

Mini-Handbook



School Integrated Action Plan (SIAP) Planning Tool (CNA & IAP)

LEA/External Users



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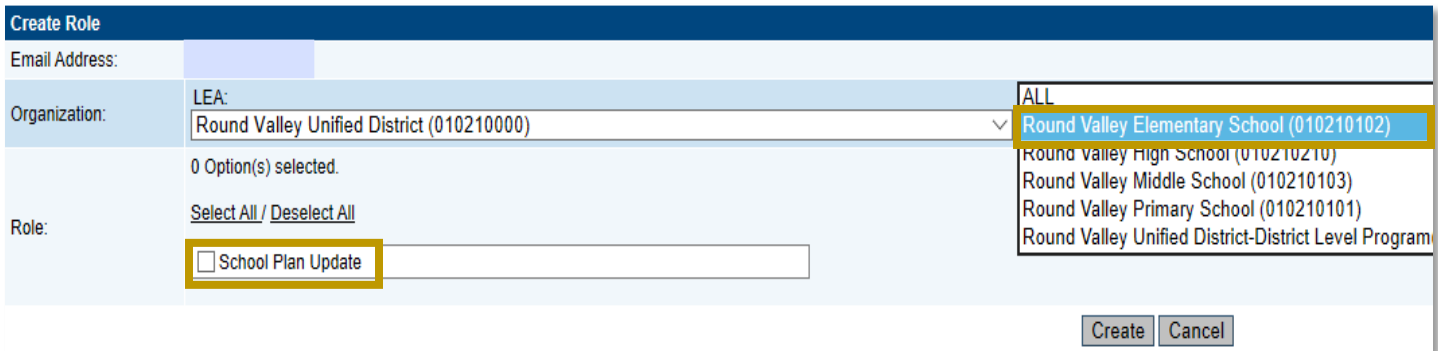


User Role Requirement

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.



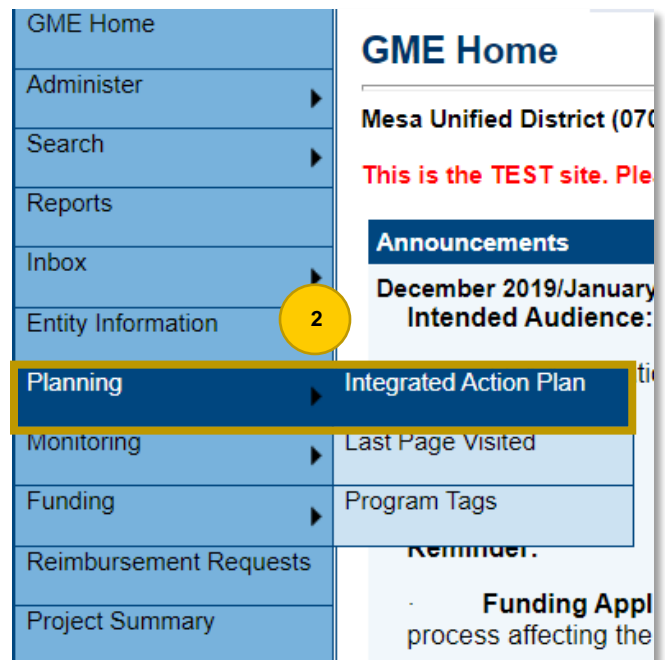
For users needing to work on LIAP (district-level plan), the **LEA Plan Update** role is assigned at the district level (the drop-down for Schools would need to stay at ALL).

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

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 | |
| <input type="checkbox"/> History Log | |
| | History Log |
| | Create Comment |
| <input type="checkbox"/> School Planning Team 1 | |
| | School Planning Team (REQUIRED) |
| <input type="checkbox"/> 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) |
| <input type="checkbox"/> Integrated Action Plan 3 | |
| | Principles, Strategies and Action Steps (REQUIRED) |
| <input type="checkbox"/> 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 |

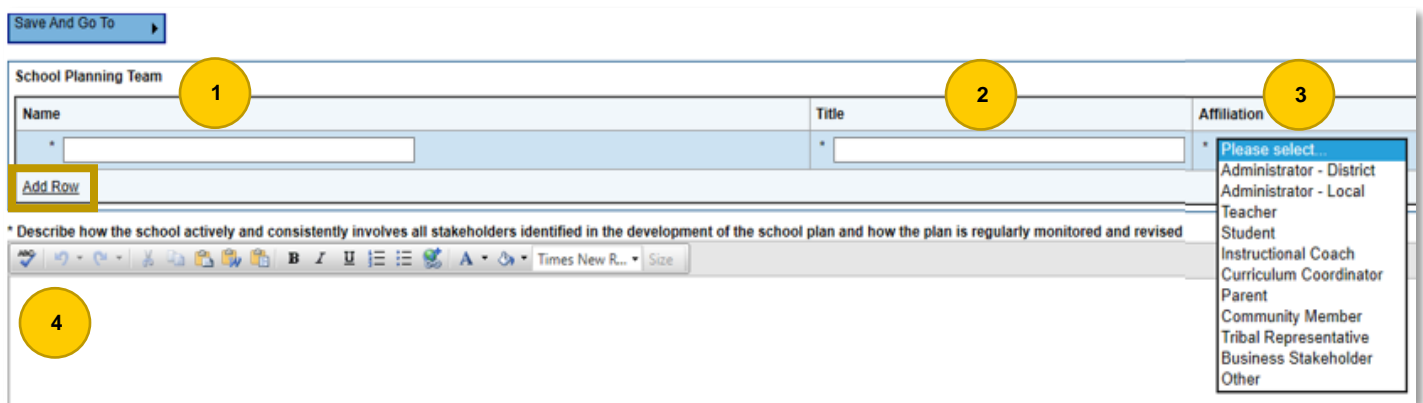
The [Create Comment](#) page of the **History Log** section will be used to communicate between you and ADE. You can also use this functionality to communicate with your district's GME users. For more information on the functionality of the History Log section, please view the information in GME's Grants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

School Planning Team

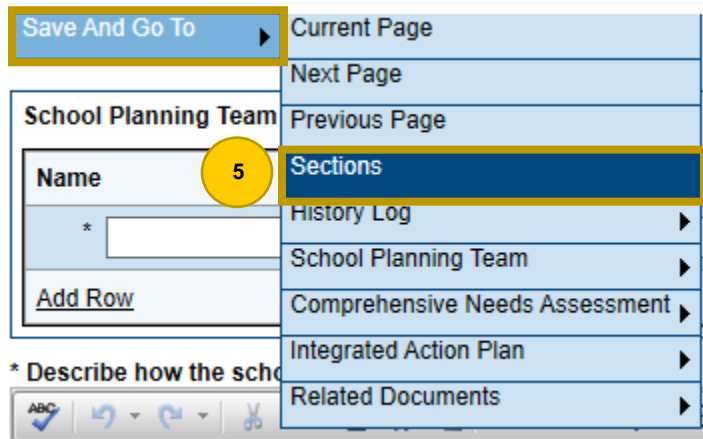
Each field is required to be filled:

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.



The screenshot shows the 'School Planning Team' form. At the top left is a 'Save And Go To' button. Below it is a table with three columns: 'Name', 'Title', and 'Affiliation'. Each column has a yellow circle with a number: 1 for Name, 2 for Title, and 3 for Affiliation. Below the table is an 'Add Row' button. Underneath is a text area for a narrative, with a yellow circle with the number 4. To the right of the text area is a dropdown menu for 'Affiliation' with options: Administrator - District, Administrator - Local, Teacher, Student, Instructional Coach, Curriculum Coordinator, Parent, Community Member, Tribal Representative, Business Stakeholder, and Other.



The screenshot shows the 'Save And Go To' dropdown menu. The menu items are: Current Page, Next Page, Previous Page, Sections (highlighted with a yellow bar and a yellow circle with the number 5), History Log, School Planning Team, Comprehensive Needs Assessment, Integrated Action Plan, and Related Documents.

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

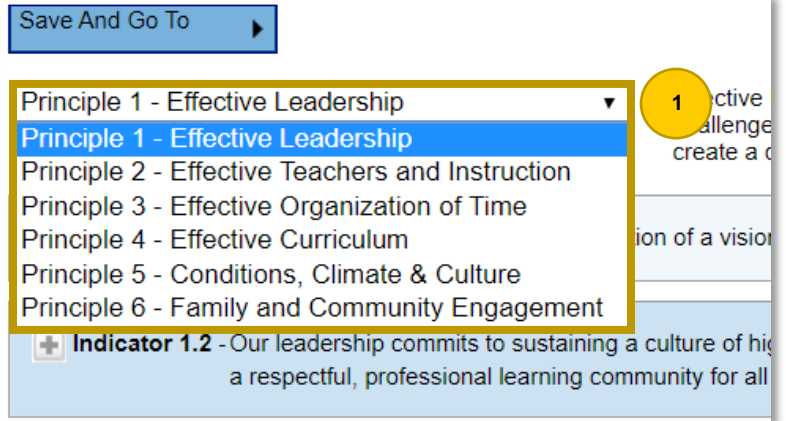
Comprehensive Needs Assessment (CNA)

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)

Principles 1-6

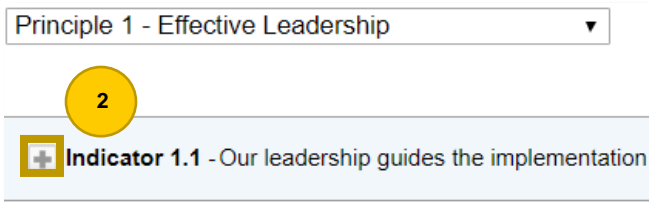
1. Select the **Principle** from the drop-down menu



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 high achievement and a respectful, professional learning community for all



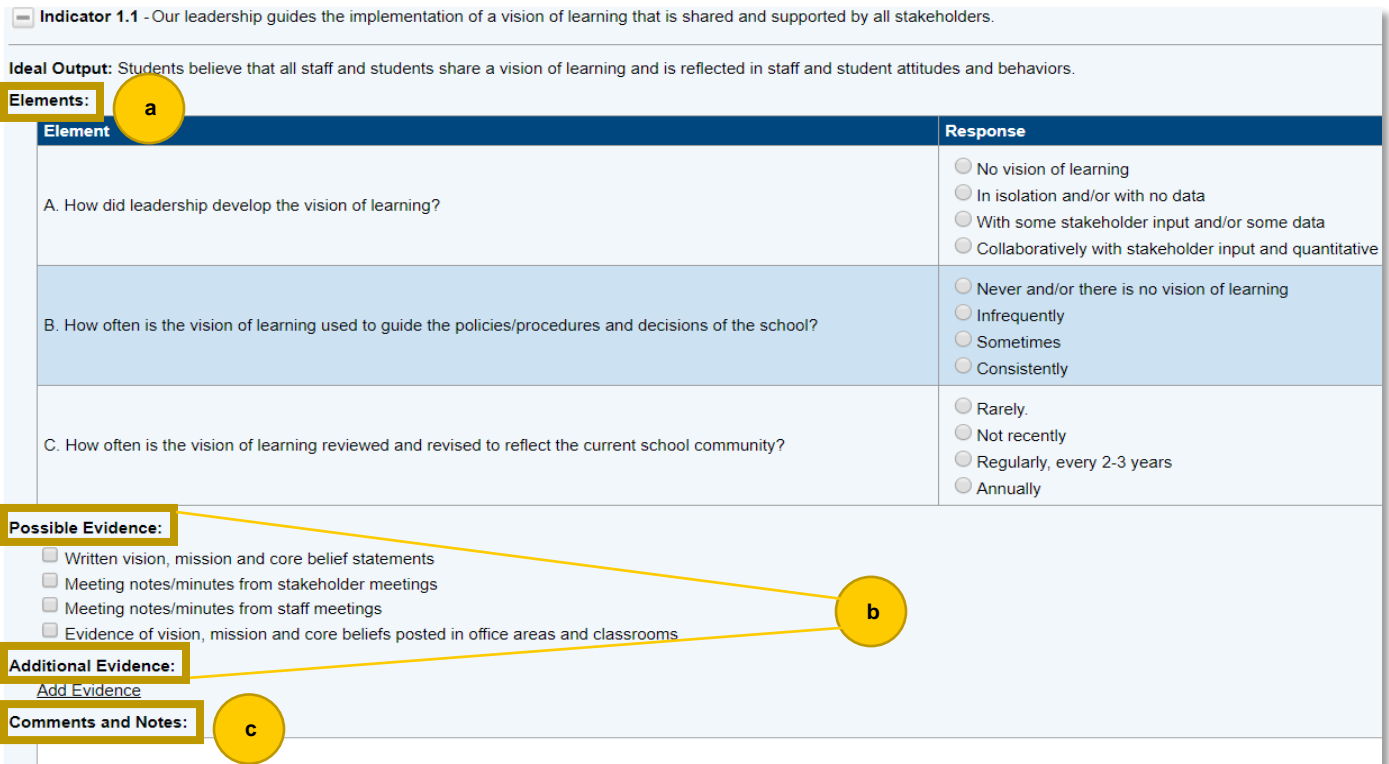
Principle 1 - Effective Leadership

+ 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? | <input type="radio"/> No vision of learning <input type="radio"/> In isolation and/or with no data <input type="radio"/> With some stakeholder input and/or some data <input type="radio"/> 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? | <input type="radio"/> Never and/or there is no vision of learning <input type="radio"/> Infrequently <input type="radio"/> Sometimes <input type="radio"/> Consistently |
| C. How often is the vision of learning reviewed and revised to reflect the current school community? | <input type="radio"/> Rarely. <input type="radio"/> Not recently <input type="radio"/> Regularly, every 2-3 years <input type="radio"/> 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:

3. Repeat step 2 for all Indicators listed within the Principle
4. At the bottom of the page, based on trends and patterns, identify possible primary needs for the Principle
5. Then select another Principle and follow steps 2-3. All Principles must be completed.

Principles 1-6 (REQUIRED)

| Unified District | Public District - FY 2021 - | Elementary School |
|---|-----------------------------|---|
| This is the TEST site. Please be sure to complete your work on the LIVE site. | | |
| <div style="display: flex; justify-content: space-between;"> Save And Go To  5 </div> | | |
| <div style="border: 1px solid black; padding: 2px;"> Principle 1 - Effective Leadership  </div> | | Effective leaders maintain strong professional measurable and attainable goals. They create |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.1 - Our leadership guides the implementation of a vision of learning that is shared and supported </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.2 - Our leadership commits to sustaining a culture of high expectations for learning and growth </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.3 - Our leadership competently manages school operations to provide a safe, efficient, and </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.4 - Our leadership collaborates with staff, family and community members to meet diverse learning </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.5 - Our leadership implements a system of academic and fiscal accountability to ensure every </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.6 - Our leadership commits to recruiting effective teachers who meet the state's criteria for </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.7 - Our leadership commits to retaining effective teachers who meet the state's criteria for </div> </div> </div> | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; font-size: 12px;">+</div> <div style="flex-grow: 1;"> Indicator 1.8 - Our leadership commits to equitably distributing effective and highly effective teachers, and </div> </div> </div> | | |
| <p>*Based on trends and patterns, identify possible primary needs for Principle 1 - Effective Leadership:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> 4 0 of 2000 characters </div> | | |

Save And Go To 






Principle 1 - Eff

Indicator 1.1 - Our

Ideal Output: Students

Elements:

Element

- Current Page
- Next Page
- Previous Page
- Sections
- History Log 
- School Planning Team 
- Comprehensive Needs Assessment 
- Integrated Action Plan 
- Related Documents 

6

6. Once all Principles are completed, utilize **Save and Go To** quick-return menu to save the information you have provided

Optional Comprehensive Needs Assessment Pages

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**

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 \(REQUIRED\)](#)

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 page is for **Grade 3 English Language Proficiency Indicators**. It may be completed to help inform the comprehensive needs assessment for the school.

| | Grade 3 English Language Proficiency Indicators | | | |
|----------------------------------|---|------------------------|------------------------|------------------------|
| | 17-18 | 2018-19 | 2016-17 | 2017-18 |
| All Students | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| Racial / Ethnic Subgroups | | | | |
| American Indian | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| Asian / Pacific Islander | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |

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

| 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 indicator of your needs. 2 | Write the description of the CNA indicator. - (Head of the fishbone) 3 | List the one major contributing factor to the problem. - (Body of the fishbone) 4 | Write Primary Need Statement - List the action needed to solve the problem. - (Tail of the fishbone) 5 | Describe what you will do and how it will impact students. This is a positive restatement of your need statement. 6 |
| * 2.1 | * TEST Check Spelling 4 of 8000 characters | * TEST Check Spelling 4 of 8000 characters | * TEST Check Spelling 4 of 8000 characters | * TEST Check Spelling 4 of 8000 characters |
| * | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters |
| * | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters | * Check Spelling 0 of 8000 characters |
| 8 | | | | |
| Add Row | | | | |

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

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

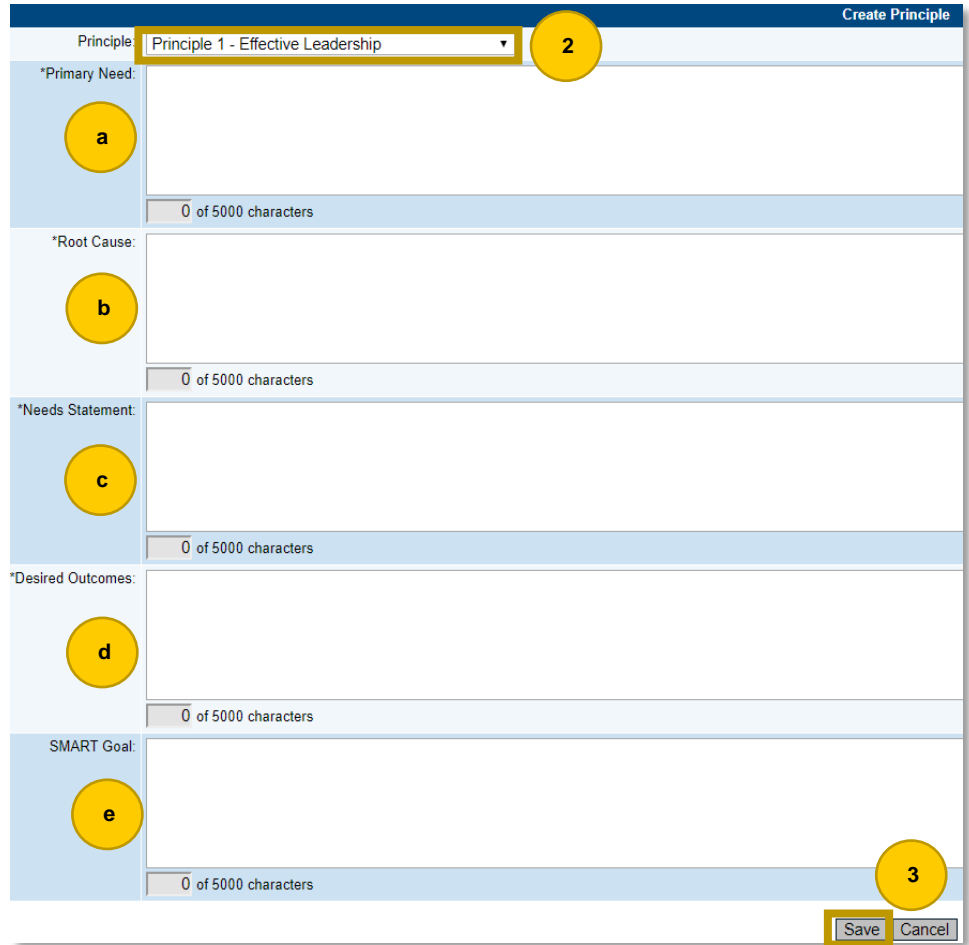
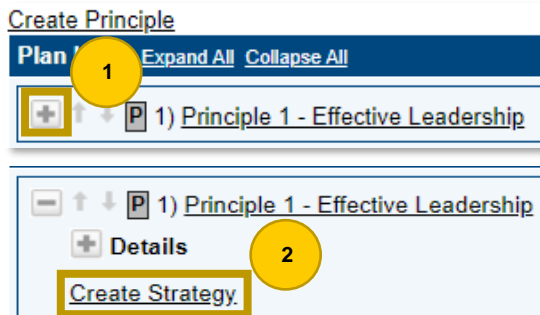
Plan Items Expand Close All

1

Principles


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

1. Select **Create Principle**
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

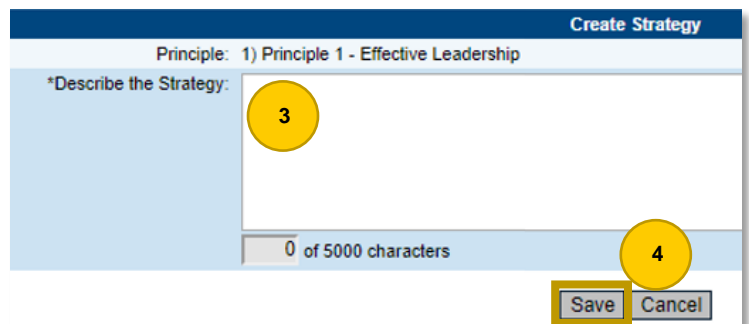



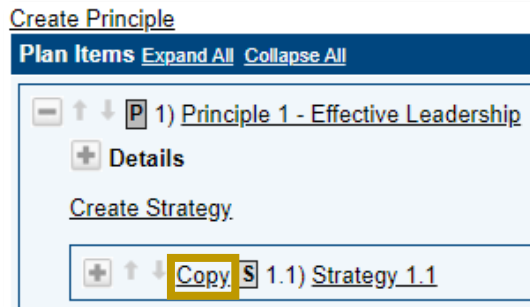
Strategies

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)




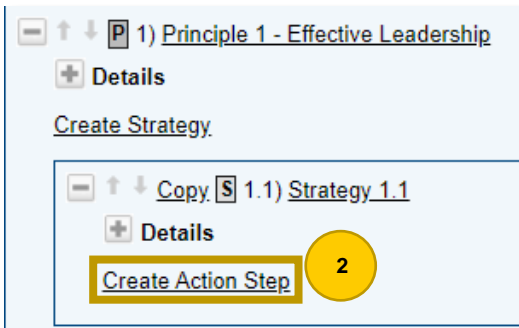


Note: If applicable, you have an option to **Copy** your strategies to any of the principles you have created.

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.



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.

At least one Funding Tag or Program Tag is required. You cannot save the plan without any tags selected.

Create Action Step

Principle: 1) Principle 1 - Effective Leadership

a Strategy Description

*Action Step Title:

b *Describe the Action Step:

c 0 of 5000 characters

*Person Responsible for this Action Step:

*Name *Organization Role

d *Timeline: *Begin Date *Completion Date

e ESSA Evidence:

- Strong evidence from at least one well-designed and well-implemented experimental study
- Moderate evidence from at least one well-designed and well-implemented quasi-experimental study
- Promising evidence from at least one well-designed and well-implemented correlational study
- Demonstrates a Rationale - A well-specified logic model that is informed by research or an evaluation that suggests how the intervention is likely to im intervention, ideally producing promising evidence or higher, that will happen as part of the intervention or is underway elsewhere

f *Funding Tags:

| | Funding Tag Details | Grant |
|-----------------|--|-------------------------------|
| | 21st Century Community Learning Centers Cont-Yr2 | 21st CCLC Continuing - Year 2 |
| Add Funding Tag | | |

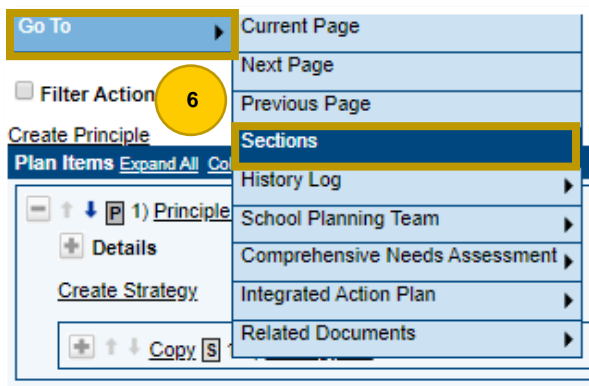
g *Program Tags:

ADE Program Tags

Program Test Tag

4

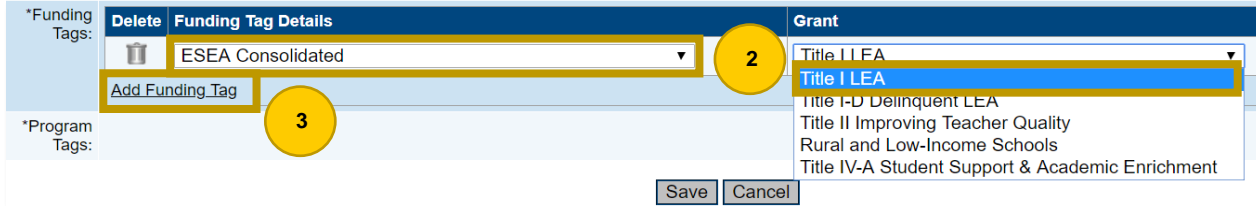
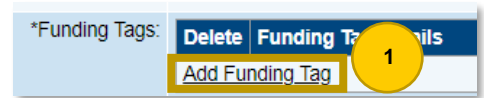
6. Once back on the [Principles, Strategies and Actions Steps \(REQUIRED\)](#) page, hover over **Go To** and select Sections to navigate back to your School Integrated Action Plan (SIAP) Sections



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.

| Required Documents | | |
|---|--|----------------------------|
| Type | 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.

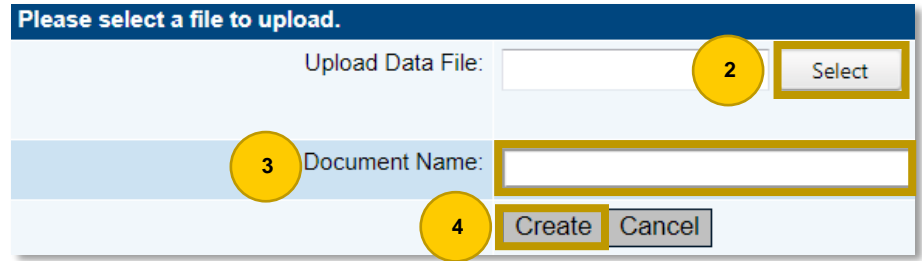
Uploading Documents

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 | 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**

3 Document Name:

4

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 |
| <input type="checkbox"/> History Log | |
| History Log | |
| Create Comment | |
| <input type="checkbox"/> 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:

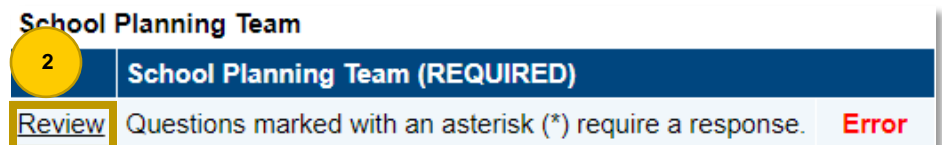
- a. **Error**: must be addressed to proceed to saving the plan
- b. Warning: does not prevent saving, but points out potential issues that should be reviewed prior to saving the plan

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.



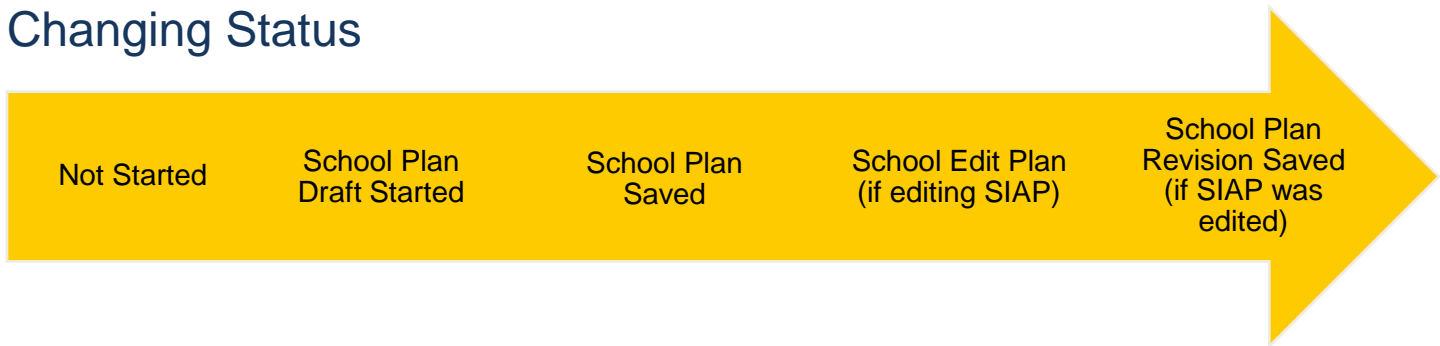
| School Planning Team | | |
|------------------------|---|--------------|
| 2 | School Planning Team (REQUIRED) | |
| Review | Questions marked with an asterisk (*) require a response. | Error |

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 SIAP

Once the SIAP is completed, the **School Plan Update** role needs to **Change Status To:** [School Plan Saved](#). This saves the current version of the SIAP. In the event edits are needed, the **School Plan Update** will need to change the status to [School Edit Plan](#) prior to making the necessary edits.

Changing Status



* 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 |