



Uploading Accountability Plans

COMPLIANCE PLANS (FEDERAL AND STATE)

March 2013

Missouri Department of Elementary and Secondary
Education

Compliance Plans system uploads

- ★ Plan uploads
 - ★ CSIP
 - ★ District Accountability Plans (designated districts only)
 - ★ Priority and Focus School Plans (required schools only)



How do I find this plan?

3

- ★ The compliance plans can be accessed from the Web Applications page under the heading

Cross-Divisional Systems

- ★ All compliance plans will be accessed through the link that says:

Compliance Plans (Federal and State)





▼ **User Applications**

▼ **Cross-Divisional Systems**

- ARRA
- Compliance Plans (Federal and State)
- ePeGS



Compliance Plans (Federal and State)

▼ **Financial & Administrative Services**

- Annual Report of the County Clerk
- School Finance

▼ **Nonpublic System Only**

- Nonpublic Registration Form

▼ **Office of Educator Quality**

- Educator Certification System - Request Educator Access

▼ **Office of Special Education**

- Special Education: Early Childhood

▼ **Reports**

- Missouri Comprehensive Data System (MCDS)

▼ **Report**

- Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.

▼ **User Information**

- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff

How do I get started?

5

- ★ Click on the link that says:
Compliance Plans (Federal and State)
- ★ This should take you to
**Compliance Plans (Federal and State):
LEA Home**
- ★ Next click on the link that says
Start a new planning document
- ★ You will then be given a prompt to
Select a document





Compliance Plans (Federal and State): LEA Home

In-process Documents

- Start a new planning document



No plan documents have been assigned to your LEA.



Options

- Maintain user security

Compliance Plans (Federal and State): LEA Home



In-process Documents

- Start a new planning document

Document	Building	Status	Impl. Years	Due Date	Submitted Date
CSIP Plan		In Process - LEA	2013-14		
Perkins - Secondary Plan		Assigned by DESE	2013-14	7/1	
Title I.A LEA Plan		In Process - LEA	2013-14	5/15	
Priority and Focus School Plans (Building Level)	NORTHWEST MIDDLE (2050)	In Process - LEA	2012-13 - 2014-15		
Priority and Focus School Plans (Building Level)	RUSSELL ELEM. (4240)	In Process - LEA	2012-13 - 2014-15		
Schoolwide Program Plan (Building Level)	RUSSELL ELEM. (4240)	In Process - LEA	2013-14 - 2015-16	5/15	



Compliance Plans (Federal and State): LEA Home

In-process Documents

- Start a new planning document

No plan documents have been assigned to your LEA.

New Planning Document

Document:



Options

Maintain user
security

Choose the plan

8

- ★ From the list of plans, choose the **Priority and Focus School Plans (Building Level)**
- ★ Select the building
- ★ Click the **Start** button
- ★ The plan will then display for you to begin completing the needed information.
- ★ The plan will not be saved and show in your opening menu until you save it.





Compliance Plans (Federal and State): LEA Home

In-process Documents

- Start a new planning document

No plan documents have been assigned to your LEA.

New Planning Document

Document:

- Select a document...
- Educational Technology Plan
- Title I.A Plan
- Title I.C Plan
- Title I.D Plan
- Title III - Immigrant Plan
- Title III - LEP Plan
- CSIP Plan
- Parents as Teachers (PAT) Plan
- Priority and Focus School Plans (Building Level)
- Schoolwide Program Plan (Building Level)

Options

- Maintain user security



Compliance Plans (Federal and State): LEA Home

In-process Documents

- Start a new planning document

Document	Building	Priority	Due Date	Submitted Date	
Title I.A LEA Plan			5/15		
Priority and Focus School Plans (Building Level)	(4040)	15			
Schoolwide Program Plan (Building Level)	RICHLAND ELEM. (4040)	DESE Approved - Edited	2013-14 - 2015-16	5/15	2/22/2013

New Planning Document

Document:

Building:

Options

- Maintain user security



Starting the Plan

10

- ★ To increase the amount of screen devoted to the plan, in the top left of the screen click on the word:

Menu

- ★ To create this plan, first select the implementation year. The first implementation year should reflect the same year as the funding year.

2012-2013

- ★ Then click the **Save and Create New Plan** button at the bottom of the page.



Starting the Plan

11



Menu 

[Compliance Plans - LEA Home](#) >

Priority and Focus School Plans (Building Level)

To create this plan, select the first implementation year and click the Create Plan and Go to Uploads button at the bottom of the page.

First Implementation Year:



Create Plan and Go to Uploads



Uploading the plan

12



Menu

[Compliance Plans - LEA Home](#) > [Priority and Focus School Plans \(Building Level\) - Questions](#) >

Upload Files for: Priority and Focus School Plans (Building Level)

Required Documents

Upload a Document



You have no uploaded documents for this plan.

Uploading the plan

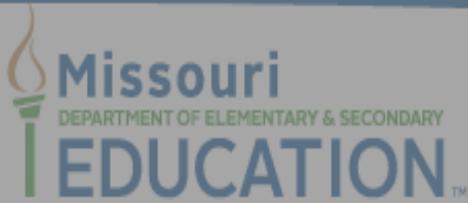
13

- ★ Click on **Browse**.
- ★ Find the document on your computer that you want to upload.
- ★ Give it a name or description.
- ★ Click the **Upload** button.



Uploading the plan

14



Compliance Plans - LEA Home > Priority and Focus School Plans (Building Level) - Questions >

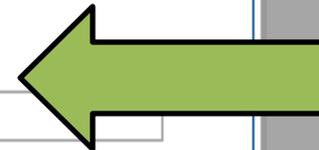
Upload Files for: Priority and Focus School Plans (Building Level)

Required Documents

Upload a File

File:

File Description:



Navigation

15

- ★ To **exit** the upload page
 - ★ Click on the words **<Priority and Focus School Plans (Building Level) – Questions>**
- ★ That will take you back to the Priority and Focus School Plans page.



Navigation

16



Menu

[Compliance Plans - LEA Home](#) > [Priority and Focus School Plans \(Building Level\) - Questions](#) >



Upload Files for: Priority and Focus School Plans (Building Level)

Your file has been uploaded.

Required Documents

Upload a Document

File Name	File Desc	Upload Date	Delete
1410_chart.doc	test	(uploaded 2/28/2013 2:45:00 PM)	



*these files cannot be deleted when DESE is reviewing the plan or after they have been submitted to DESE.

Team Members

17



:nu

[Compliance Plans - LEA Home](#) >

Priority and Focus School Plans (Building Level)

Planning and Review Team: [Manage Team](#) (0 members) 

Uploads: [Manage Uploads](#) (0 uploads)

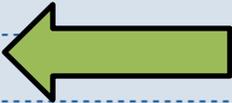
Document Status: **In Process - LEA**

Implementation Years: 2012-13 - 2014-15 ([edit](#))

Building: RICHLAND HIGH (1050)

Address each of the following:

1. Have you uploaded all necessary documentation for this plan?

Yes 

Save Responses

Save and Submit to DESE

Team Members

18

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION



Compliance Plans - LEA Home > District Accountability Plan - Questions >

Manage Team for: District Accountability Plan

- Add Team Member

Maintain Team Member

Name:

Title:

Email:

Phone:

Primary Contact: Yes

Three large green arrows with black outlines are overlaid on the form. One arrow points from the right towards the Name input field. A second arrow points from the right towards the Title input field. A third arrow points from the right towards the Save button.

Navigation

19

- ★ To exit the screen, click on the navigation links at the top.
 - ★ These links will allow you to go back to the
 - ★ <**Priority and Focus School Plan**> or the
 - ★ <**Compliance Plan Home Page**>
 - ★ If you click on/see **Menu**, you can access
 - ★ **Web Application Menu**
 - ★ **Logon/Logoff**



Navigation

20

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

Menu

[Compliance Plans - LEA Home](#) > [Priority and Focus School Plans \(Building Level\)](#) - [Questions](#) >

Manage Team for: Priority and Focus School Plans (Building Level)

Team Member was saved successfully.

- [Add Team Member](#)

Name	Title	Email	Phone	Primary Contact	Delete
Tilly Teammember	Title I	tteam@myschool.net	888.888.8888	Yes	

*team members cannot be deleted when DESE is reviewing the plan.

"Missouri public schools: the best choice...the best results!"

Plan Uploads Summary

- ★ Start a new planning document
- ★ Select a document
- ★ Select a building (Priority and Focus School Plan only)
- ★ Select the first implementation year (2012-13)
- ★ Upload documents
- ★ Click yes when all document(s) uploaded
- ★ Add a primary contact in the Team Member list
- ★ Save/Submit



Contact Us

22

* **Region B**

Walt Brown

Phone: 816-468-1103

Walt.Brown@dese.mo.gov

* **Region C**

Nancy Brannon

Phone: 417-995-2060

Nancy.Brannon@dese.mo.gov

* **Region D and St. Charles Co.**

Kaye Bertels

Phone: 573-751-3059

Kaye.Bertels@dese.mo.gov

* **Region E**

Jamie Holiman

Phone: 573-448-3041

Jamie.Holiman@dese.mo.gov

* **Region F**

Barbara McCaslin

Phone: 417-852-7071

Barbara.McCaslin@dese.mo.gov

* **Region G and Jefferson Co.**

De Frink-Hedglin

Phone: 573-751-9437

De.Frink-Hedglin@dese.mo.gov

* **Region H**

Allen Stephens

Phone: 660-646-4671

Allen.Stephens@dese.mo.gov

* **Region I and St. Louis City**

Linda Hays

Phone: 573-735-1327

Linda.Hays@dese.mo.gov



23

Thank you for your participation

