



# **Kentucky Department of Education**

## **KDE Title I Diagnostic with ASSIST**

Office of Continuous  
Improvement and  
Support

## Purpose:

The KDE Title I Report is a diagnostic that is required to be completed by ALL Kentucky A-1 schools that receive Title I Schoolwide or Targeted Assistance funds. This report will be utilized in the monitoring of Title I funds by KDE.

Responses to the Title I components are predominantly Yes/No questions followed by a required narrative response. KDE added the narrative requirement to the report to promote planning intentionality and integrity while reducing clutter. The components and questions correspond to the Title I Part A Handbook For School Year found on the KDE website:

<http://education.ky.gov/federal/progs/tia/Pages/default.aspx> Some responses can be answered with brief narratives, while others will require multiple sentences or paragraphs. Schools will also have the option of attaching relevant evidence and data to bolster each response.

## School Assignment:

This report will be completed and submitted twice during the school year. The first submission will be with the Comprehensive School Improvement Plan (CSIP) and again at the end of the school year for monitoring purposes. The update is for the “current” improvement plan and the Title I components within. This is not “future” planning.

## Completing the KDE Title I Report in ASSIST:

**Step I:** Login to ASSIST using the required credentials.  
[ASSIST Login](#)

### Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? [Send new password](#)

Login

Reset

**Step II:** Select the school profile in ASSIST.

From the *Search Institutions* page, go to the bottom of the page and click *Search*.

Sample KDE District

Institutions Reports Administration

### Search Institutions

Search Criteria (hide)

Please enter one or more fields to search for institutions. You can also leave all fields on this screen blank to return all institutions associated with your login.

**Institution**

**Parent Institution**

**Country/Location**  
Choose... ▾

**City**

**State/Province**  
Choose... ▾

**State Issued ID**

**AdvanoED Customer Number**

**Client Status**  
 Include Inactive Institutions

**Organization Status** [Clear](#)

- Applicant
- Candidate
- Accredited
- Dropped
- Affiliate
- Closed
- Inactive
- Merged
- Newly Accredited
- Non-Member
- Reinstated
- Withdrawn

Everything that your user permissions allow access to will appear on the screen. Select the **school** from the *Institutions* column.

KDE Training School

Institutions Reports Administration

### Search Institutions

Search Criteria (show)

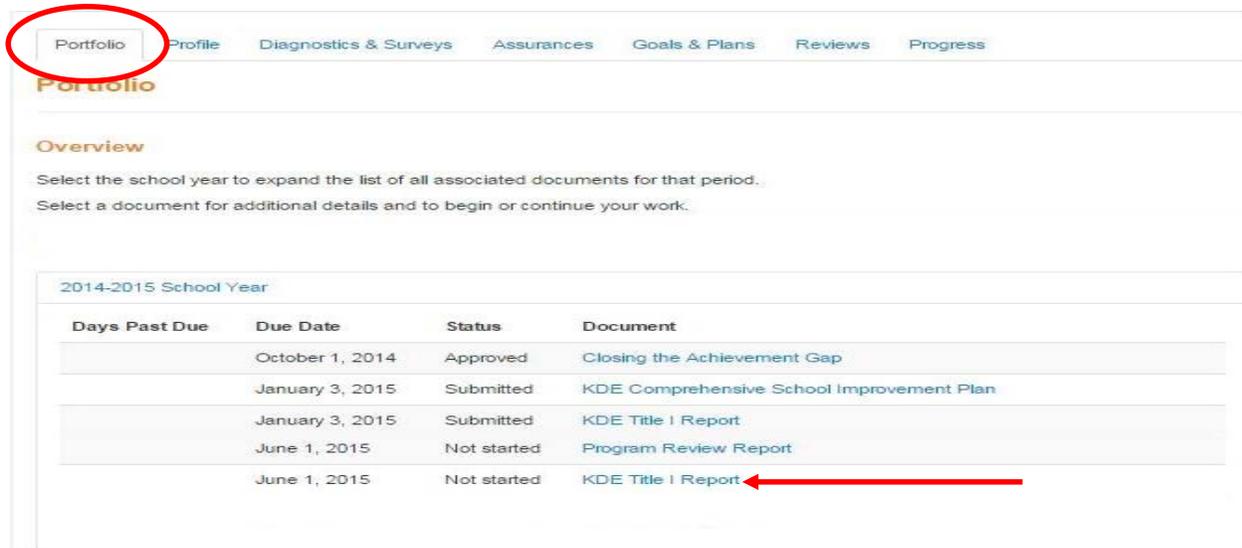
3 items found, displaying all items.

Institution	Address	Parent Institution
<a href="#">KDE Training District</a>	Louisville, Kentucky	
<a href="#">KDE Training School</a>	Louisville, Kentucky	KDE Training District
<a href="#">KDE Training School-Priority</a>	Louisville, Kentucky	KDE Training District

**Step III:** Complete the Title I Diagnostic

Click on *Portfolio* from the tabs located at the top of the page.

Select the *KDE Title I Report*.



The report will open with the diagnostic templates.

Select the Title I Diagnostic that applies to the Title I program in which the school participates (Ie: Schoolwide or Targeted Assistance) by clicking on the  blue pencil icon. Select *Create a New Title I (SW or TA) Diagnostic*.

## KDE Title I Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

### Required

All components in this section must be completed before the document can be submitted.

*None*

### Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Diagnostic	Title I Schoolwide Diagnostic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diagnostic	Title I Targeted Assistance Diagnostic	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit

Click on *Create a New Title I (SW or TA) Diagnostic*

### Manage Document Components

Diagnostic | Title I Schoolwide Diagnostic

Check those components to be included in this document.

Create a New Title I Schoolwide Diagnostic

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Content Template (do not delete)

Test II - Update 2

Title I Schoolwide Diagnostic

Save Selection Cancel

A new Diagnostic will appear at the “bottom” of the historical list that appears (note the difference from the previous screen shot).

Check the box next to the “new” diagnostic in the list.  
Click *Save Selection* in the blue box.

### Manage Document Components

Diagnostic | Title I Schoolwide Diagnostic

Check those components to be included in this document.

[+ Create a New Title I Schoolwide Diagnostic](#)

- Content Template (do not delete)
- Test II - Update 2
- Title I Schoolwide Diagnostic
- Title I Schoolwide Diagnostic

[Save Selection](#) [Cancel](#)

The new diagnostic will appear in the *Components* column of the Portfolio.

## Portfolio

### KDE Title I Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

**Attention** This document was due on Dec 20, 2014

#### Required

All components in this section must be completed before the document can be submitted.

None

#### Additional

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Diagnostic	Title I Schoolwide Diagnostic	<a href="#">Title I Schoolwide Diagnostic</a>	<input checked="" type="checkbox"/>
Diagnostic	Title I Targeted Assistance Diagnostic		<input checked="" type="checkbox"/>

[PDF](#) [Attachments](#) [Submit](#)

Click on the diagnostic name in the *Components* column to open the diagnostic.

## Title I Schoolwide Diagnostic

[← Back to Diagnostics](#)

### Title I Schoolwide Diagnostic [\(Edit\)](#)

This diagnostic tool is aligned to requirements for Title I schoolwide programs as outlined in Section 1114 of the Elementary and Secondary Education Act. Using this tool will allow you to certify that the required schoolwide planning components are being met by either a) documenting a direct connection to needs, goals, strategies, or activities identified within your CSIP or b) inserting a narrative. Guiding questions for each component are provided to help focus on areas that may be addressed under the component headings. However, it is not necessary to answer all guiding questions when documenting the components.

**Please Note:** In some cases, all items may not be required.

#### Component 1: Comprehensive Needs Assessment

0 of 1 items are answered

#### Component 2: Schoolwide Reform Strategies

0 of 1 items are answered

Click on the *Edit* button next to the title of the diagnostic (give the title a name that will associate with the current school year so that it can be easily identified among the historical diagnostics already in the system – ex: Title I SW).

## Edit Information

Description

Use this field to distinguish the diagnostics you create from one another

Update

Cancel

After *Description* has been updated, click *Update*.

## Step IV: Respond to Components

Begin responding to the diagnostic questions by selecting the *Component* description in *blue*.

## Title I Schoolwide Diagnostic Training 10.10.16

Read each of the statements for the Title I schoolwide programs and respond by providing a narrative response, providing an attachment, and selecting the goal and goal components that identify the planned strategies and their implementation that support the schoolwide component. Attachments may also be provided to show additional evidence and support.

**Please Note:** In some cases, all items may not be required.

### Component 1: Comprehensive Needs Assessment

0 of 5 items are answered

### Component 2: Schoolwide Reform Strategies

0 of 10 items are answered

### Component 3: Instruction By Highly Qualified Teachers and Paraeducators

0 of 5 items are answered

Click *Respond*.

[Portfolio](#) [Profile](#) [Diagnostics & Surveys](#) [Assurances](#) [Goals & Plans](#) [Reviews](#) [Progress](#)

## Component 1: Comprehensive Needs Assessment

[« Back to Title I Schoolwide Diagnostic](#)

✔ Denotes an answered response

Summary of all responses	
<a href="#">Respond</a>	Did the school use various and multiple academic and non-academic data sources to develop the comprehensive needs assessment?
<a href="#">Respond</a>	Did the analyzed data identify the school's priority needs?
<a href="#">Respond</a>	Are needs prioritized based on grade level, content level or the achievement level of subgroups?
<a href="#">Respond</a>	Were specific achievement gap issues identified and prioritized as part of the comprehensive needs assessment process?
<a href="#">Respond</a>	Does the improvement plan have specific Goals, Objectives, Strategies and/or Activities that directly address the prioritized needs identified as part of the comprehensive needs assessment process?

Each question in the component features a yes/no choice with a required narrative. The *Add Attachments* button may be used to upload supporting data and evidence. Click *Next* when finished to move on to the next item in each component.

## Respond

« Back to Component 1: Comprehensive Needs Assessment

1.1 Did the school use various and multiple academic and non-academic data sources to develop the comprehensive needs assessment?

- Yes
- No

Comments

600 characters left

 Add Attachments

Next >

After a component has been completed, there should be a *solid green bar* indicating that the response is complete.

1 of 1 items are answered |  All required items complete

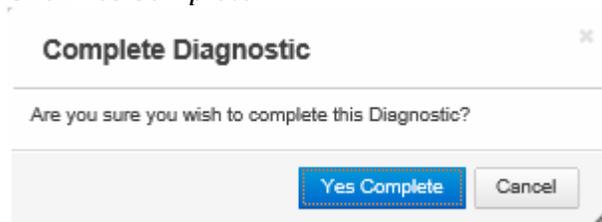


Confirm that all of the components have been answered and that the responses are correct.

Click *Complete* to close the diagnostic.



Click *Yes Complete*.



The diagnostic is now complete.

The diagnostic can be reopened if it has not been submitted by clicking the *Reopen* button.

Success! The Diagnostic has been completed.

[« Back to Diagnostics](#)

### Test II - Update 2 [\(Edit\)](#)

This diagnostic tool is aligned to requirements for Title I schoolwide programs as outlined in Section 1114 of the Elementary and Secondary Education Act. Using this tool will allow you to certify that the required schoolwide planning components are being met by either a) documenting a direct connection to needs, goals, strategies, or activities identified within your CSIP or b) inserting a narrative. Guiding questions for each component are provided to help focus on areas that may be addressed under the component headings. However, it is not necessary to answer all guiding questions when documenting the components.

**Please Note:** In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF

Copy

Reopen

Delete

If the diagnostic is reopened, follow the steps for *Complete* to prepare for submission.

NOTE: Clicking the *Delete* button will delete the complete diagnostic and it will have to be started again. The document **cannot** be retrieved when it has been deleted.

Step V : Prepare for submission.

Click on the *Portfolio* tab.

Portfolio

Profile

Diagnostics & Surveys

Assurances

Goals & Plans

Reviews

Progress

## Title I Schoolwide Diagnostic

[« Back to Diagnostics](#)

### Test II - Update 2 [\(Edit\)](#)

This diagnostic tool is aligned to requirements for Title I schoolwide programs as outlined in Section 1114 of the Elementary and Secondary Education Act. Using this tool will allow you to certify that the required schoolwide planning components are being met by either a) documenting a direct connection to needs, goals, strategies, or activities identified within your CSIP or b) inserting a narrative. Guiding questions for each component are provided to help focus on areas that may be addressed under the component headings. However, it is not necessary to answer all guiding questions when documenting the components.

**Please Note:** In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF

Copy

Reopen

Delete

Select the KDE Title I Report from the *Document* column.

**Portfolio**

**Overview**

Select the school year to expand the list of all associated documents for that period.  
 Select a document for additional details and to begin or continue your work.

**⚠ You have 3 past due document(s)**

2015-2016 School Year

Days Past Due	Due Date	Status	Document
⚠ 42 days	September 23, 2015	In Progress	<a href="#">KDE Comprehensive School Improvement Plan - Priority School</a>
⚠ 35 days	September 30, 2015	Not started	<a href="#">KDE Title I Report</a>
⚠ 5 days	October 30, 2015	Not started	<a href="#">KDE Program Review Report for Schools</a>
	November 30, 2015	Not started	<a href="#">KDE Comprehensive School Improvement Plan</a>

The completed *Diagnostic* will appear in the *Components* column and MUST have a *green checkmark* in the *Complete* column. \*If the checkmark does not appear, click on the *Component* to open the diagnostic and click the *Complete* button and start again from the beginning of Step IV.

**Required**

All components in this section must be completed before the document can be submitted.

None

**Additional**

In some cases you must select at least one component from this list before the document should be submitted.

Section	Template	Components	Complete
Diagnostic	Title I Schoolwide Diagnostic	<a href="#">Test II - Update 2</a>	<input checked="" type="checkbox"/>
Diagnostic	Title I Targeted Assistance Diagnostic		<input type="checkbox"/>

Click the *Submit* button.

Click *Yes* in the prompt box.

## Are you sure?

✕

This will permanently update your "KDE Title I Report". Do you wish to proceed?

Yes

No

If the submission is successful, the message below will appear.

**Success!** The KDE Title I Report has been successfully updated.

A *PDF* version of the diagnostic can be generated by clicking the *PDF* button on the bottom of the page.

PDF

Attachments

Log

### Miscellaneous:

If the diagnostic was submitted in error, contact [Brandon.quick@education.ky.gov](mailto:Brandon.quick@education.ky.gov) to have it reopened.

For additional questions about the completion and submission of this document, contact [csipdsip@education.ky.gov](mailto:csipdsip@education.ky.gov).