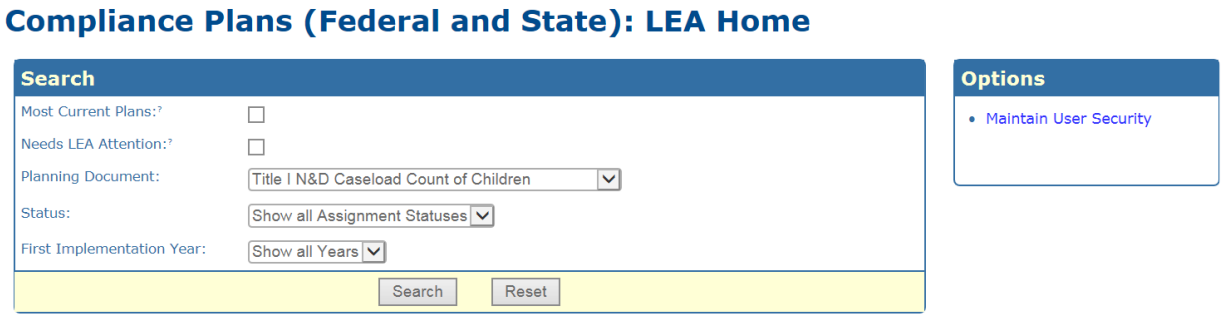
WALK THRU OF THE NEW "TITLE I N&D CASELOAD COUNT OF CHILDREN" AND "TITLE I STATE AGENCY (SA) N&D CASELOAD COUNT OF CHILDREN" DOCUMENTS.

Effective Fall 2016, the **Annual Report of Children in Institutions for Neglected or Delinquent Children, Adult Correctional Institutions, and Community Day Programs for Neglected or Delinquent Children** will be managed through DESE's web application **Compliance Plans (Federal and State)**. The LEA will be responsible for collecting the data from the institution(s) within their district boundary and submitting the data to DESE. In the past, institutions submitted a paper copy to DESE and the LEA. The Title I N&D Caseload Count of Children and Title I State Agency (SA N&D Caseload Count of Children are due on **December 15**.

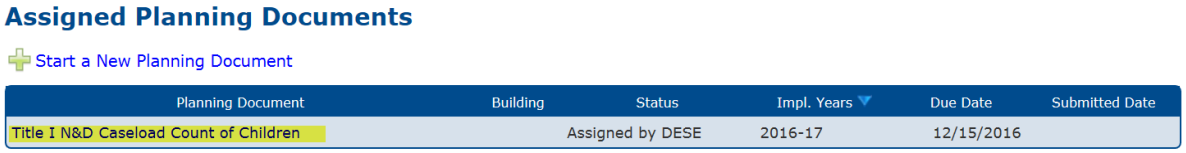
The Title I N&D Caseload Count of Children and Title I State Agency (SA) N&D Caseload Count of Children can be accessed by logging into the DESE Web Application Menu - https://apps.dese.mo.gov/webLogin/login.aspx, select Compliance Plans (Federal and State). Appendix B provides guidance on how to grant access to Compliance Plans (Federal and State).

SCREEN SHOT 1: COMPLIANCE PLAN – LEA HOME PAGE

- LEAs are assigned a *Title I N&D Caseload Count of Children* document by our office and it will then display in the Home Page list.
- The LEA can click the Title I N&D Caseload Count of Children to begin data entry.
- Status -The "Status" can be set to whatever the user finds convenient for tracking their data entry progress of each institution. The user can partially enter information, save, and return later to complete. But ultimately the status will have to be saved as either "Complete" or "Closed" for the LEA to submit for DESE review from the Summary page (As stated in screen shot 2). Please note that when the user tries to save the status as "Complete", validation will make sure all fields are entered. (Fax number is the only field NOT required).



SCREEN SHOT 2: COMPLIANCE PLAN – LEA HOME PAGE ASSIGNED PLANNING DOCUMENTS



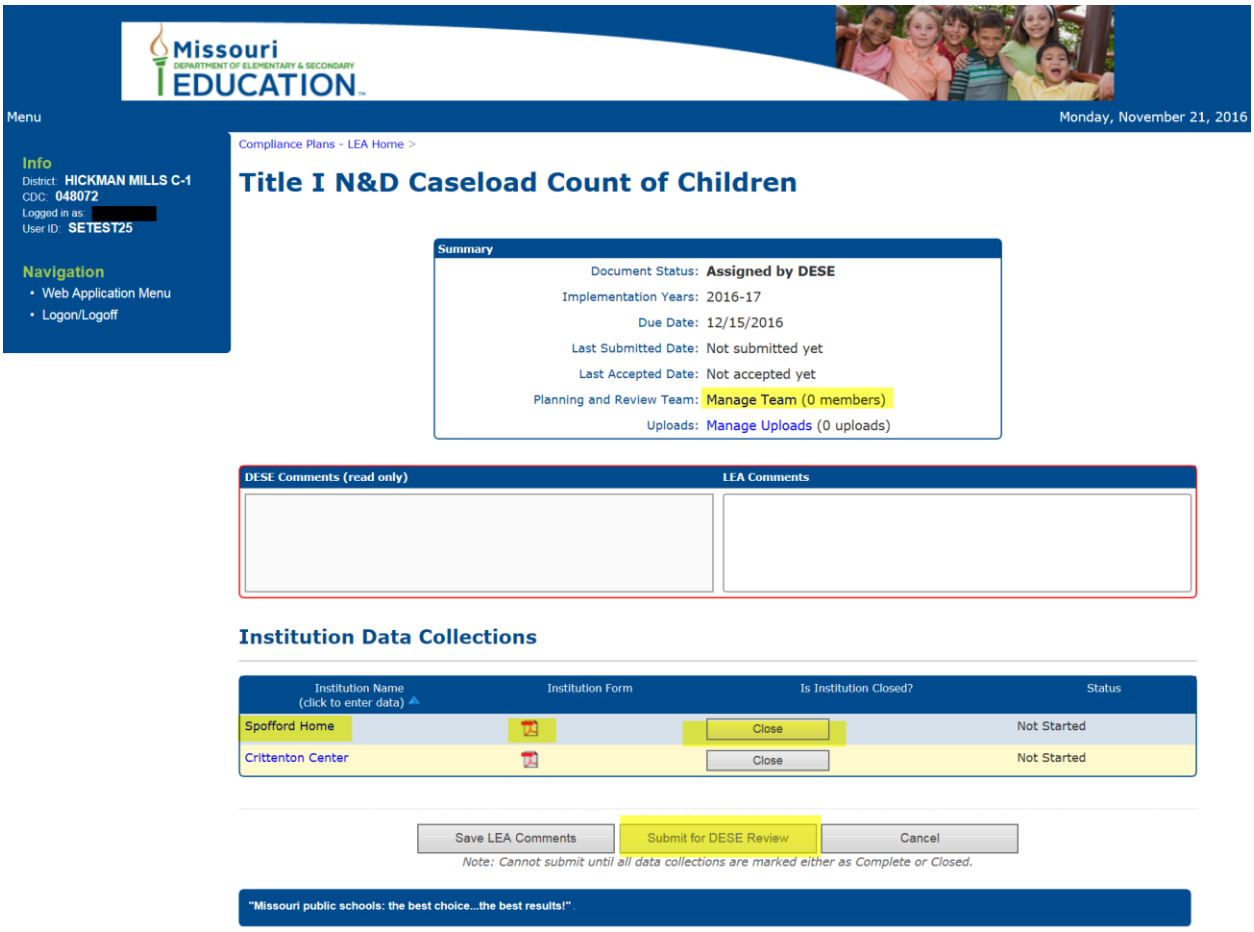
1: Status - Displays the status of the Title I N&D Caseload Count of Children.

2: Impl. Years – Displays the year in which data should be reported.

3: Due Date – Displays the due date of the Title I N&D Caseload Count of Children.

4: Submitted Date – The date the Title I N&D Caseload Count of Children has been submitted.

SCREEN SHOT 3: LEA TITLE I N&D CASELOAD COUNT OF CHILDREN SUMMARY PAGE DISPLAYS WHEN SELECTING THE PLANNING DOCUMENT



1: Last Submitted Date – The most recent date the Title I N&D Caseload Count of Children has been submitted.

2: Last Accepted Date – The most recent date the Department of Elementary and Secondary Education (DESE) has accepted the Title I N&D Caseload Count of Children.

3: Planning and Review Team Manage Team - At least one LEA Team member must be provided before the LEA can submit to DESE for review.

4: Uploads Manage Uploads – The LEA has the option to upload the form returned from the institution to save for historical purposes. Click the "Manage Uploads" link to get to the Uploads page. **NOTE:** Upload file name must be less than 10 characters long. This option is available to the LEA until "Accepted" by DESE.

5: DESE Comments (read only) – Displays DESE comments.

6: LEA Comments – User can enter any comments in this box.

7: Institution Name - Click the institution name to access the data entry form. Once the LEA has the caseload count information for the institution they can enter data from this associated page. No data entry is required if the institution is flagged as "Closed – Nothing to Report".

8: Institution Form PDF Icons - User can click the PDF icon to generate a PDF of the institution's data collection form. They can be distributed (outside the system) to the institutions to gather their information. Once returned LEA user can enter data into the system from the form.

9: Is Institution Closed - If a listed institution is closed or for some reason doesn't require reported information, the user can click Close to flag it as "Closed – Nothing to Report".

10: Status - Displays the status of the Title I N&D Caseload Count of Children.

11: Save LEA Comments – This button allows users to save LEA Comments.

12: Submit for DESE Review - Once all listed institutions have their "Status" column marked as "Complete" or "Closed – Nothing to Report", they can then submit this data collection to DESE for review.

13: Cancel – Cancel does not save changes and returns user to prior screen.

SEE APPENDIX A FOR LEA TITLE I N&D DATA ENTRY AND TITLE I N&D STATE AGENCY INSTITUTION DATA COLLECTION PAGES
The following information can be found on the Institution Data Collection pages.

1: Data Entry Fields -The LEA user can enter data gathered institution caseload count information.

2: Save Buttons - User can click Save for Save & Return as needed. Users can partially enter info and come back later to finish.

3: Cancel – Cancel does not save changes and returns user to prior screen.

Appendix A: Title I N&D Caseload Count of Children" and "Title I State Agency (SA) N&D Caseload Count of Children" Documents.

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
FEDERAL FINANCIAL MANAGEMENT
P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN OR IN CORRECTIONAL INSTITUTIONS, TITLE I, ESEA

This report is required by Title I of the Elementary and Secondary Education Act of 1965, as amended, sections 1124, 1402, 1411, and 1412. Failure to submit this report will result in the loss of funds to the local educational agency to provide services to meet the special educational needs of the children residing in this institution.

SECTION I – INSTITUTION AND SCHOOL DISTRICT

1. LEGAL NAME AND ADDRESS OF INSTITUTION

2. TYPE OF INSTITUTION (CHECK ONLY ONE BOX TO IDENTIFY THE TYPE OF INSTITUTION BEING REPORTED.)

☐ "An Institution for Neglected Children" - A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians.

☐ "An Institution for Delinquent Children" – A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

2A. INDICATE YOUR INTENTION TO PARTICIPATE IN THE TITLE I FEDERAL EDUCATIONAL PROGRAM.

☐ Yes, we intend to participate.

☐ No, we have determined not to participate.

3. NAME OF LOCAL PUBLIC SCHOOL DISTRICT IN WHICH INSTITUTION/FACILITY IS LOCATED

4. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS INSTITUTION, AS INDICATED IN ITEM 2

5. CASELOAD (See Instructions)

A. Total number of children, ages 5-17, inclusive, who live in the institution for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October of the current year.

B. How many of the total number of students listed in section A are in the public school program?

C. How many of the total number of students listed in section A are in a nonpublic school programs?

6. DATES OF 30-DAY TIME PERIOD

Start Date: End Date:

7. POVERTY COUNT OF K-12 STUDENTS ON OCT 1. (nonpublic/private schools only)

A. Number of students enrolled in nonpublic school.

B. Number of economically deprived students (Free/Reduced Lunch Count or same measure collected through a survey)

SECTION II – CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIAL OF INSTITUTION

SIGNATURE	DATE SIGNED
PRINT NAME AND TITLE	TELEPHONE NUMBER
EMAIL ADDRESS	FAX NUMBER

MO 500-0294 (11-16)

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

INSTRUCTIONS

The purpose of this annual survey is to provide the U.S. Department of Education and the Missouri Department of Elementary and Secondary Education (DESE) with current information on the location and number of children living in institutions for neglected or delinquent children. The information is needed for the formula that will be used to compute allocations for local educational agencies responsible for providing education for institutionalized neglected or delinquent children.

In some cases, education for children in a State-operated institution is provided by the local education agency. The institution should be included in this survey of children in local institutions unless there are specific arrangements for reimbursement for the State agency responsible for providing free public education.

A separate report should be completed for each institution that meets the requirements of the definitions in Section I, Item 2, of the survey form.

SECTION I - INSTITUTION AND SCHOOL DISTRICT

1. **Name and Address of Institution** – If the name and address of institution has changed, please contact our office at 573-751-2641.

2. **Type of Institution** - Check only one box to identify the type of institution being reported. If an institution does not meet the definitions of institutions cited in the Title I regulations, it SHOULD NOT BE INCLUDED for purposes of this survey. Please note that the category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution is operated. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution during October are children adjudicated to be delinquent, the institution should still be reported as an institution for neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children. Consistency in reporting from year to year is necessary.
   2A. Participation – Indicate your intention to participate in the Title I federal educational program.

3. **Name of Local (PUBLIC) School District**
   Enter the name of the school district in which the children residing in this institution attend school.

4. **Legal or Administrative Basis for Designation of this type of Institution**
   State precisely the legal or administrative basis upon which this institution has been designated as an institution primarily for neglected children, or adjudicated delinquent children, or as a correctional institution housing children aged 5-17 inclusive. The legal or administrative basis could include one of the following: (a) basis for State license, (b) charter, (c) appropriate legal citations, (d) recognition by a welfare agency.

5. **Caseload Data**

A. Enter the total number of children, ages 5-17, inclusive, who live in the institution for at least one day during a 30 consecutive day period, **at least one day** of which falls within the month of October. This data will be used in the Title I formula for the computation of grants. There must be documentation available to support the caseload data reported in this item since this count generates Title I funds and is subject to audit. <u>If there is a 25% difference from the prior year, submit reason for the difference</u>.

B. Enter the number of children enrolled in the public school program.

C. Enter the number of children enrolled in a nonpublic/private institution school program.

6. **30-Day Counting Period**
   Enter the dates of the 30-day time period that was chosen to report the caseload in 6A. The 30 consecutive day period chosen by your institution can be any 30 consecutive day window between September 2 and November 29 of the current year (ie. September 15 through October 14).

7. **Poverty count of K-12 Students on October 1**
   Poverty data will be used to report low-income nonpublic schools. Teachers in low-income schools may be eligible for full or partial cancellation of loans they obtained under the Federal Loan Forgiveness programs. Public Schools already report this data.

A. Enter the number of K-12 students enrolled in the nonpublic school.

B. Enter the number of K-12 economically deprived students (Free/Reduced Lunch Count or same measure collected through a survey).

SECTION II - CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIAL OF INSTITUTION

This report must be reviewed by the Chief Administrative Official of the institution to certify that the information reported is complete and accurate.

ATTACHMENT 3

ANNUAL REPORT OF CHILDREN IN STATE AGENCY INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN, ADULT CORRECTIONAL INSTITUTIONS, AND COMMUNITY DAY PROGRAMS FOR NEGLECTED OR DELINQUENT CHILDREN

PART I - INSTITUTION AND STATE AGENCY

1. Name and address of institution, community day program, or adult correctional institution	2. Name and address of State agency

PART II - BASIS FOR ELIGIBILITY

	YES	NO
1. Is a regular program of instruction provided for the children in the institution or community day school?		
2. Is the State agency responsible for providing free public education for the children in the institution or community day program?		
3. Is the average length of stay in the institution or community day program at least 30 days?		

IF ANSWER TO ALL THREE QUESTIONS ABOVE IS YES, PROCEED TO PART III.

PART III - TYPE OF INSTITUTION AND ENROLLMENT

CATEGORY (Check one)		NUMBER OF CHILDREN UNDER 21 ENROLLED IN A REGULAR PROGRAM OF INSTRUCTION SUPPORTED BY STATE FUNDS FOR AT LEAST 20 hours per week	15 hours per week
[ ]	INSTITUTION FOR NEGLECTED CHILDREN A public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians.		
[ ]	INSTITUTION FOR DELINQUENT CHILDREN AND YOUTH A public or private residential facility that is operated primarily for the care of children who have been adjudicated to be delinquent or in need of supervision.		
[ ]	COMMUNITY DAY PROGRAM A regular program of instruction provided by a State agency at a community day school operated specifically for neglected or delinquent children.		
[ ]	ADULT CORRECTIONAL INSTITUTION A facility in which persons are confined as a result of a conviction for a a criminal offense, including persons under 21 years of age.		

PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY'S ANNUAL PROGRAM

Enrollment (from Part III)		No. of Days Per Year Educational Program Operates				Adjusted Enrollment
	X		DIVIDED BY	180	=	

PART V - CERTIFICATION

I certify that the information provided meets the requirements of Title I, Part D, Subpart 1 and is, to the best of my knowledge, complete and accurate.

(Typed name of institution official)

(Signature and date)

SAMPLE WORKSHEET INSTRUCTIONS

PART I - INSTITUTION AND STATE AGENCY

Enter the names of the institution and State agency. A separate form must be completed for each institution.

PART II - BASIS FOR ELIGIBILITY

Respond "yes" or "no" to each of the three questions. If the answer is no to any one of these questions, the institution or community day program does not qualify.

- In question 1 a "**regular program of instruction**" means an education program (not beyond grade 12) in an institution or a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance are considered classroom instruction.

- In question 2 a "**State agency**" means an agency of State government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions.

- In question 3 an "**average length of stay**" is calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. The average length of stay for all children in the institution must equal at least 30 days. An individual child in an institution, however, would not necessarily have to stay for 30 days.

PART III - TYPE OF INSTITUTION AND ENROLLMENT

Category

Check the category that fits the definition of the institution. Do not report institutions that do not meet any of the four definitions.

Enrollment

For the category of institution checked, furnish the number of children under 21, through age 20, enrolled in a State-funded regular program of instruction on a date in calendar year 2015 specified by the State agency. The date specified by the State agency must be consistent for all institutions or community day programs operated by the State agency, and the date must represent a school day within calendar year 2015.

In order to be counted as enrolled, a child must be enrolled in a State-funded regular program of instruction for at least:

- 20 hours per week if in an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or

- 15 hours per week if in an adult correctional institution.

PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY'S ANNUAL PROGRAM

Multiply the enrollment determined in Part III by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment.

PART V - CERTIFICATION

The appropriate institution and State agency official should sign certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note, because these data will generate Federal funds, they are subject to audit and must be supportable from documented records.)

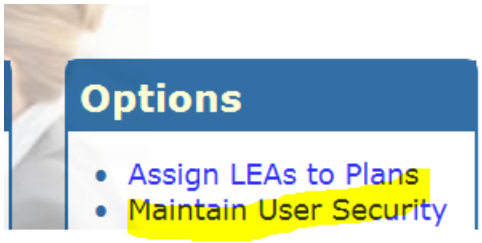
Appendix B: Compliance Plan Access for Users

Step 1

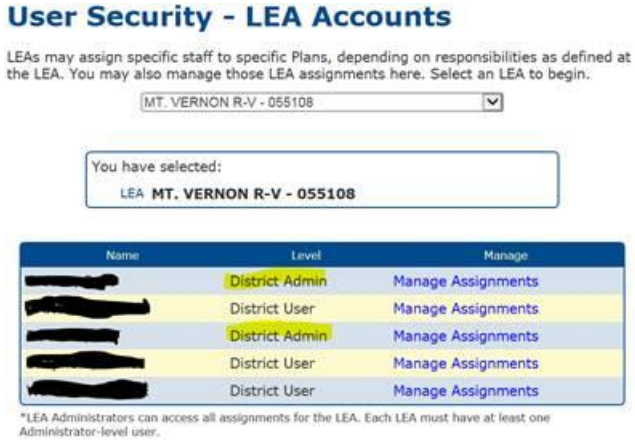
1. DESE Web Applications
    a. User Manager
    b. Select District
    c. Report Menu
    d. System Report
    e. Search for Compliance Plans
        i. Is the user the PT_DISTRICT_USER
            1. Yes – see Step 2
        ii. Is the user the PT_DISTRICT_ADMIN
            1. Yes – see Step 2
        iii. Is the user neither PT_DISTRICT_ADMIN or PT_DISTRICT_USER
            1. The user needs to work with the district's User Manager in gaining the correct access to Compliance Plans or
            2. The user needs to complete a web system user-id request form - http://dese.mo.gov/data-system-management/user-managerlogin-request-forms

Step 2

2. PT_DISTRICT_USER
    a. The user is listed in User Manager as PT_DISTRICT_USER – they will need to log-in to DESE Web Applications; select Compliance Plans
    b. Then they will contact the PT_DISTRICT_ADMIN and have them grant them access to the plans they need access to.
3. PT_DISTRICT_ADMIN
    a. The user is listed in User Manager as PT_DISTRICT_ADMIN
        i. Under Options
        ii. Maintain User Security



1. Select the user's name which you want to assign to the plan, by clicking "Manage Assignments"



2. Assign the level of access to the plan(s)

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Monday, November 21, 2016

Info

District: **DIVISION OF YOUTH SERVICES**
CDC: **347347**
Logged in as: **Ellie Humphrey**
User ID: **SETEST46**

Navigation

- Web Application Menu
- Logon/Logoff

Compliance Plans - LEA Home > LEA User List >

Manage User Account

User:

Document	View	Data Entry	Auth. Rep	
Educational Technology Plan	○	○	○	
Title I.A LEA Plan	○	○	○	
Title I.C Plan	○	○	○	
Title I.D Plan	○	○	○	
Title III - Immigrant Plan	○	○	○	
Title III - LEP Plan	○	○	○	
Perkins - Secondary Plan	○	○	○	
Perkins - Postsecondary Plan	○	○	○	
CSIP Plan	○	○	○	
Parents as Teachers (PAT) Plan	○	○	○	
District Accountability Plan	○	○	○	
Priority and Focus School Plans (Building Level)	○	○	○	
Schoolwide Program Plan (Building Level)	○	○	○	
CTE Enhancement Grant	○	○	○	
Title I N&D Caseload Count of Children	○	○	◉	
Title I SA N&D Caseload Count of Children	○	○	◉	

Save Cancel