



Compliance Plan Instructions

The Compliance Plans System (CPS) is available through the Department Web Applications. The PAT Compliance Plan is due every year on May 15th. You will be completing this plan for the new program year.

The CPS has two security levels for accessing the system (Administrator and User), with additional security that is established by the Administrator within the system itself. Some district staff have been granted access to the CPS as follows:

- **Compliance Plan Administrator:** District staff with User Manager access, as well as superintendents in districts with no User Manager, have been granted access to CPS at the Administrator level. The CPS Administrator has full access (View, Data Entry and Authorized Representative) to all plans available to the district. In addition, the CPS Administrator must grant access rights to other district staff with CPS User access. Granting access to CPS Users is done through the "Maintain user security" option on the CPS home page.
- **Compliance Plan User:** District staff with access to the ePeGS Planning Tool have been granted access to CPS at the User level. CPS Users will not have access to any plans within CPS until rights have been granted by the Compliance Plans Administrator. Please note that in order for CPS Users to be available for assignment by the Administrator, they must first log into the CPS.
 - Step 1: User logs into CPS and has no access to any plans
 - Step 2: Administrator logs into CPS, goes to "Maintain user security," selects the User and assigns plans and security levels (View, Data Entry and Authorized Representative) for the User
 - Step 3: User logs into CPS and is able to access the plans for which the Administrator has assigned rights

If additional staff needs access to the CPS, the district's User Manager can grant permissions based on district policy, or see <http://dese.mo.gov/dsm/websystemuserid.htm>.

To access the system, go to the Department Web Applications (<https://apps.dese.mo.gov/weblogin/login.aspx>), login, and select Compliance Plans (Federal and State) from the Cross-Divisional Systems list.

PAT COMPLIANCE PLAN INSTRUCTIONS

1.

DESE Secured Web Application Logon

IMPORTANT NOTICE:
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password :

Log into the DESE Web Application System at
<https://apps.dese.mo.gov/weblogin/login.aspx>

2.



▼ User Applications

▼ DESE Web Applications

- Annual Report of the County Clerk to the State Board of Education
- ARRA
- Compliance Plans (Federal and State) ←
- Data Collection
- Educator Certification System
- Educator Qualifications
- ePeGS
- Missouri Comprehensive Data System (MCD
- Model Curriculum
- MSIP Report Writer - 4th Cycle
- Nonpublic Registration Form
- School Finance
- User Manager

Click on "Compliance Plans".

(If you do not see this as an option, your User Manager at the district will need to give you access to the Compliance Plan in the User Manager System as well as in the Compliance Plan System.)

▼ 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

3. If you login and see this page, your district has not set you up in the Compliance Plan System. Please refer to the Compliance Plan User Section on page 1 of this document.

Compliance Plans (Federal and State): LEA Home

Search

Planning Document:

Status:

First Implementation Year:

In-process Documents

- Start a new planning document

No plan documents have been assigned to your LEA.

4.

Compliance Plans (Federal and State): DESE Home

Search

LEA:

Planning Document:

Cohort:

Status:

Region:

First Implementation Year:

Planning Documents:

LEA	CDC	Building	Plan Type	Cohort	Status	First Impl. Year	Last Activity
			Parents as Teachers (PAT) Plan	I	DESE Approved	2013-14	05/28/2013
			Parents as Teachers (PAT) Plan	I	DESE Approved	2014-15	07/11/2014
			Parents as Teachers (PAT) Plan	I	Assigned by DESE	2015-16	05/15/2015

Click on the appropriate PAT Plan based on the Implementation Year

5.



Compliance Plans - DESE Home >

Parents as Teachers (PAT) Plan

Complete all sections of the plan

The following items are required to be addressed as part of the Early Childhood Development Act (ECDA) Administrative Plan.

Address each of the following:

1. Program must provide at least two years of services to families with children between prenatal and kindergarten entry.
 - a.) The program provides services through a contract with another school district or agency.

Yes (Please give school district or agency name:)

No

- b.) The program provides families with all four components of the PAT model all 12 months.

Yes

No

6.

Compliance Plans - DESE Home >

Parents as Teachers (PAT) Plan

This plan has been approved and is read-only.

LEA: ADAIR CO. R-I (001090)

Planning and Review Team: [View Team](#) (3 members)

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

Document Status: **DESE Approved**

Version History: [REDACTED]

Implementation Years: 2013-14

Every district must assign at least 1 Team Member before submitting.

7. To assign a team member, click on the View Team link.

View Team for: Parents as Teachers (PAT) Plan

LEA: [REDACTED]
Document Status: **DESE Approved**
Version History: [View PDFs](#)
Implementation Years: [REDACTED]

Name	Title	Email	Phone	Primary Contact
[REDACTED]	PAT Coordinator	[REDACTED]	[REDACTED]	Yes
[REDACTED]	Bookkeeper	[REDACTED]	[REDACTED]	
[REDACTED]	Teacher	[REDACTED]	[REDACTED]	

Every district must assign 1 Primary Contact Team Member before submitting.

8. The Authorized Representative will see the following option.

Click "Save and Submit to DESE"