TITLE I, PART D, SUBPART 1 PERFORMANCE REPORT STATE AGENCY INSTITUTIONS

GRANT MANAGEMENT APPLICATION & PLANNING SYSTEM (GMAP) GUIDE



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 <u>Subpart 3</u>, <u>Section 1431(a)</u>). The purpose of the performance report is to collect program data that the U.S. Department of Education (ED) can use to determine 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: <u>Consolidated State Performance Report (CSPR)</u> and <u>EDFacts</u>.

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 (<u>GMAP</u>). Below you will find a snapshot of the GMAP Sign-In Page.

	Kentucky Department of Education Our Children, Our Commonwealth
GMAP Home Search	GMAP Sign-In
KDE Resources	
Help for Current Page	Sign-in
Contact KDE	Email Address: monica.shack@education.ky.gov
GMAP Sign-In	Password:
Public Access Production	Eergot your eassecrd? Submit

- 2. Click "GMAP Sign-In" from the Main Menu located on the left.
- 3. Enter your email address and password.
 - 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 <u>GMAP.NoReply@eGrantsManagement.com</u>. 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."

GMAP Home		Grant Management An	plication & Planning System Home			
Administer		Grant Management Application & Planning System Home				
Search		Clinton County (131) Public District				
Inbox		Associated Organizations				
Planning	- ¥		Organization Number	Organization Name		
Funding	F F	Funding Applications	131	Clinton County		
Grant Summary	1	Budget Summary				
District Document Libra	(Application Supplements plipation (7/3/2018)			
Address Book		Consolidated Application Now	Open – Due August 31			
KDE Resources			ion is now open, and the application is due August 31. Allocations	in GMAP are preliminary for the 2018-2019 school year. Final allocations will be released late fall when final notification is received from the		
Help for Current Page		U.S. Department of Education.				
Contact KDE	_	If you have questions, please co				
GMAP Sign Out		Title I Ranking Report: <u>Title I F</u>				
		Title I, Part D Neglected and D	elinquent: Monica Shack or Amber Skaggs			

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	Application Supplements							
Phoenix Academy (DIS-121-013) State Agency - FY 2018	Phoenix Academy (DIS-121-013) State Agency - FY 2018							
2018 • Active •	2018 • Active •							
District Application Supplement Revision Status Status Date								
Title I-D Subpart 1 Performance Report	0	Not Started	8/09/2018					

- Once on the "Application Supplements" page, the year located at the top of the page represents the end of the Fiscal Year. <u>Select 2019</u> from the drop-down menu. (You can search for earlier years and earlier versions from the drop-down menu.)
- Click on "Title I-D Subpart 1 Performance Report" located under the "District 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."

	Kentucky Department of Education Our Children, Our Commonwealth	
Title I-D Subp	art 1 Performance Report Sections	
Adair Youth Develop	ment Center (DIS-0.3201) Bale Agency - FY 2018 - This 20 Subpart 1 Performance Report - Rev 0	
Plan Status	KDE Trite ID Consultant Approval	
Change Status Ta:	Tels: 1-D. Psehamsesie: Resourt. Reviewie: Startist	

- 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 "<u>Title I-D Performance Report</u> <u>Started</u>" before any data can be entered. Next, select confirm (see pictures below).

		Our Children, Our Commonwealth
itle I-D Subpa	rt 1 Performan	nce Report Sections
r Youth Developm	ent Center (DIS-DJJ	41) State Agency - FY 3018 - Title I-D Subpart 1 Performance Report - Rev 8
an Bratus:	KDE Title ID Canaul	tant Approved

Status Change Confirmation

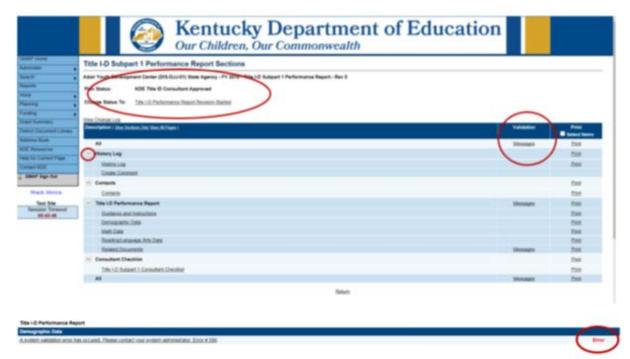
Phoenix Academy (DIS-121-013) State Agency - FY 2018 - Title I-D Subpart 1 Performance Report - Rev 0

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 "<u>Title I-D Performance</u> <u>Report Completed</u>" before the report can be reviewed by KDE. Next, select"Cconfirm" 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.

Same Course (STR	Bublic District EV Sola To	le I-D Subpart 2 Performance Re	Band Band	
merson County (275)	Public District - FY 2019 - Tit	e I-D Subpart 2 Performance Re	port - Key 0	
30 To	Current Page			
~	Hext Page			
select the type of facilit	Previous Page	in the Child 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	Sections	-		
Select	History Log	5		
All fields are required	Contacts	5 5		
STUDENT DEMOGR	Title I-D Performance Report	Guidance and Instructions		
		Demographic Data		
This is an Unduplicat	ted Count (ONE TIME) count of	Math Data	en 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		Reading/Language Arts Data		
Male				•
Female				*
TOTAL - GENDER				

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.**

Session Timeout	Save And Go To	Current Page	
		Next Page	
00:51:52	Select the type of facility	Previous Page	n the Child Cour
	* Type of School:	Sections	
	Select	History Log	

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.

idance and Inst					
ir Youth Development C	enter (DIS-DJJ-01) State Agency - FY 2019 - Title 1-D Subpart 1 Performance Report - Rev 0				
a To 🔹 🖡					
ogram Guidance and Ina	truction				
4 PREVENTION AND INT	ERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELINDUURT, OR AT RISK (TITLE I, PART D, SUBPARTS 1 AND 2)				
his report collects data on	programs and facilities that serve students who are neglected, delinquent, or at risk under Tille I, Parl D, and characteristics about and services provided to these students.				
hroughout this section:					
Report data for the progra	m year of Ady 1 Brough June 30				
Count programs/facilities	based on how the program was classified to ED for funding purposes.				
Do not include programs	knóda solely through Tille I, Part A.				
Use the definitions listed i	Advar.				
Adult Corrections An adult correctional institution is a facility in which persons, including persons 21 or under, are confined as a result of conniction for a comman offense.					
At-Risk Programs	Program spansed (Brough EAs) that trape tubers in two are at road or assemic faults, have a day or accurate problem, are appeared or parenting, have been in contact with the parente pastore system in the past, are at least 1 year behind the expected apegrade invert. Name initial Enginh professor, we appeared to read on the initial past or have a high above control.				
Juvenile Corrections	An institution for delinquest children and youth is a public or provate residential facility other than a forther home that is operated for the care of children and youth who have been adjudicated delinquest or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and youth who have been adjudicated for the care of children and youth who have been adjudicated delinquest or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children and youth who have been adjudicated for the care of children adjudicated for the care of child				
Juvenile Detention Facilities	Detention facilities are shorter-term institutions that provide care to children who require secure calledge pending court adjudication, court disposition, or execution of a court order, or care to children after committeent.				

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).

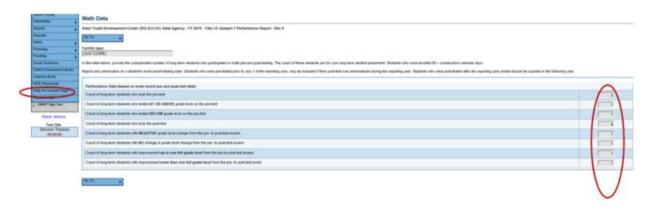
The picture below shows the location for "help" on the Main Menu and what this page looks like in the system.

	Kentucky Department of Education	
De	enographic Data	
	an Youth Devenuenced Center (201-0.1) 411 Mark Agency, FY 2014, Total ID Adquel 1 Performance Report. Nex 9	
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	Note an equive list of entre spannets.	
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	Tense	1. 1
	Unit. Granz	6
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	1014. Autor Treasure	1 1
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	14 years and	A T

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

- 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.

MAP Home	Reading/Language Arts Data	
Area and	Recomp Language Arts Data	
with C	Adair Ysuth Development Center (DIS-0.0.01) State Agency - PY 2018 - Tale I.O. Subpart 1 Performance Report - Rev 8	
and a	Die Ter	
DOM:		
anna -	Pacify type LLV CORR	
raing .	LAW CORE	
an Longer	In the table below, provide the undigicated number of long-term students who participated in reading/terguage arts pre-and-post-testing. The count of thes conversitive calendar days.	se students are for your long lerm student placement. Students shu were einsfied 50 -
ettert Discussered Libra		
Stress Dept.	Tegori only information on a student's must recent testing data. Students who were pre-tested prior to July 1 of the reporting year, may be included if their p reporting year ended should be counted in the following year.	post test was administered during the reporting year. Shallents who were post leaded
R Resources		
one of the Carried Page	Performance Data (based on most reserve pre and post-text data)	/
GMAP Says Dut	Court of torg terre students who took the pre-tent	
Shark Marina	Court of long-term statients who loaded AT OR ABOVE grade level on the pre-tent	
Test Site	Court of long-term students who tested BELON grade level on the pro-test	I I I I I I I I I I I I I I I I I I I
Sessee Treeod	Court of long term students who look the post-lood	
	Count of long-term students with NEGATIVE grade level change from the pro- to post-text essens.	
	Court of long term students with NO change in grade level change from the pro- to post-test examp	
	Court of long term students with improvement up to one full grade level from the pre-to-post-text exams	
	Court of king 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 Youth Development Center (DIS-DJJ-01) State Agency - FY 2019 - Title I-D Subpart 1 Performance Report - Rev 0						
Go To						
Optional Documents						
Type Document Template Document/Link						
Performance Report Documentation 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 District Title I Part D (State Agency) Director 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 District Title I Part D (State Agency) Director will be able to access the report in GMAP.

When the District Title I Part D (State Agency) Director has reviewed the report, they will need to change the status to "Approved" or "Returned not approved." If the report is returned by the District Title I Part D (State Agency) Director, the coordinator will need to make the appropriate revisions and resubmit as before. Once the District Title I Part D (State Agency) Director "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 <u>New Versions</u> 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:

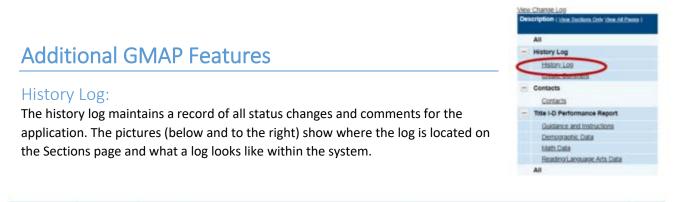
1. Go to the "checklist" at the bottom of the Sections page to view any needed corrections.

Wentucky Department of Our Children, Our Commonwealth	Education	
Title I-D Subpart 1 Performance Report Sections		
Adair Youdh Development Center (213-033-01) bate Agency - PY 2019 - Title I-D Subpart 1 Performance Report - Rev 8		
Plan Notice KDE This ID Consultant Approval		
Change Status Te: 101:10.Performance Report Environ.Stather		
Vex Overat Las		
Description (the Sector Dir the Mines)	Notestan .	Prov.
AL	Messagen	(Daw
- History Log		Cast
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Crewin Cancelor		
- Centarts		1288
Centerta		Ent
- Title 1-D Performance Report	Unstages	find
Dedeux and instructors		final.
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Math.Data		Ent
RealizeDamour Arts Data		Prest
Related Documents	literature	(Date
 Consultant Development 		Case
Title LD Subset 1 Consultent Checkles		1100
	linoispos	fini

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

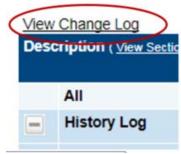
Use the KDE consultant notes to make revisions to the report before resubmitting.

Title I-D Subpart 2 Consultant Checklist					
Adair County (001) Public District - FY 2019 - Title I-D Subpart 2 Performance Report - Rev 0					
Go 1	ō •				
Che	cklist 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?				



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.

			Change Lo	9		
			Between Inc Section The Charge Ling	(37) Public District - PY 2017 - Perkins - Rev B ILDER offices a case to view at charges that have occurred with if the datures before, you will be presented with a lat of at		
Change Log		(Diat Complet	Hd - 2/10/2016 5:33 01 PM		
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Parlan Secondry - Bulget	1944	FLO, PELA, and PFA Conference in "Recognition in conferences". Investigation (1998) 10 to 2741.00. The select of 2741.00		Per .		

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.)

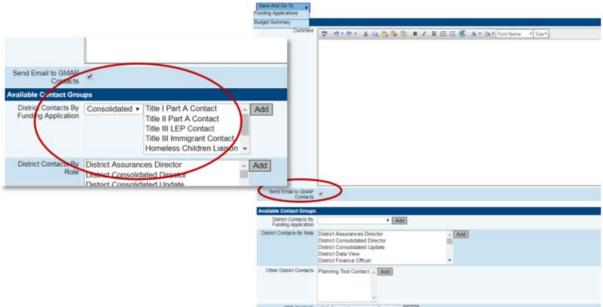
		In the Sections Pape
\frown		b
Revision	Validation	Callers .
		Title Part A Crossial amount changed from \$1,401,128,00 to \$1,400,904,00
		Title E Part A Organal amount changed from \$521 341 00 to \$508 213 00.
Details	Messages	Title III LEP Channel anticent chanded from \$25,993.00 to \$25,785.00.
\smile		1Pert A
		Consequent Network 100, 154 72 to 5105 730 72 for Businet Detail record Detail Const Clinic D110 Certified Services. (Central). Calegory Adversary and Service sciences and an adversary and Services.
		Namebul Description was updated from Funds used to appress the needs of leachers who do not meet mono qualified status. Additional funds ha
		Certify least-term to assist with a plan for Morring. Pravia testing, and registering for the appropriate coursework to obtain HQ status. To Funda used to ende in the Title II audoet for assisting with least-term with a plan for Adoring. Pravia testing, and registering for the appropriate coursework to obtain the title of the appropriate coursework to obtain the Adoring. Pravia testing, and registering for the appropriate coursework to obtain the title of the appropriate coursework to obtain the Adoring. Pravia testing, and registering for the appropriate coursework to obtain the title of the appropriate coursework to obtain the Adoring. Pravia testing, and registering for the appropriate coursework to obtain the title obtain the title obtain the title obtain the Adoring testing of the title obtain the tit
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Details		mct Services and Overview
D-1-3-		amount for the set access for any other instructional instances - Administrative Costs - Liberoent from \$166,156,257, exception 2000,720,727, exception 2000,720,720,720,720,720,720,720,720,720
Details		
		-3PartA
		Cost was updated from \$395,138,21 to \$430,338,36 for Budget Detail record Object Code 0110 Certified Services - (Contract) - Category Profession
		1711 Ended on a Behavioral Coaches. This district level learn will dealer, rep the achors to build learner capacity with Response to Intervention 2010.2
		Cost was updated from \$45,773.00 to \$47,445.01 for Budget Detail record Object Code \$110 Centred Services - (Contract) - Category Recruitment
Details	Messages	ings a 4 dated workley who works with schools, bold tecondary educational multi-form and other recruiting agencies (such as froots to Teacher
		rest Set sector space in the Description column of the Entry Role 1 row in the Title I-A Activities' bits has been changed.
Details		section of the Description' country of the Entry Rose 2 rose in the Title 5-A Activities' lable has been charged.
		value in the Amount column of the Torty Row 3 row in the Tote IA Activities' table changed from \$205 138 21 to \$430 336 36.
Details		usius in the Amount column of the Entry Row 5 row in the Title II-A Activities (able changed from \$45,000.00 to \$47,446.85)
		value in the Description' column of the Tota: Row 5 year in the Title II-A 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)



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

0	Kentucky Department of Education Our Children, Our Commonwealth
GMAP Home	Print Request
Administer	
Search	KDE test district (1000) Test District - FY 2019
Reports	Printing requires that pop-ups are permitted for this site in your browser.
Inbox 🖡	
Planning	If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and PDF file will be placed in a section at the top of the KDE Resources page.
Funding	Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the Inbox
Grant Summary	main menu to the left. You can also check the KDE Resources page periodically to see if the job is complete.
District Document Library	
Address Book	Document Name: Title I Part D (State Agency)
KDE Resources	Email Address: monica.shack@education.ky.gov
Help for Current Page	Print Cancel
Contact KDE	
GMAP Sign Out	

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.

minister	KDE Resources	
arch .	KDE test district (1000) Public District - FY 2018	
ports	Below Har or Part Requests	
XOX A	Print Request Name	Request Date Expiration Date
anning C	Consolidated - Title I Part D (I.EA) - Program Details.pdf	6/28/2017 2:13:36 PM 7/3/2017 2:13:36 PM Delete
nding +		\bigcirc
ant Summary	KDE Resources Search	
strict Document Library	Choose Keyword Choose Keyword *	
idress Book	Or Enter Text	
E Resources	Of Erder Jeau	
to for Current Page	Search	
mact KDE		
GMAP Sign Out	Below are the KDE Resources. Expand the nodes to view the folders and documents	
	KDE Resources [Expend All] [Colleges All]	
1.00	+ User Access Administrators	
Production Session Timeout	+ GMAP Application Training (All Users)	



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