

Adding Action Step Progress Notes to Your LEA or School IAP

When to Consider Adding Action Step Progress Notes*

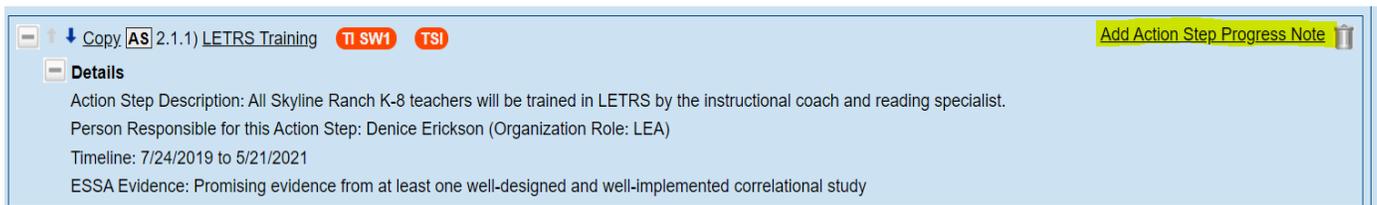
- ✓ When completing a mid-year review to monitor progress of the implementation of the IAP
- ✓ When a significant change to an action step is needed due to updated data
- ✓ When checking for alignment to your current needs which may have changed since the plan was created
- ✓ When adjustments are needed due to a significant event occurring such as a pandemic
- ✓ When reviewing required programmatic and funding components (i.e. to document a required parent engagement activity has been completed)
- ✓ When completing an end of year review

*Requirements vary by program area and will be communicated by your program specialists.

How to Add Action Step Progress Notes

Within the Planning Tool in GME, there is a feature for adding progress notes to each action step.

1. Once your IAP is in “School Edit Plan” mode or “LEA Edit Plan” mode you will have the ability to click on “Add Action Step Progress Note” (highlighted yellow in the screen shot below) within each action step of your plan.

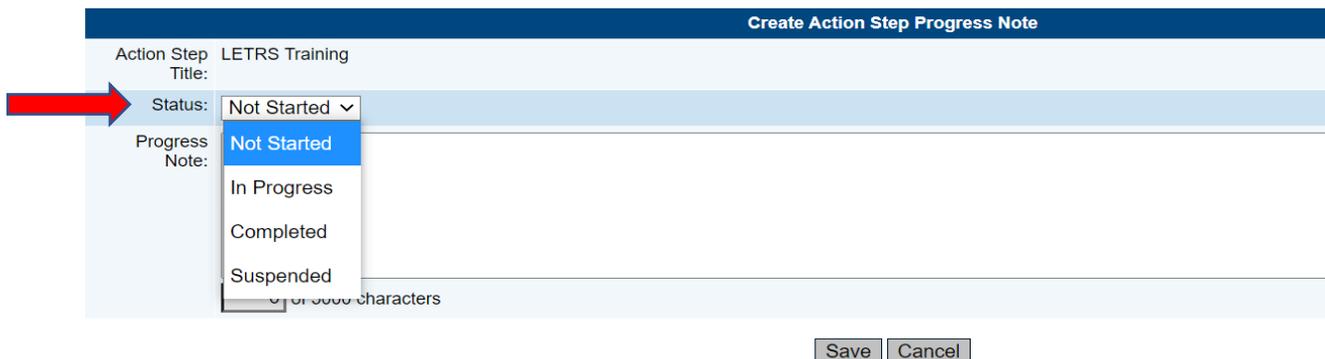


2. A new window will open. Select the appropriate current “Status” of the action step from the drop-down menu: Not Started, In Progress, Completed, or Suspended.

Create Action Step Progress Note

Florence Unified School District (110201000) Public District - FY 2021 - **Medium Risk** - Skyline Ranch Elementary School (110201104) Public Scho
Rev 5

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

A screenshot of a dialog box titled 'Create Action Step Progress Note'. The dialog has a dark blue header. Below the header, it shows 'Action Step Title: LETRS Training'. There is a 'Status:' label with a dropdown menu that is open, showing four options: 'Not Started' (highlighted in blue), 'In Progress', 'Completed', and 'Suspended'. A red arrow points to the 'Status:' label. Below the dropdown is a 'Progress Note:' label followed by a text input field. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

3. Add pertinent information into the Progress Note box as needed to document the progress, completion, or change to the action step.

Action Step Title:	LETRS Training
Status:	Completed ▾
Progress Note:	<div style="border: 1px solid #ccc; height: 80px;"></div>
	<input type="text" value="0"/> of 5000 characters
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



4. Click "Save."

