



IDEA Applications in GMAP

What is GMAP

- ▶ Grant Management and Planning
- ▶ Promotes in-district collaboration
- ▶ Other grants – Perkins, Consolidated (Titles IA and ID, II, III (EL and Immigrant), Title VI), IDEA
- ▶ Single point for creating, approving and storing applications
- ▶ Automated approval workflow



Learning to use GMAP



- Staff who are familiar with GMAP:
 - Title I,
 - Title II,
 - Title III,
 - Perkins,
 - Finance Officer and Superintendent.
- gmap.education.ky.gov
 - KDE Resources
 - Training slides “Creating IDEA Applications in GMAP- Powerpoint”
 - “IDEAGMAP Training Video

Accessing the IDEA Application

Options to Access the IDEA Application:

1. District Name, or
2. Funding/Funding Applications from the Main Menu



System Home	
Organization Number	Organization Name
571	<u>Warren County</u>
Reminders	
(2/10/2016) No Reminders Available	

A screenshot of the GMAP web application interface. On the left is a vertical navigation menu with items like 'GMAP Home', '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' menu item is expanded, showing a sub-menu with 'Funding Applications', 'Budget Summary', and 'Budget Download'. The 'Funding Applications' sub-item is highlighted. The main content area shows 'Adair County (001) Public District - FY 2017' with dropdown menus for '2017' and 'All Active Applications'. Below this is a table with one row containing the word 'Application'. At the bottom, there is a section for 'Competitive Funding Application' with the text 'There are no matching Competitive applications for this fiscal year.' and a 'GMAP Sign Out' button. The user is identified as 'User, AdairCounty' and the session timeout is '00:59:45'.

Sections Page

- Navigate to other pages
- Change workflow status
- Print
- Review error messages

Change the status to DRAFT STARTED

Sections

KDE test district (1000) Public District - FY 2017 - IDEA - Rev 0

Application Status: Draft Not Started

Current status

Identifies district, year, application type and version

Change Status To: Draft Started

Click to **CHANGE** to "Draft Started" status

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		Print
<input type="checkbox"/> Allocations		Print
Allocations		Print
<input type="checkbox"/> Contracts		Print



IDEA Application



Provides information regarding CEIS participation

Shows total district allocation and provides for transfer of funds to CEIS

Scoring Rubric for IDEA application; Comments from KDE Reviewers

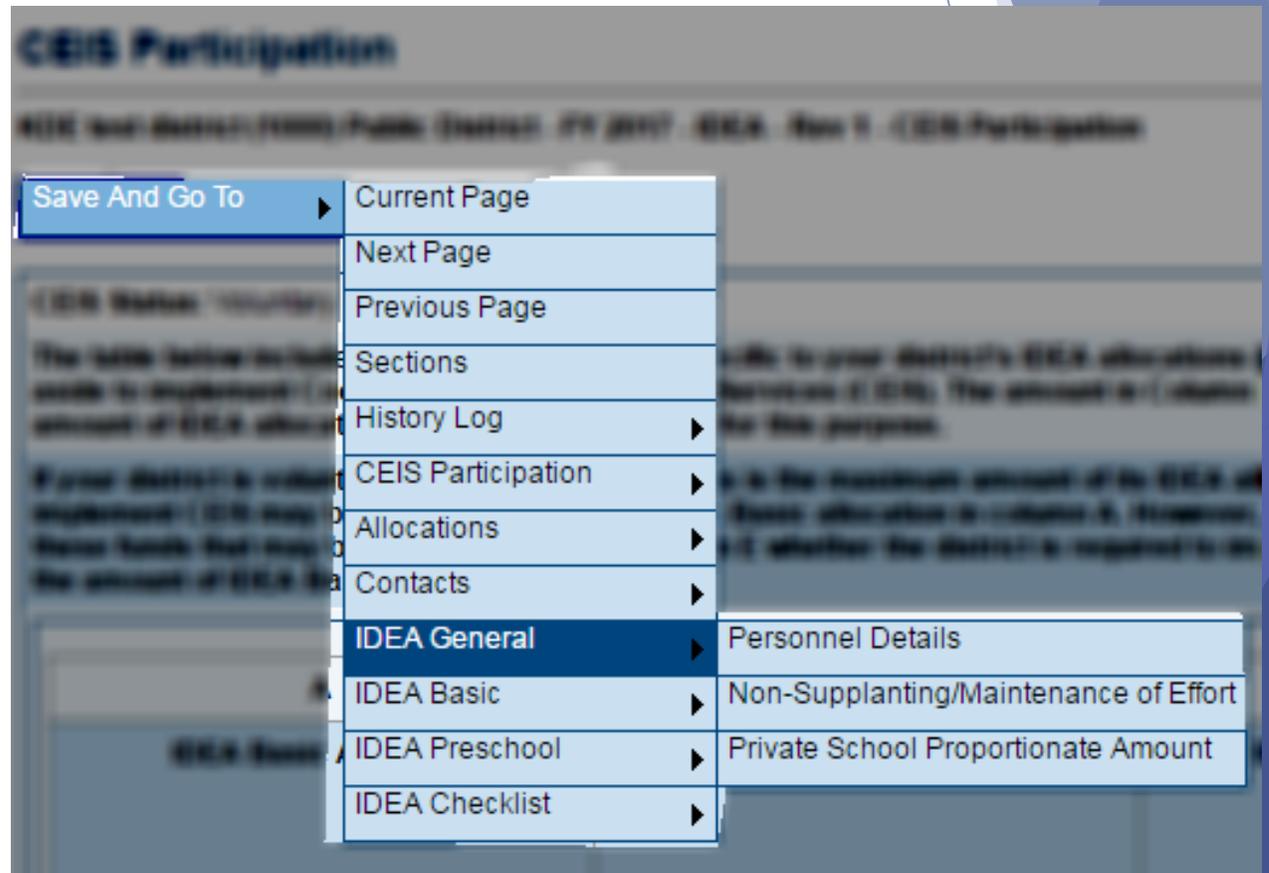
Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/> History Log	History Log
	Create Comment
<input type="checkbox"/> CEIS Participation	CEIS Participation
<input type="checkbox"/> Allocations	Allocations
<input type="checkbox"/> Contacts	Contacts
<input type="checkbox"/> IDEA General	Personnel Details
	Non-Supplanting/Maintenance of Effort
	Private School Proportionate Amount
<input type="checkbox"/> IDEA Basic	Budget
	Budget Overview
	Related Documents
<input type="checkbox"/> IDEA Preschool	Budget
	Budget Overview
	Related Documents
<input type="checkbox"/> IDEA Checklist	IDEA Checklist

Maintains history of all status changes and comments. Create Comment allows comments to be created in history and email.

All the pages of the application. You can go to any page using the links on this page. Basic and Preschool Budgets. Note: if funds are transferred to CEIS, an additional budget for CEIS will display.

“Save And Go To” Button

- ▶ Located on most program pages
- ▶ Quickest way to navigate to other pages
- ▶ Must use to save work
- ▶ “Go To” is on pages with no data entry



CEIS Participation

View CEIS Participation.

(Informational page only. No input required)



CEIS Participation

KDE test district (1000) Public District - FY 2017 - IDEA - Rev 1 - CEIS Participation

Save And Go To ▶

CEIS Status: **Voluntary**

If "Voluntary" CEIS is optional.
If "Required" CEIS must have funds allocated.

The table below includes read-only information specific to your district (through C) and the impact these allocations have on establishing the amount of IDEA funds set aside to implement Coordinated Early Intervening Services (CEIS). The amount in Column D is 15% of your district's total IDEA allocations. If your district is required to implement CEIS, this is the amount of IDEA allocations that must be set aside for this purpose.

If your district is voluntarily implementing CEIS, this is the maximum amount of its IDEA allocations that may be set aside for this purpose, though it may set aside less. The entire amount set aside to implement CEIS may be transferred from the IDEA Basic allocation in column A. However, if the district chooses to support CEIS using IDEA Preschool funds in column B, then the maximum amount of these funds that may be used is reported in column E whether the district is required or voluntarily. IDEA Preschool funds supporting CEIS should always be less than the amount of IDEA Basic funds supporting CEIS.

Columns D and E provide guidance for amounts if allocating CEIS funds.

A	B	C	D	E
IDEA Basic Allocation	IDEA Preschool Allocation	Total IDEA Allocation (Column A + column B)	Total that must be set aside for CEIS when it is Required due to Significant Disproportionality or Maximum allowed to be set aside for CEIS if voluntarily implemented (Column C X 15%)	Maximum amount of IDEA Preschool Allocation that may be set aside to support CEIS whether implementation is required or voluntary (Column B X 15%)
\$ 768,783.00	\$ 33,989.00	\$ 802,772.00	\$ 120,415.80	\$ 5,098.35

IDEA Allocations

- ▶ Allocations are preloaded
- ▶ If participating in CEIS, indicate amounts moved to CEIS



Allocations

KDE test district (1000) Public District - FY 2017 - IDEA - Rev 1 - Allocations

Save And Go To ▶

	(1)	<u>IDEA Basic</u>	(2)	<u>IDEA Preschool</u>	(3)	<u>CEIS</u>	Total
Allocation		768,783.00		33,989.00		0.00	802,772.00
Reallocated		0.00		0.00		0.00	0.00
Additional		0.00		0.00		0.00	0.00
Forfeited		0.00		0.00		0.00	0.00
Total		768,783.00		33,989.00		0.00	802,772.00
	(1)	<u>IDEA Basic</u>	(2)	<u>IDEA Preschool</u>	(3)	<u>CEIS</u>	Total
From IDEA Basic		(30,000.00)				<input type="text" value="30,000.00"/>	
From IDEA Preschool				(5,000.00)		<input type="text" value="5,000.00"/>	
From CEIS						0.00	0.00
Total		<input type="text" value="738,783.00"/>		<input type="text" value="28,989.00"/>		<input type="text" value="35,000.00"/>	802,772.00

Enter values ONLY if you are participating in CEIS. Otherwise leave blank.

Personnel Details



Personnel Details

KDE test district (1000) Public District - FY 2017 - IDEA - Rev 1 - IDEA General

Save And Go To

Count of Special Education Teachers

	FTE
For children ages 3-5 who are Highly Qualified	<input type="text" value="1.25"/>
For children ages 3-5 who are not Highly Qualified	<input type="text"/>
For children ages 6-21 who are Highly Qualified	<input type="text" value="3.00"/>
For children ages 6-21 who are not Highly Qualified.	<input type="text"/>
Total	4.25



Count of Paraprofessionals (instructional aides/teacher assistants)

	FTE
For children ages 3-5 who are Qualified	<input type="text" value="5.00"/>
For children ages 3-5 who are not Qualified	<input type="text"/>
For children ages 6-21 who are Qualified	<input type="text" value="1.00"/>
For children ages 6-21 who are not Qualified.	<input type="text"/>
Total	6.00

Count of Related Service Providers for Children Ages 3-21

	FTE
Audiologists	
- Fully certified	<input type="text"/>

Non-Supplanting/Maintenance of Effort



Non-Supplanting/Maintenance of Effort

KDE test district (1000) Public District - FY 2018 - IDEA - Rev 0 - IDEA General

Save And Go To ▶

Row	Eligibility Standard	2017-18 Amounts	* Standard Met (at least one standard must be met)
1	Total amount general funds budgeted to provide special education and related services to children with disabilities	\$ 3,045,167.00	Met
2	IDEA Dec 1 child count line	* 100	
3	Per pupil general fund total	* \$ 30,451.67	Met
4	Enter the anticipated dollar amount for the SEEK Exceptional Child Add-On	* \$ 5,679.00	
5	Total local funds providing special education	* \$ 3,039,488.00	Met
6	Per pupil amount of local funds only	* \$ 30,394.88	Met

Preloaded

enter lines 1, 2 and 4

If the district does not meet at least one of the four standards above, please select from the list below any allowable exceptions resulting in failure to budget the required amount.

- a. Voluntary departure, or departure for just cause, of special education or related services personnel
- b. Decrease in enrollment of children with disabilities
- c. Termination of LEAs obligation to provide an exceptionally high cost SPED program to student(s) due to the student(s):
 - (1) Leaving the LEAs jurisdiction
 - (2) Aging out of the program
 - (3) No longer needing the program
- d. Termination of costly expenditures for long term purchases
- e. Assumption of cost by the high cost fun operated by the SEA

Complete this area ONLY if none of the standards are met

Private School Proportionate Amount



Basic - Ages 3 through 21	
1. Report the count of children who either reside in or receive services from the district who: a. are 3 through 21 years of age on the Child Count date and b. have been determined eligible* for special education by an Admissions and Release Committee	350
2. Report the count of eligible children included in question 1 above who are enrolled in a private, parochial or home elementary or secondary school, in grades K through 12 whether the eligible child with a disability is receiving special education or related services or not.	25
3. IDEA Basic Allocation Percentage for Private School Proportionate Amount	7.14 %
4. IDEA Basic Allocation Amount	\$ 768,783.00
5. IDEA Basic Allocation Amount for Private School Proportionate Amount	\$ 54,891.11

Preschool - Ages 3 through 5	
1. Report the count of children who either reside in or receive services from the district who: a. are 3 through 5 years of age on the Child Count date and b. have been determined eligible* for special education by an Admissions and Release Committee	56
2. Report the count of eligible children included in question 1 above who are enrolled in a private, parochial or home elementary school, in grade K or above whether the eligible child with a disability is receiving special education or related services or not.	2
3. IDEA Preschool Allocation Percentage for Private School Proportionate Amount	3.57 %
4. IDEA Preschool Allocation Amount	\$ 33,989.00
5. IDEA Preschool Allocation Amount for Private School Proportionate Amount	\$ 1,213.41

*An eligible child means an Admissions and Release Committee has determined the child meets the Kentucky requirements for one or more of the several disability categories under the Individuals with Disabilities Education Act. This eligibility must have been made within three years of the Child Count Date.

Budget

Category View

<u>Budget By Object Codes</u>	
	Category
Modify	District and School Activities
Modify	Private School Proportionate Amount

Object Code View

<u>Budget By Categories</u> ←	
	Object Code
Modify	0110 - Certified Services - (Contract)
Modify	0111 - Extended Days - (Contract)
Modify	0112 - Extra Duty - (Contract)
Modify	0113 - Other Certified - (Not part of Contract)
Modify	0120 - Certified Substitute
Modify	0130 - Classified Salaries
Modify	0131 - Other Classified Pay

- ▶ Either view can be used; Click on “Budget by...” to change view
- ▶ Only MUNIS codes allowable for the grant type will be displayed
- ▶ Click on “Modify” to add Budget Details. If you do not see the word “Modify,” the application is not in Draft Started status or you do not have permissions



Adding a Budget Detail

- ▶ Always use “Add Item” for a new entry.
- ▶ Select Object Code from the drop down list. Only allowable codes are on the list
- ▶ Enter total amount in Cost. (Do not change quantity)
- ▶ Enter a Narrative. All entries require narrative.
- ▶ Click Save button.
- ▶ To edit an existing entry, overwrite.
- ▶ Use the location code for equipment only.

Budget Detail
KDE test district (1000) Public District - FY 2017 - Perkins - Rev 0 - P

Salary and Fringes, Stipends

Add Item

Always click Add Item for a new entry. DO NOT overwrite an existing entry

Object Code

- ATC - ATC Schools
- 0110 - Certified Services - (Contract)
- 0112 - Extra Duty - (Contract)
- 0113 - Other Certified - (Not part of Contract)
- 0120 - Certified Substitute
- 0130 - Classified Salaries
- 0131 - Other Classified Pay
- 0210 - Group Insurance
- 0211 - Life Insurance
- 0212 - Health Insurance
- 0213 - Liability Insurance
- 0214 - Dental Insurance
- 0215 - Disability Insurance
- 0216 - Retired Health/Life Insurance
- 0219 - Other Group Insurance
- 0220 - Employer Social Security
- 0221 - Employer FICA Contribution
- 0222 - Employer Medicare Contributions
- 0230 - Employer Retirement Contributions



Budget Detail Narratives

- ▶ All items require a narrative description.
- ▶ Use short, but descriptive narratives
- ▶ Narratives are reviewed by KDE staff and provide a more detailed explanation of items that require additional information for approval.



Narrative Description

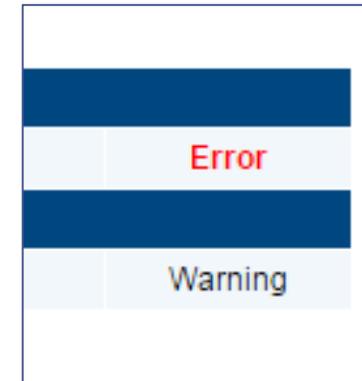
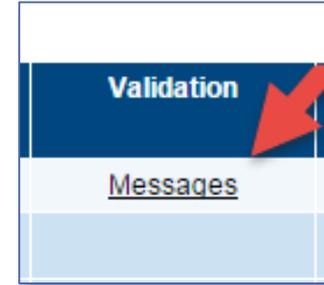
ECE STAFF AND DOSE TRAVEL FOR PROFESSIONAL DEVELOPMENT.

55 of 2000 characters

Validation Errors and Warnings



- ▶ Click “Messages” from *Sections* page *Validation* column
- ▶ Red “**Error**” must be resolved before application can be submitted.
- ▶ “Warnings” are only advisory. Will not prevent submission of the application
- ▶ Click on the error/warning message to go to the affected page.



IDEA Basic

Budget

The IDEA Basic budget of \$768,783.00 is greater than the Adjusted Allocation amount of \$712,783.00.

Related Documents

Help Resources



KDE Resources – Training manuals, program resources, links to information

Help for Current Page - Context sensitive help for specific pages

This screenshot shows a web application interface. On the left is a vertical navigation menu with items like "GMAP Home", "Search", "Inbox", "Planning", "Funding", "Grant Summary", "District Document Library", "Address Book", "KDE Resources", "Help for Current Page", "GMAP Sign Out", and "User, Consolidated Grant". The "Help for Current Page" item is circled in red. The main content area is titled "Help" and shows "KDE test district (1000) Public District - FY 2017". It includes a "Return to Previous Page" link, "Expand All" and "Collapse All" buttons, and a section titled "Consolidated - Sections Help Item(s)" with a plus icon. Below this is a list of help items: "Creating comments Description" (with a sub-description about commenting on applications), "Reversing a status", "Starting the Budget Process", "Reviewing application errors and warnings", "Section Page Help", and "Printing or Creating a PDF".

This screenshot shows the "KDE Resources" page. It features a search bar with "Choose Keyword" and "Enter text" fields. Below the search bar, there is a list of resources under the heading "Below are the KDE Resources. Expand the nodes to view the folders and documents". The resources are organized into a tree structure with expandable nodes. Visible items include "GMAP Grant Application Training", "Consultant Training", "District Training Vendor Powerpoints", "District Training - General Navigation", "District Training GMAP - Funding Application", "1. GMAP Training - Login, Navigation and Saving", "2. GMAP Training - General Budget Update", "5. GMAP Training - Reviewing Error Messages", "6. GMAP Training - User Access Role Manual", "4. GMAP Training - Title II/LEP Application Process", "3. GMAP Training - Review Process for Consolidated Application", "GMAP Training - Updated Local Funding Resource Statement Contract sheet", "GMAP Planning Tool Training", "Consolidated Application Resources", "Perkins Funding Application Resources", "CDPIC SP Reference Documents", and "General System Help".



History Log/Create Comment

- Permanent record of all status changes with user ID and time stamp
- Use to ask questions or make comments
- Maintains record of responses.
- Comments can be sent to any user through email.

History Log

Pulaski County (501) Public District - FY 2016 - Perkins - Rev 0 - History Log

Save And Go To 

[View All Status/Comments](#)

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
<input type="checkbox"/>	9/3/2015 2:53:11 PM	Steve Butcher	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	9/3/2015 2:53:11 PM	Steve Butcher	Status changed to 'District Superintendent Approved'.	S
<input type="checkbox"/>	8/27/2015 9:06:25 AM	Rebecca Wright	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	8/27/2015 9:06:25 AM	Rebecca Wright	Status changed to 'District Finance Officer Approved'.	S
	8/26/2015 1:45:33 PM	Angela Murphy	Status changed to 'Draft Completed'.	S
	8/6/2015 10:24:53 AM	Teresa Nicholas	Status changed to 'Draft Started'.	S
	6/9/2015 3:02:59 PM	Millie Crawford	Status changed to 'Not Started'.	S

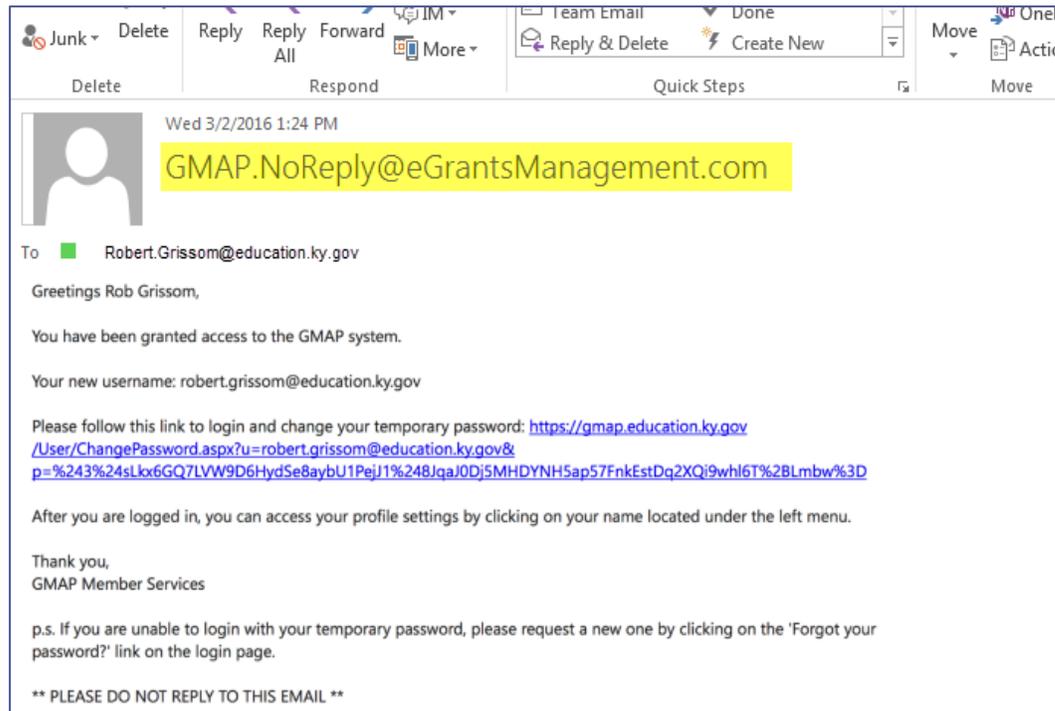
Uploading Documents

- Use to add additional documentation if desired
- Use *Related Documents* page for the appropriate grant
- Click on “Upload New” to upload a document
- Any file type can be uploaded - Word, Excel, pdf, jpg
- More than one document can be loaded.



Emails from GMAP

- ANY EMAIL from GMAP will be from GMAP.NoReply@eGrantsManagement.com
- Example of the email to reset password



For Help, Contact

- Karla Miller – karla.miller@education.ky.gov

