder	Status changed to 'Title I-D Performance Report Started'.	S
6/27/2018 3:48:36 PM	GMS Administrator	Status changed to 'Not Started'.	S

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.

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."

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.

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.)

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.
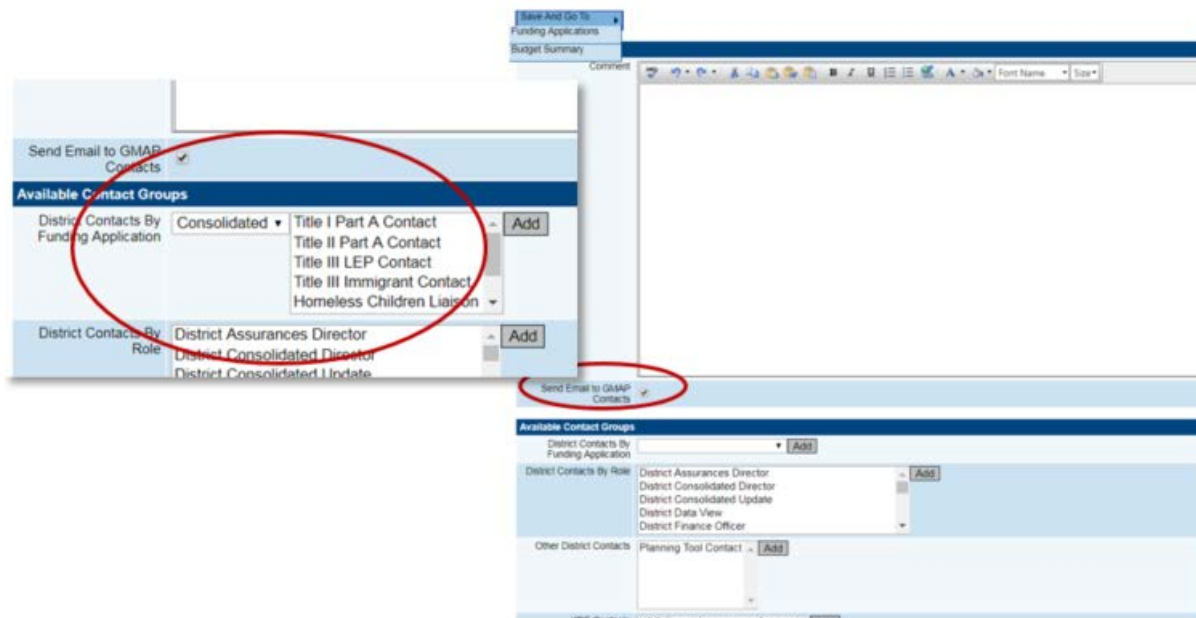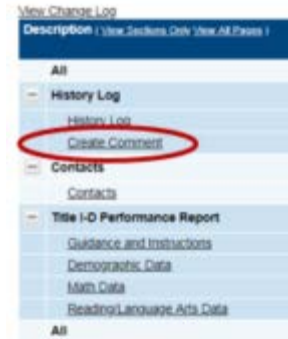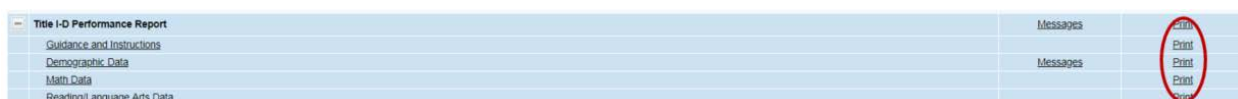

Status Sequence:

- 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)

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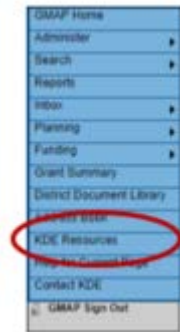

4. Click the "Print" button to generate the PDF documents. GMAP will display a "Generating Document" window while the PDF is being prepared.
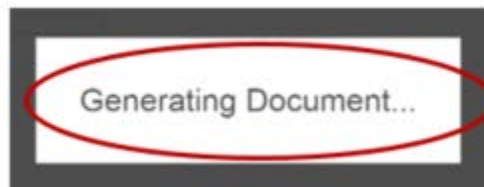
5. The document will open in a new browser tab. You can print or save the PDF from that tab.
6. If the document does not open in a new tab after a short time, click on "KDE Resources" from the Main Menu. (See the location on the Main Menu to the right.)
7. Open the PDF by clicking on the document located at the top of the page under the "Print Request Name" section.
8. The document will then open in a new browser tab. You can print or save the PDF from that tab.
9. When the document is no longer needed, click "Delete" located to the right of the document link. See the snapshot below for an example.

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