Mini-Handbook

GMU
Grants Management University

School Integrated Action Plan (SIAP)
Planning Tool (CNA & IAP)
LEA/External Users

Arizona
Department of Education
Grants Management Division

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Table of Contents
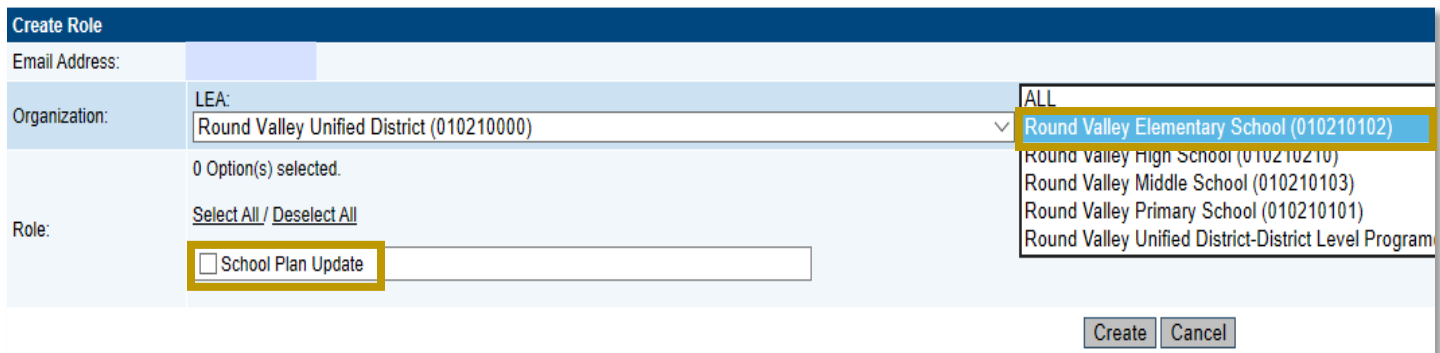
Last Revised: November 27, 2019

User Role Requirement

There is only one user role required to complete and save a School Integrated Action Plan (SIAP):

- **School Plan Update**: allows a user to initiate, edit, save and revise a school-level (site-level) plan. This role is assigned per each school (site) the user needs to access.

Note: To be assigned this (and any other) GME user role, please reach out to your **LEA User Access Administrator**. This user will need to select a specific school (site) to be able to see the **School Plan Update** role available in the list of roles.
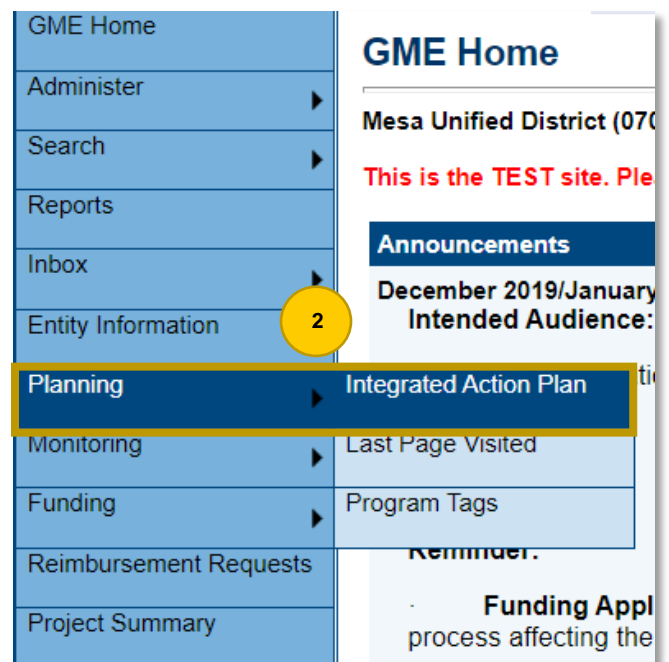

For users needing to work on LIAP (district-level plan), the **LEA Plan Update** role is assigned at the district level (the drop-down for Schools would need to stay at ALL).

Accessing the SIAP

1. Log into Grants Management Enterprise (GME) via ADEConnect and select your organization's name (hyperlink)

Note: For further instruction on how to log into GME, navigate to Grants Management Resource Library > GME User Resources/Training > GME Navigation > GME Navigation Basics (Course Material).

2. On the main menu, hover over Planning and select Integrated Action Plan

LEA and School Planning

Tucson **3** District   Public District - FY 2021 -

2021 ▾   Active ▾

LEA Integrated Action Plan (LIAP)

School Integrated Action Plan (SIAP)
All   ▾

All
Alice Vail Middle School (100201555)
Anna Henry Elementary School (100201238)
Anna Lawrence Intermediate School (100201277)
Annie Kellond Elementary School (100201275)
Blenman Elementary School (100201125)
Bloom Elementary (100201128)
Bonillas Elementary Basic Curriculum Magnet School (100201131)
Booth-Fickett Math/Science Magnet School (100201510)
Borman Elementary School (100201140)
Borton Primary Magnet School (100201143)
C E Rose Elementary School (100201371)
Carrillo Intermediate Magnet School (100201161)
Catalina High Magnet School (100201610)
Catalina Online Learning Experience (100201684)
Cavett Elementary School (100201167)
Cholla High Magnet School (100201615)
Collier Elementary School (100201170)
Cragin Elementary School (100201179)
Davidson Elementary School (100201185)

3. Select the Fiscal Year you want to complete
4. Under the **School Integrated Action Plan** (SIAP), select the appropriate school (site) from the drop-down menu. A hyperlink to the SIAP for that school will become available.

5. Select the hyperlink to access the SIAP

2021 ⌄   Active ⌄

LEA Integrated Action Plan (LIAP)
Mesa Unified District (070204000) - LEA Integrated Action Plan (LIAP)

School Integrated Action Plan (SIAP)   Adams Elementary School (070204101)   ⌄
School Integrated Action Plan (SIAP)   **5**

Last Revised: November 27, 2019

Initiating the SIAP

To initiate the SIAP, the **School Plan Update** role must change the status to School Plan Draft Started.

Unified District   **Public District - FY 2021 -**

This is the TEST site. Please be sure to complete your work

Status: **Not Started**

Change Status To: School Plan Draft Started

SIAP Sections (CNA & IAP)

There are 4 sections in the SIAP that must be completed:

Description (View Sections Only View All Pages)

All

⊟ **History Log**

    History Log

    Create Comment

⊟ **School Planning Team** ①

    School Planning Team (REQUIRED)

⊟ **Comprehensive Needs Assessment** ②

    Principles 1-6 (REQUIRED)

    K-8 AzMerit AZELLA Data (OPTIONAL)

    HS AzMerit Data (OPTIONAL)

    Miscellaneous Data (OPTIONAL)

    Teacher Data (OPTIONAL)

    Final Summary (REQUIRED)

⊟ **Integrated Action Plan** ③

    Principles, Strategies and Action Steps (REQUIRED)

⊟ **Related Documents** ④

    Related Documents

All

1. **School Planning Team**
2. **Comprehensive Needs Assessment**
3. **Integrated Action Plan**
4. **Related Documents**

Note:
Within all four sections, any field with an asterisk requires data to be entered.
It is also strongly recommended that you *save your work periodically* as you are completing the SIAP sections. You can save by selecting **Save and Go To** (located both at the top and bottom of most pages) > Current Page.

Unified District   **Public District - FY 2021 - M**

This is the TEST site. Please be sure to complete your work o

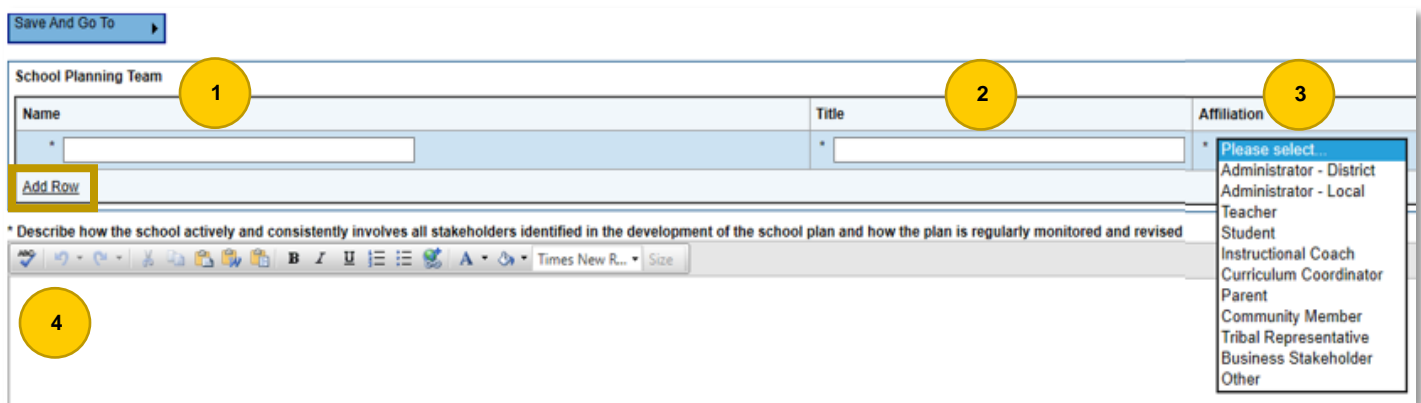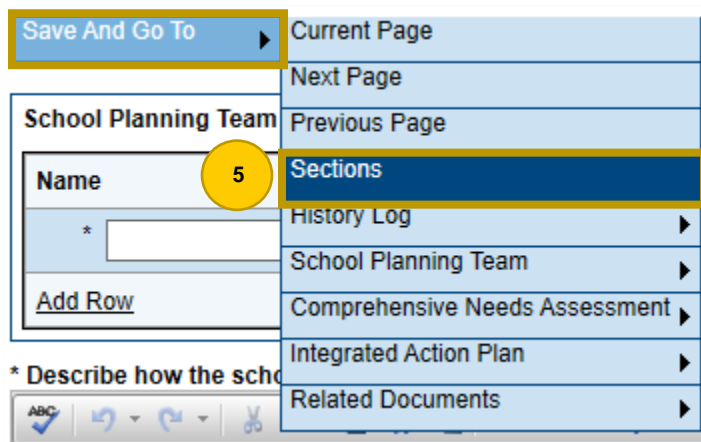| Save And Go To ▶	Current Page
	Next Page
School Planning Team	Previous Page
Name	Sections

The Create Comment page of the **History Log** section will be used to communicate between you and ADE. You can also use this functionality to communicate with your district's GME users. For more information on the functionality of the History Log section, please view the information in GME's Grants Management Resource Library > GME User Resources/Training > History Log and Creating Comments folder.

Last Revised: November 27, 2019

School Planning Team

Each field is required to be filled:

1. **Name**: type in the name in the textbox
2. **Title**: type in the title of the person in the textbox
3. **Affiliation**: select the position the person holds within the school's (site's) stakeholder group.
4. **Narrative Field**: this is where you would describe how the school actively and consistently involves all stakeholders identified in the development of the school plan and how the plan is regularly monitored and revised based on students' needs

Note: To add another person, select **Add Row**. Add all stakeholders before saving.

5. Select **Save and Go To** > Sections to save your data and go back to the Sections page

Comprehensive Needs Assessment (CNA)

There are 6 section, 2 of which are required:

1. Principles 1- 6 (REQUIRED)
2. K-8 AzMerit AZELLA Data (OPTIONAL)
3. HS AzMerit Data (OPTIONAL)
4. Miscellaneous Data (OPTIONAL)
5. Teacher Data (OPTIONAL)
6. Final Summary (REQUIRED)

Last Revised: November 27, 2019

Principles 1-6

1. Select the **Principle** from the drop-down menu

Save And Go To ▶

Principle 1 - Effective Leadership ▼
Principle 1 - Effective Leadership
Principle 2 - Effective Teachers and Instruction
Principle 3 - Effective Organization of Time
Principle 4 - Effective Curriculum
Principle 5 - Conditions, Climate & Culture
Principle 6 - Family and Community Engagement

➕ **Indicator 1.2** - Our leadership commits to sustaining a culture of hi...
a respectful, professional learning community for all

Principle 1 - Effective Leadership ▼

➕ **Indicator 1.1** - Our leadership guides the implementation

2. Select the ➕ icon of the first indicator and complete the following:
a. **Elements**: a response must be chosen for every question
b. **Possible Evidence** & **Additional Evidence**: at least one piece of evidence must be selected from choices given or created through Add Evidence hyperlink
c. **Comments and Notes**: you have an option to enter in a summary of the discussion had by the planning team (for future reference)

➖ **Indicator 1.1** - Our leadership guides the implementation of a vision of learning that is shared and supported by all stakeholders.

Ideal Output: Students believe that all staff and students share a vision of learning and is reflected in staff and student attitudes and behaviors.

Elements:

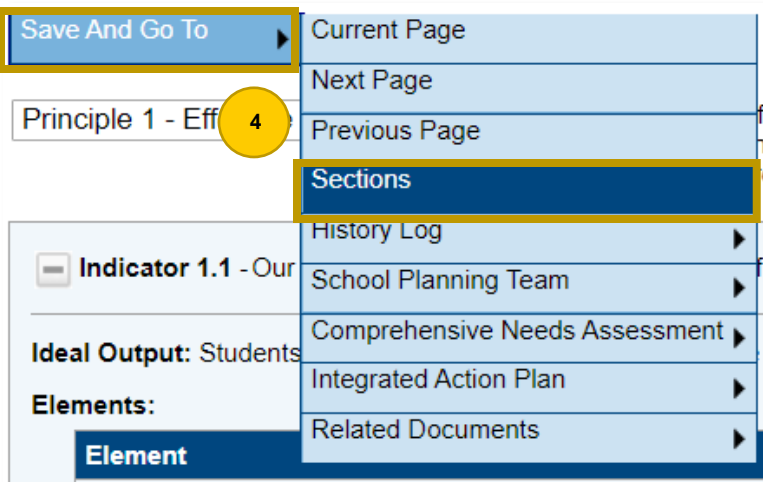| Element	Response
A. How did leadership develop the vision of learning?	○ No vision of learning ○ In isolation and/or with no data ○ With some stakeholder input and/or some data ○ Collaboratively with stakeholder input and quantitative
B. How often is the vision of learning used to guide the policies/procedures and decisions of the school?	○ Never and/or there is no vision of learning ○ Infrequently ○ Sometimes ○ Consistently
C. How often is the vision of learning reviewed and revised to reflect the current school community?	○ Rarely. ○ Not recently ○ Regularly, every 2-3 years ○ Annually

Possible Evidence:
☐ Written vision, mission and core belief statements
☐ Meeting notes/minutes from stakeholder meetings
☐ Meeting notes/minutes from staff meetings
☐ Evidence of vision, mission and core beliefs posted in office areas and classrooms
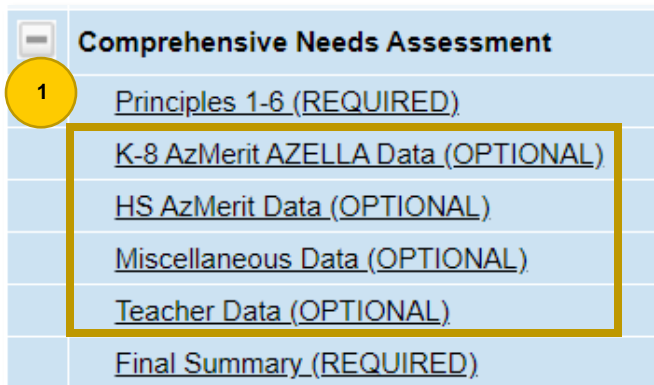
Additional Evidence:
Add Evidence

Comments and Notes:

Last Revised: November 27, 2019

3. Repeat step 2 for all Indicators listed within the Principle. Then select another Principle and follow steps 2-3. All Principles must be completed.

4. Once all Principles are completed, utilize **Save and Go To** quick-return menu to save the information you have provided
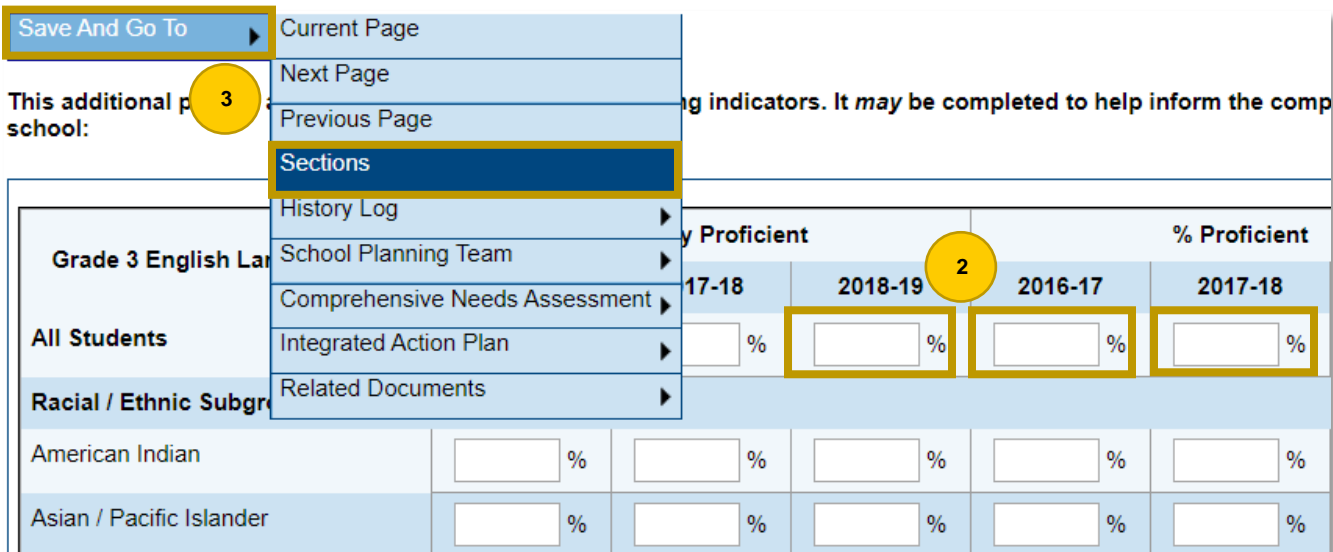
Save And Go To ▶	Current Page
	Next Page
Principle 1 - Eff ④	Previous Page
	Sections
	History Log ▶
⊟ **Indicator 1.1** - Our	School Planning Team ▶
	Comprehensive Needs Assessment ▶
Ideal Output: Students	Integrated Action Plan ▶
Elements:	Related Documents ▶
Element	

Optional Comprehensive Needs Assessment Pages

⊟ **Comprehensive Needs Assessment**
① Principles 1-6 (REQUIRED)
K-8 AzMerit AZELLA Data (OPTIONAL)
HS AzMerit Data (OPTIONAL)
Miscellaneous Data (OPTIONAL)
Teacher Data (OPTIONAL)
Final Summary (REQUIRED)

The next 4 pages of Comprehensive Needs Assessment (CNA) are optional, however, using your data while constructing your CNA is required.

1. If you prefer to input your data into GME, you can do so by selecting each one of the appropriate pages
2. Once the page is selected, you can enter the information into cells (text boxes) provided
3. As on any other page, save the information via **Save and Go To** Menu

Save And Go To ▶	Current Page
	Next Page
③	Previous Page
	Sections
	History Log ▶
	School Planning Team ▶
	Comprehensive Needs Assessment ▶
	Integrated Action Plan ▶
	Related Documents ▶

This additional p... ...g indicators. It *may* be completed to help inform the comp... school:

			% Proficient		% Proficient	
Grade 3 English Lar		17-18	2018-19	2016-17	2017-18
All Students		%	② %	%	%
Racial / Ethnic Subgr					
American Indian	%	%	%	%	%
Asian / Pacific Islander	%	%	%	%	%

Final Summary

Prior to completion of the Final Summary, a root cause analysis (via the Fishbone Diagram) must be conducted. The Fishbone Diagram can be found under the Related Documents page in the Required Documents. Please see Related Documents section of this QRG for more details.

1. Select the ➕ to review your average score for each Indicator and Principle. You have the option to print or extract all indicators for each principle into a .pdf file. Follow the Planning Tool Print QRG located in Grants Management Resource Library > GME User Resources/Training > Planning Tool.
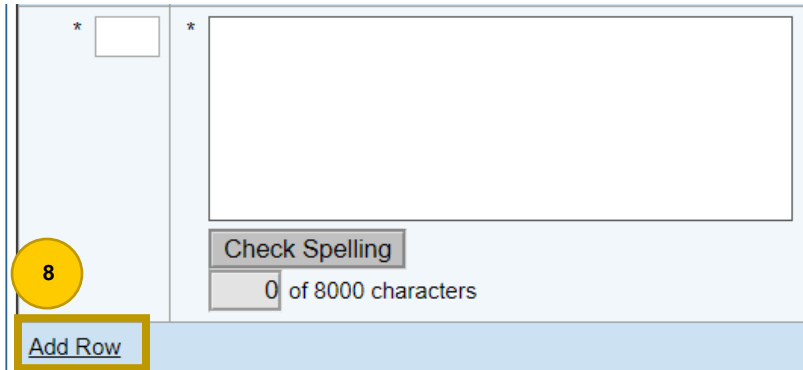
Save And Go To ▶
1
➕ **Review the summary of your data below for each Principle, then complete the Summary and Needs Identification at the end.**
Summary and Needs Identification - Using the summary of your data above and your three fishbone root cause analyses, complete the Summary need.

2. Enter the **Primary Needs Indicator #**
3. **Identify** (describe) your first **Primary Need** (corresponding to the indicator selected in step 2)
4. **Identify** the **Root Causes** based on this primary need
5. **Write** the **Primary Needs Statements** based on this primary need
6. **Write** the **Desired Outcomes** based on this primary need

Primary Needs Indicator #	Step 1) Identify Your 3 Primary Needs	Step 2) Identify Root Causes	Step 3) Write Primary Needs Statements	Step 4) Write Desired Outcomes
Indicate the principle and indicator for each of your	Write the description of the CNA indicator. - (Head of the fishbone)	List the one major contributing factor to the problem. (Body of the fishbone)	Write Primary Need Statement - List the action needed to solve the problem. - (Tail of the fishbone)	After conducting a root cause analysis for each of your primary needs using the fishbone method, complete the final three sections of the chart.
2	**3**	**4**	**5**	**6**
	Check Spelling 0 of 8000 characters	Check Spelling 0 of 8000 characters	Check Spelling 0 of 8000 characters	Check Spelling 0 of 8000 characters

7. Repeat above-mentioned steps 2-6 to enter in at least 3 primary needs (required)

Last Revised: November 27, 2019

8. If any additional **Primary Needs** are desired, you can select Add Row to populate additional text boxes.

	Check Spelling
8	0 of 8000 characters
Add Row	

Integrated Action Plan

There are three parts to this plan: **Principles**, **Strategies**, and **Action Steps**.

Principles, Strategies and Action Steps

Arizona Department of Education (000111000) Test District -

Go To ▶

☐ Filter Action Steps

Create Principle **1**

Plan Items Expand All All

2. Select the Principle from the drop-down menu, then complete the following:
   a. Primary Need
   b. Root Cause
   c. Needs Statement
   d. Desired Outcomes
   e. SMART Goal (if applicable)
3. Select **Save**
4. Repeat Steps 1 – 3 to select another principle
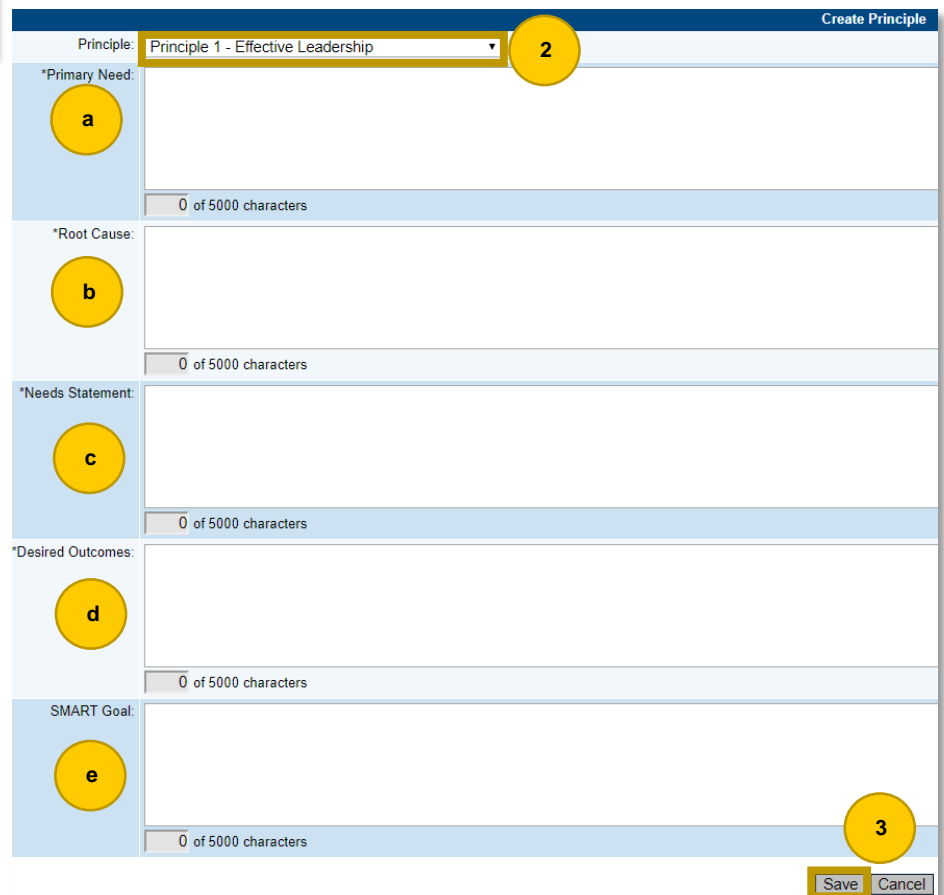
Principles

Principles must be selected first before strategies and action steps can be input.

1. Select **Create Principle**

Create Principle

Principle: Principle 1 - Effective Leadership ▼ **2**

*Primary Need: **a** 0 of 5000 characters

*Root Cause: **b** 0 of 5000 characters

*Needs Statement: **c** 0 of 5000 characters

*Desired Outcomes: **d** 0 of 5000 characters

SMART Goal: **e** 0 of 5000 characters

**3** Save Cancel
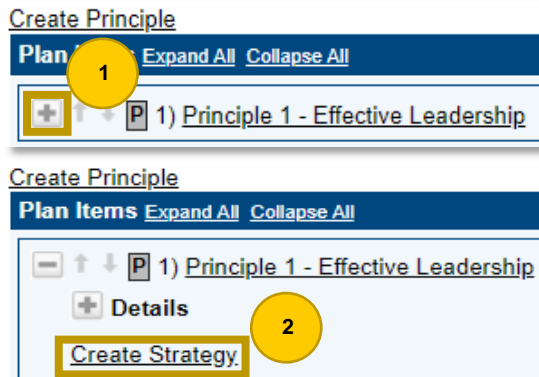
Strategies

Once a principle has been created, a strategy must be created. To create a strategy:

1. Select the ➕ icon of the principle you created
2. Select Create Strategy

3. Describe the Strategy: start with the title of the strategy, then describe it
4. Select Save
5. Follow Steps 2 – 4 to create additional strategies (if applicable)
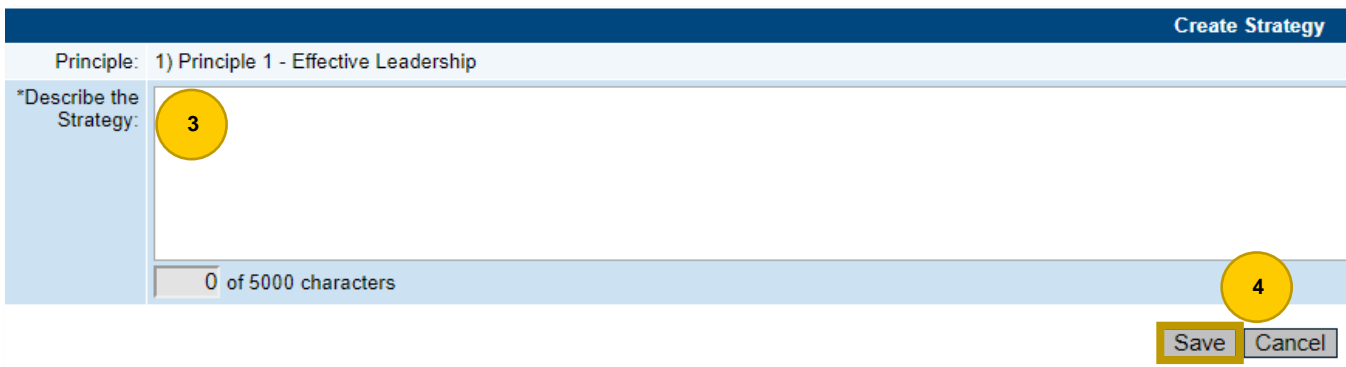
Note: If applicable, you have an option to **Copy** your strategies to any of the principles you have created.
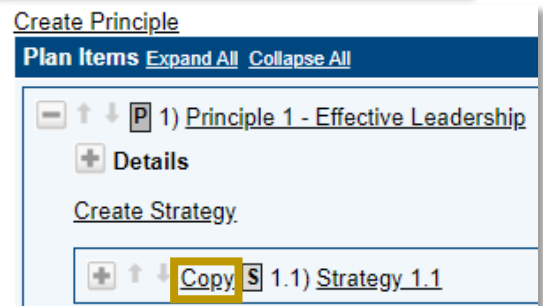
Action Steps

Once a strategy has been created, an action step must be created. To create an Action Step:

1. Select the ➕ icon next to your strategy. If it is for a strategy you have just created, your view might be already expanded, and you can omit this step.

Last Revised: November 27, 2019

2. Select **Create Action Step**

3. Complete the following fields:
   a.   Action Step Title
   b.   Describe the Action Step
   c.   Person Responsible for this Action Step (both the
        Name and **Organization Role** must be entered)
   d.   Timeline (both the **Begin Date** and **Completion Date** must be chosen)
   e.   ESSA Evidence (if applicable, select one evidence to support the action step)
   f.   Funding Tag (see directions on the next page on how to add a Funding Tag)
   g.   Program Tags (if applicable, select one or more ADE Program Tags by checking the check box)
4. Select Save

5. To create additional action steps, repeat Steps 1 – 4

Note: An option to Copy is available if you want to copy your action steps to any of the strategies you have created.
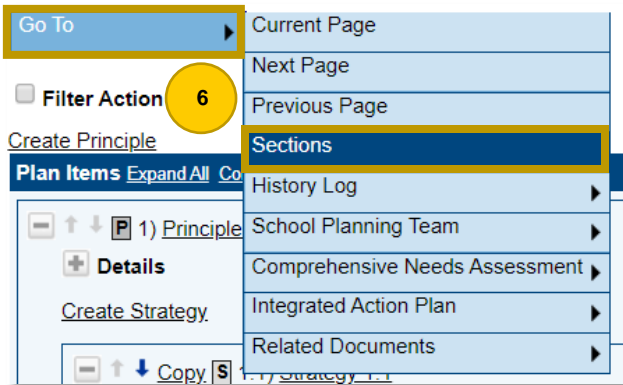

6. Once back on the Principles, Strategies and Actions Steps (REQUIRED) page, hover over **Go To** and select Sections to navigate back to your School Integrated Action Plan (SIAP) Sections

Funding Tags

To create funding tags:

1. Select Add Funding Tag
2. From the drop-down menu, select the appropriate funding application and the specific grant
3. Select Add Funding Tag to create another funding tag
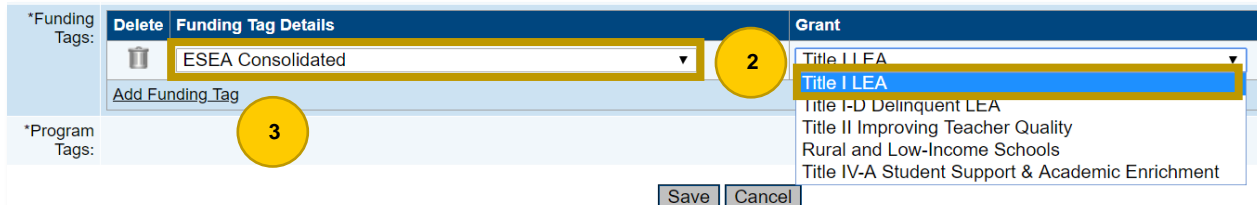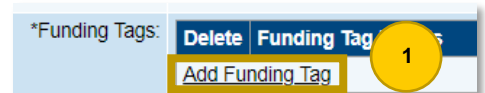
Related Documents

Documents uploaded in the Related Documents page are either Required or Optional Related Documents.

- **Required**: Applications cannot be submitted unless documents are uploaded. Three Fishbone Diagrams (one for each Primary Need) are required to be submitted in the SIAP.

Type	Required Documents	
	Document Template	Document/Link
Fishbone Diagram [Upload 1 document(s)]	Fishbone Diagram	Upload New

- **Optional**: These documents are optional for SIAP but should be noted in the event they are applicable. 5 Whys is an optional document in the SIAP.

	Optional Documents	
Type	**Document Template**	**Document/Link**
5 Whys [Upload up to 1 document(s)]	📋5 Whys	Upload New

If a document template is provided, download the template from GME by selecting the hyperlink with the document's name in the **Document Template** column.

Uploading Documents

Save all your changes to the provided document template(s) locally on your PC. Once the documents are saved and closed, follow these steps to upload them successfully:

1. Select Upload New

	Required Documents	
Type	**Document Template**	**Document/Link**
Fishbone Diagram [Upload 1 document(s)]	📋Fishbone Diagram	**(1)** Upload New

2. Select your locally-saved file by clicking Select
3. Enter the Document Name (keep the name short and simple, without any special characters)
4. Select Create

Please select a file to upload.

Upload Data File: _____ **(2)** Select

(3) Document Name: _____

(4) Create Cancel

Validation Messages

Validation Messages should be reviewed on the School Integrated Action Plan (SIAP) Sections prior to saving the plan version.

Description (View Sections Only View All Pages)	**Validation**
All	**(1)** Messages
⊟ **History Log**	
History Log	
Create Comment	
⊟ **School Planning Team**	Messages
School Planning Team (REQUIRED)	Messages

1. On the Sections page, select Messages under the **Validation** column on the **All** line to see all messages at once (rather than individual ones).

There are two types of messages:

a. **Error**: must be addressed to proceed to saving the plan
b. Warning: does not prevent saving, but points out potential issues that should be reviewed prior to saving the plan

Last Revised: November 27, 2019

Related Documents

Related Documents		
Review	At least 1 document(s) must be uploaded for the required Related Document 'Fishbone Diagram'.	**Error**
Review	The optional Related Document '5 Whys' has not been uploaded. Please be certain this is the intention.	Warning

You will see the section name in the header, the description of the issue underneath it and a Review link.

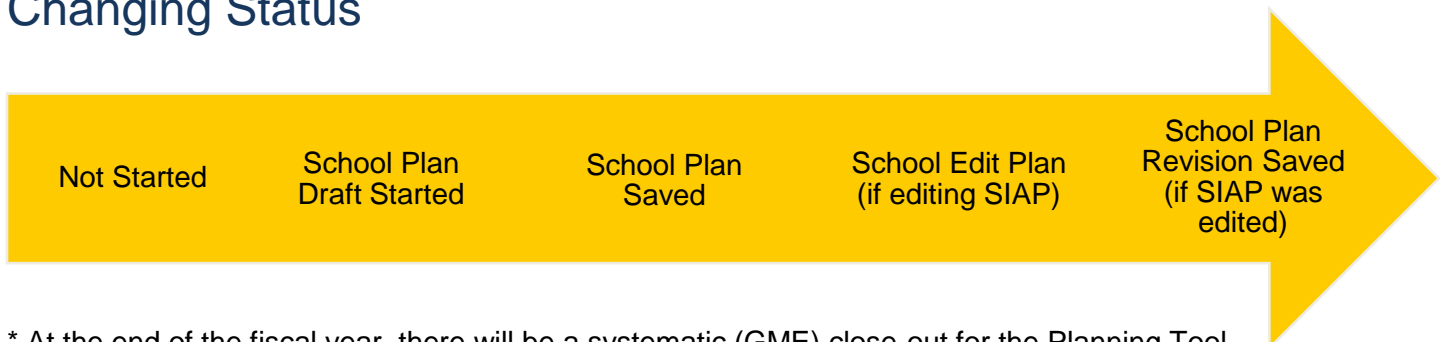2. Select Review next to the message itself to be directed to the page where the **Error** or Warning has occurred.

School Planning Team

2	School Planning Team (REQUIRED)	
Review	Questions marked with an asterisk (*) require a response.	**Error**

3. Provide/update the information necessary to satisfy the validation **Error** (or Warning – if applicable). Once completed, the validation message will no longer appear.

Saving Versions of the LIAP

Once the LIAP is completed, the **LEA Plan Update** role needs to **Change Status To:** LEA Plan Saved. This saves the current version of the LIAP. In the event edits are needed, the **LEA Plan Update** will need to change the status to LEA Edit Plan prior to making the necessary edits.

Changing Status

Not Started → School Plan Draft Started → School Plan Saved → School Edit Plan (if editing SIAP) → School Plan Revision Saved (if SIAP was edited)

* At the end of the fiscal year, there will be a systematic (GME) close-out for the Planning Tool.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support	
Phone: 602.542.3901	Phone: 602.542.7378	
Email: grants@azed.gov	Email: adesupport@azed.gov	