LEA User Guide

EDPlan Monitoring Indicators Tool

Version 1.0

November 2022

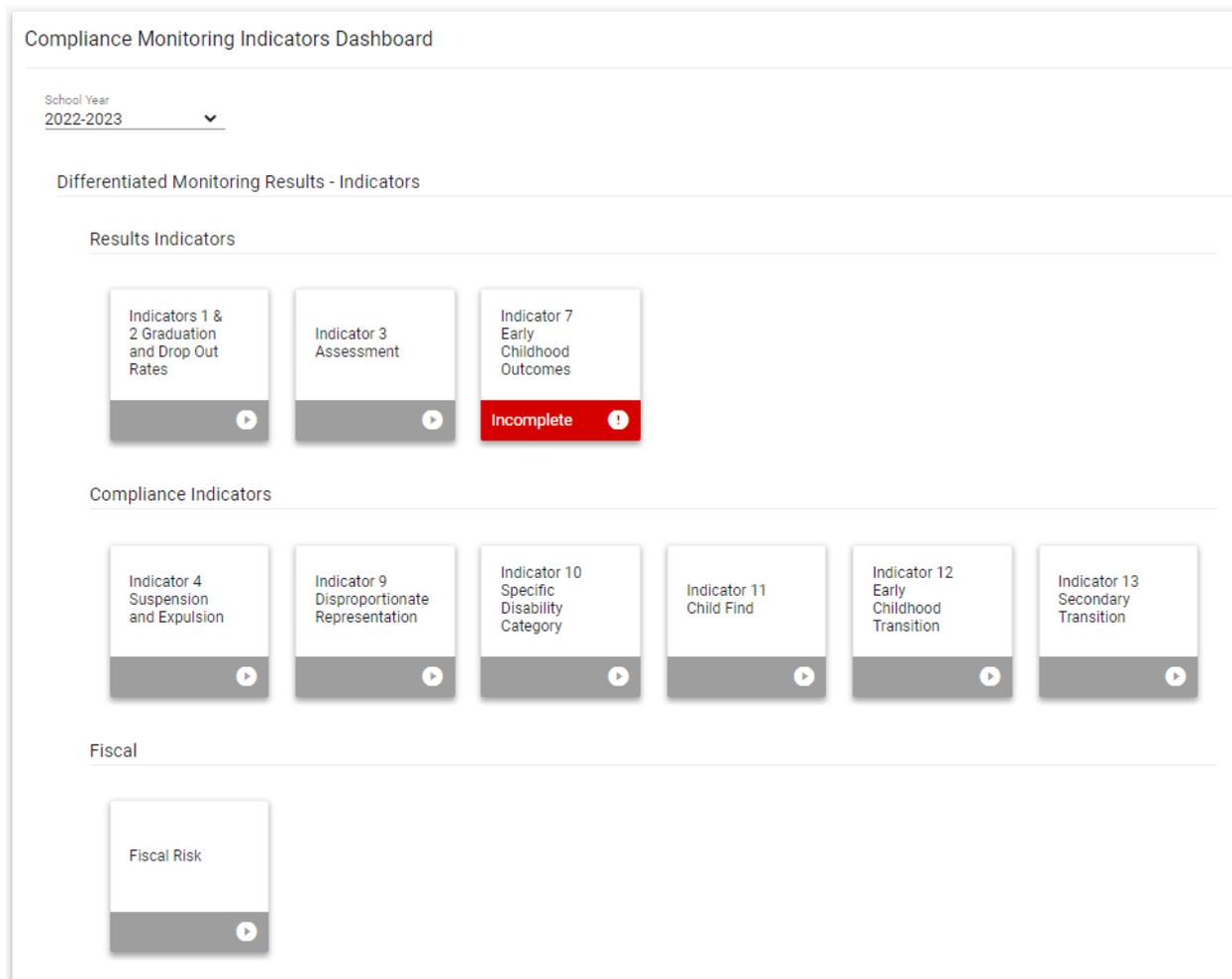**PUBLIC** CONSULTING GROUP

TABLE OF CONTENTS

ACCESSING THE INDICATOR TOOL

1. To access the Indicator Tool, select Tools > **Indicators** from your Main Menu page in EDPlan.

Main Menu view:

This will take you to the Indicators dashboard. The dashboard contains a tile for each indicator. A red tile indicates your district has been flagged for that indicator, and must complete the required activities. In the screenshot below, the district was flagged for Indicator 7.

INDICATOR DETAILS

Click the Indicator tile to access the details for that indicator.

Due dates for each required activity will be listed at the top of the indicator details page.

Each indicator details page will display the purpose of the indicator. Please note this description, it contains additional information regarding where to locate the indicator toolkits.

REQUIRED ACTIVITIES

Each indicator will have specified required activities, to which you can respond by entering data into the corresponding text field.

The Assurance Statement requires the signature of the district superintendent and the special education director.

Both parties will need to be in the same physical location in order to sign and submit the assurance statement.

SUBMITTING REQUIRED ACTIVITIES

As each required activity is completed, click the Submit button to submit your response to OSDE.

OSDE will review your response, and will either approve the response or require additional information. The approval will be noted with a date/time stamp.

Identify Root Cause

Summarize the responses to the guiding questions by identifying the factors that the team believes are most linked to the root cause. The graduation and dropout guiding questions are found on the Indicators 1 & 2 Graduation Rate & Drop Out Toolkit, page 3. Enter the root cause summary information in the box below.

Don't nosh on the birds humans, humans, humans oh how much they love us felines we are the center of attention they feed, they clean or kitty pounce, trip, faceplant you didn't see that no you didn't definitely didn't lick, lick, lick, and preen away the embarrassment! dangly balls! jump swat swing flies so sweetly to the floor crash move on wash belly nap or meow to be let out cereal boxes make for five star accommodation time to go zoom. Sleep on dog bed, force dog to sleep on floor, clickity clack on the piano, be frumpy grumpy toy mouse squeak roll over under the bed. Make plans to dominate world and then take a nap stares at human while pushing stuff off a table, jumps off balcony gives owner dead mouse at present then snatches yarn and fights with dog cat chases laser then plays in grass finds tiny spot in cupboard and sleeps all day jumps in bathtub and meows when owner fills food dish the cat knocks over the food dish cat slides down the water slide and into pool and swims even though it does not like water so like to spend my days sleeping and eating fishes that my human fished for me we live on a luxurious yacht, sailing proudly under the sun, like to walk on the deck, watching the horizon, dreaming of a good bowl of milk run in circles. My left donut is missing, as is my right catastrophe ooh, are those your $250 dollar sandals? lemme use that as my litter box. When in doubt, wash. All of a sudden cat goes

Approved:2022-09-26 12:53:00

SUBMIT   SAVE

INDICATOR DOCUMENTS

The documents panel is at the bottom of each indicator details page. Once all required activities have been completed and approved by OSDE, you may create a document that will include all responses to required activities. You may also upload external documentation in the documents panel.

Documents		CREATE DRAFT DOCUMENT	CREATE FINAL DOCUMENT	UPLOAD EXTERNAL DOCUMENTATION
				Search:
Doc ID ↑	Date Generated ↑↓	Generated By ↑↓	Document ↑↓	Status ↑↓
	2022-09-22 16:05:00	Jill Burroughs	SS Consent for Screening with signature	
	2022-09-22 16:06:00	Jill Burroughs	IEP at a Glance	
	2022-09-22 17:22:00	Jill Burroughs	504 Procedural Safeguards	
	2022-09-26 10:51:00	Lillian Perkins	Test Document	
	2022-09-26 13:10:00	Admin Test	Sample COSF Document	
	2022-09-28 13:02:00	Jill Burroughs	Indicators 1 & 2 2022	Final
	2022-10-05 14:31:00	Dana Huskins	Indicators 1 & 2 2022	Final
	2022-10-05 14:33:00	Dana Huskins	Indicators 1 & 2 2022	Draft
	2022-10-05 14:40:00	Felica Denton	Indicators 1 & 2 2022	Final
				Previous 1 Next

LEA DOCUMENT LIBRARY

To access the LEA Document Library, click Tools > LEA Document Library.

STUDENTS ∨	MY ACCOUNT ∨	REPORTS	TOOLS ∨	ADMIN ∨	PEPPER		
WIZARDS	SMARTSCAN	ASSIGN SCHOOLS	ASSIGN TEACHERS	VIEW RESTRAINT/ISOLATIONS	LEA DOCUMENTATION LIBRARY	INDICATORS	MONITORING

The LEA Document Library is now separated by category. Any documents that were uploaded last year will fall into the 'Uncategorized' category.

OSDE Indicator Toolkits will be located in the Indicator Toolkit category.

When uploading a document, select the document category.

Secure Document Upload ✕

ⓘ Permitted file extensions are: PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX. No file may be greater than 1000.00 MB in size.

File	Name (if not provided, the file name will be used)	File Category
⬆		⌄
⬆		Compliance Monitoring
⬆		Child Count
⬆		Fiscal
⬆		Caseload/Class Size
		End of Year
		PD Bonus
		District Determinations
		Indicator Toolkits

CLOSE   CONFIRM