

## ePeGs: Important Items to Remember When Entering an Improvement Plan/Grant

---

- ✓ For grants: **DO NOT WAIT** until the last minute to submit your plan; ePeGs requires processing time. Leave yourself at least 24 hours before the deadline to make sure you have time to submit your budget as well.
- ✓ Use Internet Explorer browser for best results with ePeGs.
- ✓ Turn off your browser's pop-up window blocker feature before using ePeGs.
- ✓ Whatever arrow is facing downward on the left-hand menu is what will be submitted when you hit submit, so make sure you are working within the "District/Lea Plan Summary" on the left-hand menu in ePeGs' Planning Tool. Building-level plans will not be considered for special education improvement grants.
- ✓ Clean up and print last year's improvement plan as a blueprint to help you enter this year's plan.
- ✓ Needs assessments must be typed and e-mailed separately as the system is not currently accepting needs assessments.
- ✓ Follow the hierarchy for entering your plan: goal, objective, strategy, action step.
- ✓ When selecting objectives, make sure you are not choosing a duplicate (duplicates will not have strategies and action steps attached).
- ✓ When choosing objectives, strategies, and action steps, always choose "All Saved" from the dropdown menus for these categories.
- ✓ Bold, black headings in the main screen (i.e., "Goals" or "Objectives for Goal 1" etc.) are clickable and will open the next portion of the plan to enter.
- ✓ Keep in mind that text fields have character limits.
- ✓ Even if you are not submitting an improvement grant application, you **MUST** still select a funding source (or sources) for your action steps.
- ✓ Under your strategies, always select the "Spec Ed Improvement Plan" box on the "Apply Strategy to Plan" menu. This is the trigger that builds each specific plan.
  - ✓ In addition, *only* check or uncheck the "Spec Ed Improvement Plan" box. *Unchecking other options will alter other district plans.*
- ✓ IMACS is only used to enter budget information (for grants) and for activity report submission.
- ✓ If there is no "Submit" link available when you attempt to submit your plan, contact your district administrator to make sure the proper permissions are in place.