

# Phase II: Title I

JCPS Title I Office

JCPS Planning and Program Evaluation

October 2017

# Title I

Deadlines:

- Title I report **due November 1st in Eprove (only for Title I schools)**

New web-based platform: EProve Diagnostics

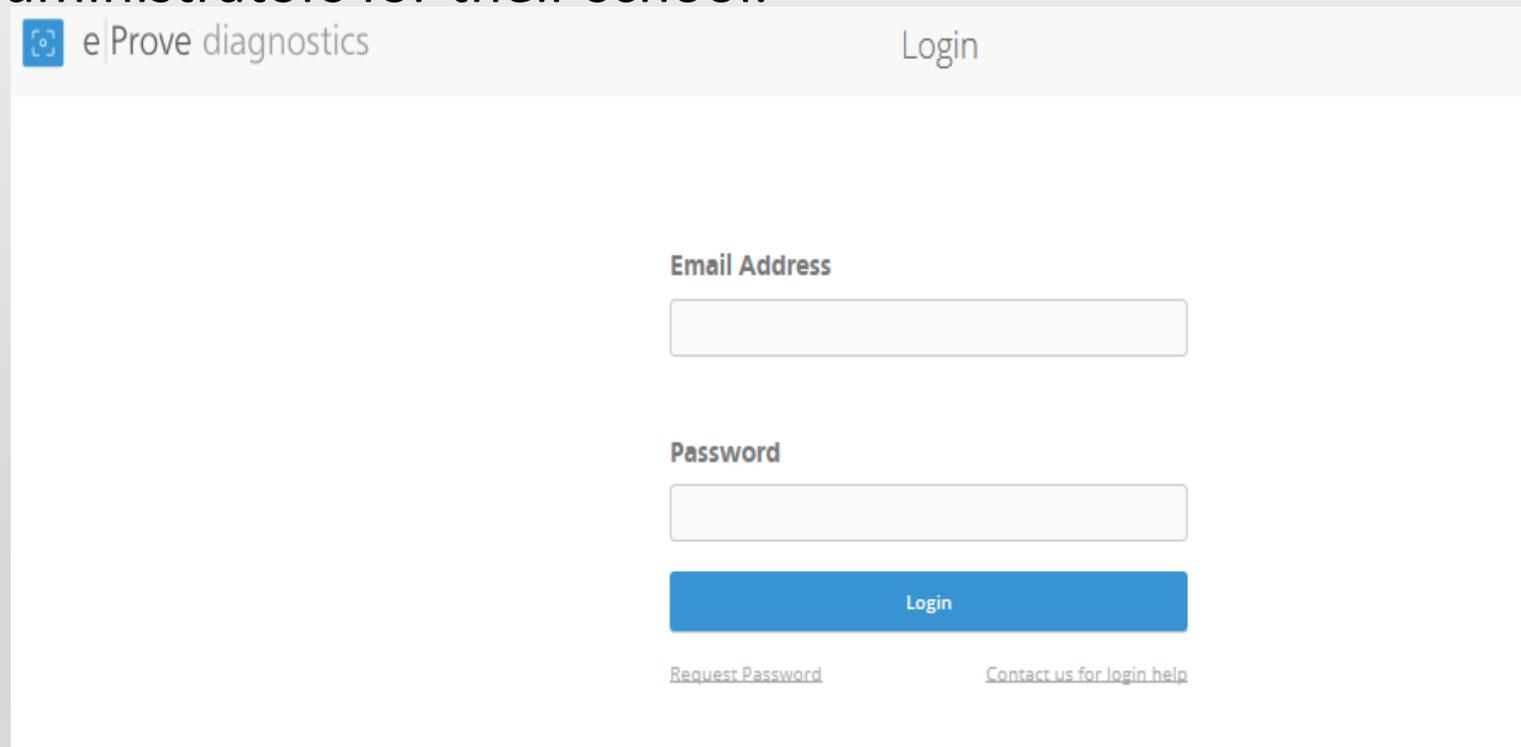
EProve Log-in site:

<http://eprovediagnostics.advanc-ed.org/diagnostics/#/log-in>

# How to Login

- <http://eprovediagnostics.advanc-ed.org/diagnostics/#/log-in>

All principals should have access to EProve Diagnostics. Principals can add users and other administrators for their school.

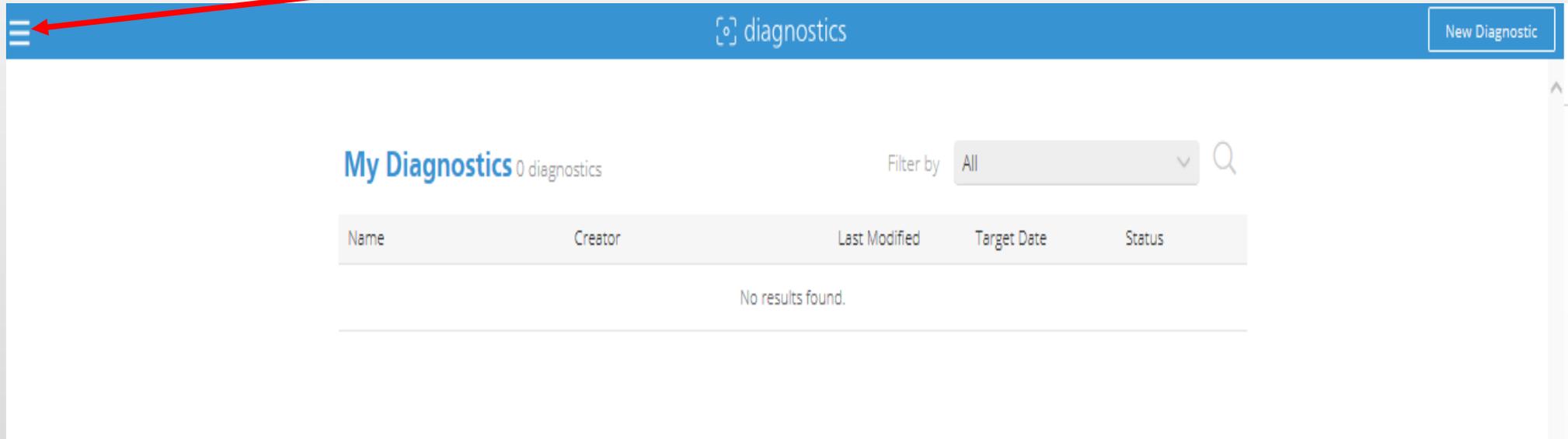


The screenshot shows the login interface for EProve Diagnostics. At the top left, there is a logo and the text "eProve diagnostics". At the top right, the word "Login" is displayed. The main content area contains two input fields: "Email Address" and "Password". Below the "Password" field is a blue "Login" button. At the bottom of the form, there are two links: "Request Password" and "Contact us for login help".

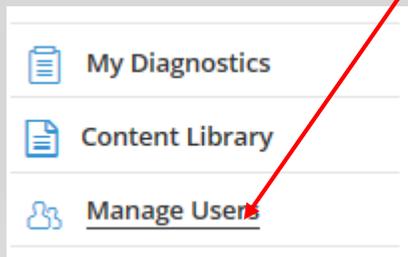
**Trouble logging in? Call the JCPS Planning Department (502) 485-6254**

# How to Add Users

Step 1. To add new users, click on the 3 lines in the upper left corner

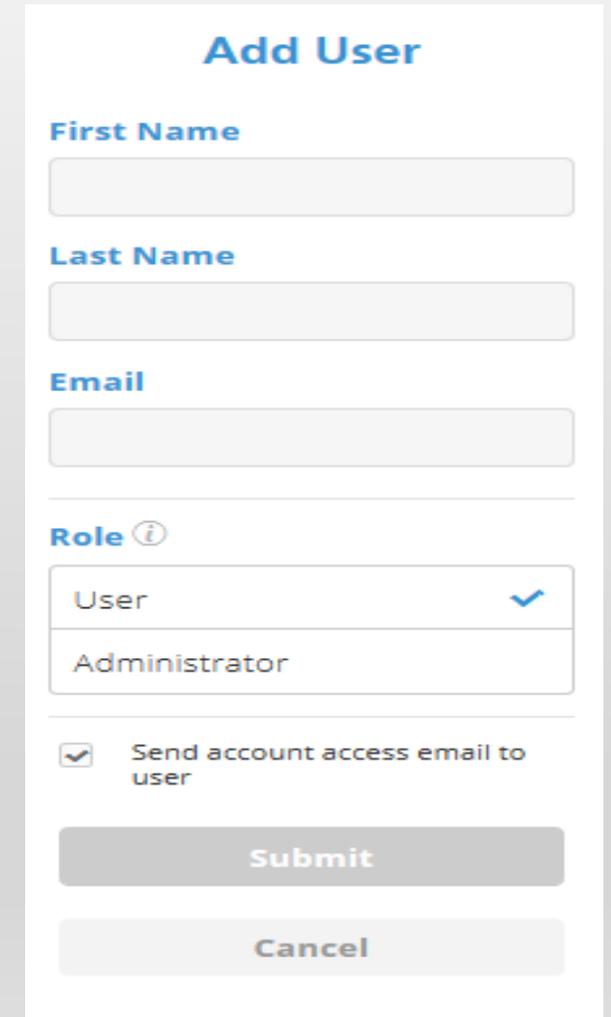
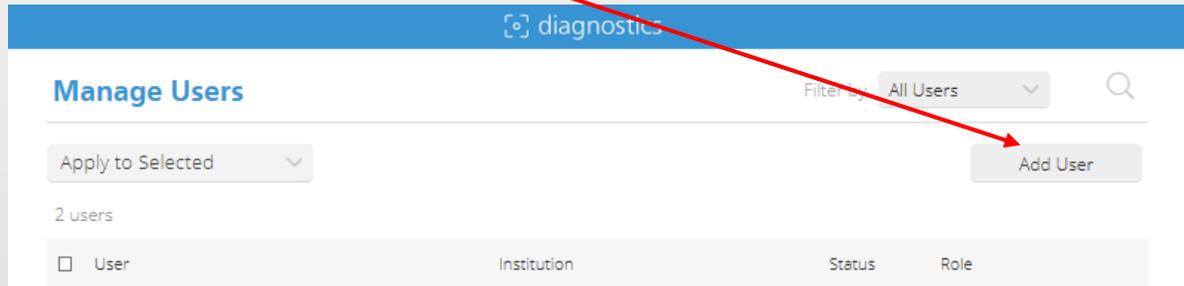


Step 2. Click on Manage Users



# How to Add Users

Step 3. Click on 'Add User'

A screenshot of the 'Add User' form. The form is titled 'Add User' in blue text. It contains several input fields: 'First Name', 'Last Name', and 'Email', each with a corresponding text input box. Below these fields is a 'Role' section with an information icon. The role dropdown menu is open, showing 'User' (selected with a blue checkmark) and 'Administrator'. Below the role selection, there is a checkbox labeled 'Send account access email to user' which is checked. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

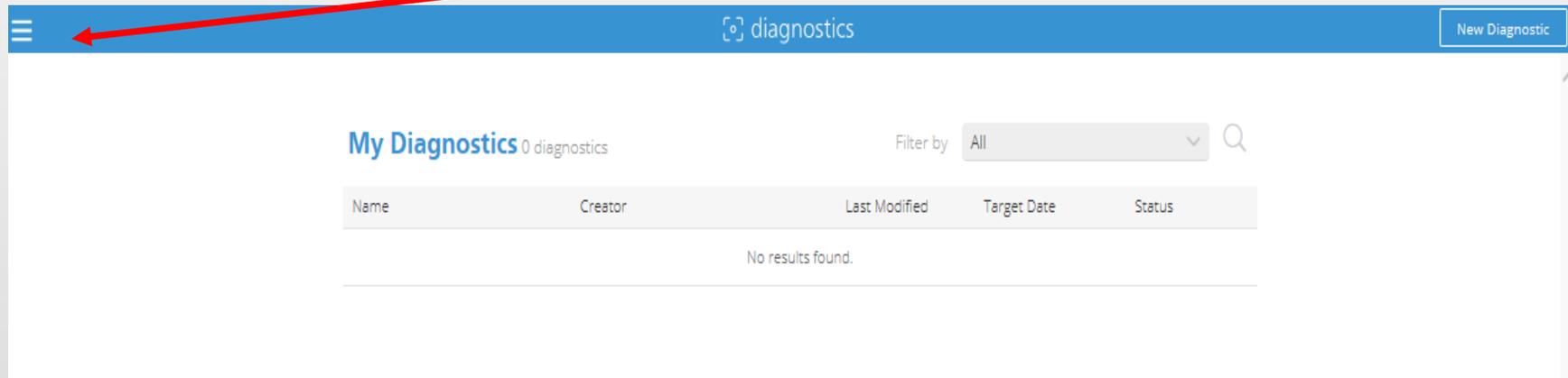
Step 4. Complete the 'Add User' Information box and hit 'submit.'  
An administrator has access to grant user rights, assign diagnostics and control user access to the diagnostics (view, edit, delete, lock diagnostics, open diagnostics, etc...). **Limiting administrator access per district/school is recommended.**

Users can have access to either view or edit diagnostics at the district and/or school level.

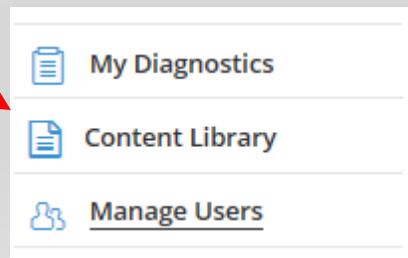
# Title I

# Adding and accessing the Title I

- Step 1. To start the report, click on the 3 lines in the upper left corner

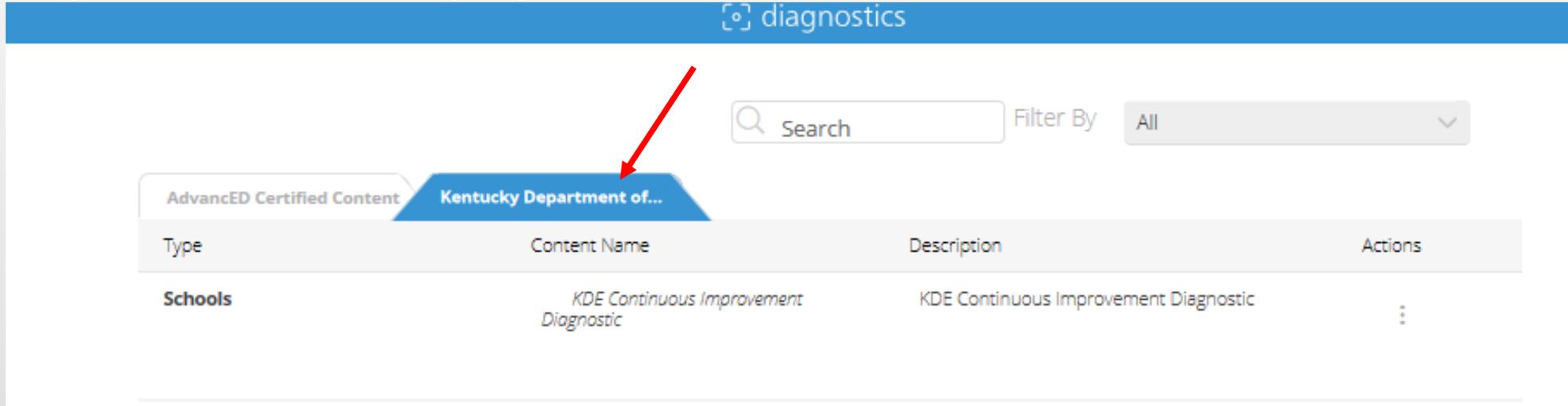


**Step 2. Click on Content Library (if you don't see this option, someone with Admin rights at your school, such as the principal needs to complete this step)**



# Adding and accessing the diagnostic

Step 3. Click on the Kentucky Department of Education tab



The screenshot shows a web interface for diagnostics. At the top, there is a blue header with a magnifying glass icon and the text "diagnostics". Below the header, there is a search bar with the text "Search" and a "Filter By" dropdown menu set to "All". Below the search and filter options, there are two tabs: "Advanced Certified Content" and "Kentucky Department of...". A red arrow points to the "Kentucky Department of..." tab. Below the tabs, there is a table with the following columns: "Type", "Content Name", "Description", and "Actions". The table contains one row with the following data: "Schools", "KDE Continuous Improvement Diagnostic", "KDE Continuous Improvement Diagnostic", and a vertical ellipsis (three dots). A red arrow points to the vertical ellipsis in the "Actions" column.

Type	Content Name	Description	Actions
Schools	KDE Continuous Improvement Diagnostic	KDE Continuous Improvement Diagnostic	⋮

Step 4. You will see the Phase II: KDE Title I Annual Review. Click on the vertical ellipses (3 dots) to 'start the diagnostic with custom content.'



The screenshot shows a web interface for diagnostics. Below a horizontal line, there is a table with the following columns: "Type", "Content Name", "Description", and "Actions". The table contains one row with the following data: "Schools", "CSIP Phase II: KDE Title I Annual Review", "School-level measure used to evaluate Title I practices and effectiveness.", and a vertical ellipsis (three dots). A red arrow points to the vertical ellipsis in the "Actions" column.

Type	Content Name	Description	Actions
Schools	CSIP Phase II: KDE Title I Annual Review	School-level measure used to evaluate Title I practices and effectiveness.	⋮

# Title I

Step 5. Rename your diagnostic by adding your school name.

## Diagnostic Settings

### Diagnostic Name ⓘ

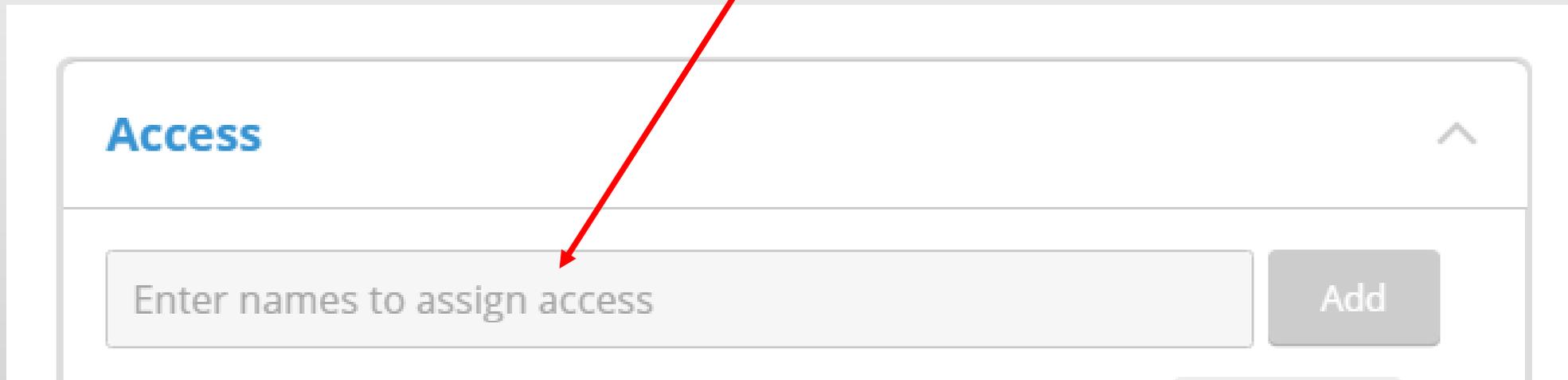
SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26

### Diagnostic Template

CSIP Phase II: KDE Title I Annual Review

# Title I

Step 6. Administrators can add other individuals to access this report by entering names in the access tab.



**Access** ^

Enter names to assign access

Add

# Title I

Step 7. To start the report, click on “Open Diagnostic”.



Open Diagnostic

# Title I

## 8 Sections on the Title I Report

### **1. Comprehensive Needs Assessment:**

- *Which data sources did the school use to conduct its Needs Assessment? What needs did the data identify?*
- *What specific grade levels and/or content areas were identified as priority?*
- *What achievement gaps were identified?*
- *Specifically, how were Title I funds used to address priorities outlined in the Needs Assessment? Based on a thorough review of multiple sources of data, how effective was the expenditure of Title I funding used to target critical needs?*

### **2. Schoolwide Reform Strategies:**

- *Was the schoolwide plan implemented as written?*
- *Which goal(s) from the CSIP address Schoolwide Reform Strategies? How is Title I funding being directed to address the goal?*
- *How were strategies selected to address goals based on research, evidence and evaluation of past implementation?*
- *Which activities, strategies, staffing decisions, professional development opportunities and resources were supported with Title I funds?*
- *Were the activities, strategies, staffing decisions, professional development opportunities and resources effective in increasing student achievement?*

# Title I

## 8 Sections on the Title I Report

### **3. Professional Development**

- *What measures were used to determine the school's PD needs? How was the PD tied to the school's identified need?*
- *Did the PD improve instruction based on a thorough review of student achievement data?*
- *How were principals, teachers, paraeducators and other appropriate personnel such as health services coordinators, special education coordinators and directors of Family Resource and Youth Service Centers included in the PD?*

### **4. Family Engagement**

- *How much Title I money was spent on family engagement?*
- *What kind of programs, activities and procedures were planned?*
- *What was the outcome or effectiveness of the planned family engagement programs, activities and procedures?*

### **5. Transitions**

- *How did school and district administrators collaborate through funded programs such as Head Start? What were the specific strategies used for helping students transition from preschool to elementary school, elementary school to middle school or middle school to high school? How effective were these strategies?*
- *How were meetings involving parents, kindergarten or elementary teachers and Head Start teachers conducted to address the developmental needs of the children?*

# Title I

## 8 Sections on the Title I Report

### **6. Measures used to include teachers in decisions**

- *How were all teachers included in the selection of academic assessments?*
- *How did teachers participate in the analysis of data and the development of the overall instructional program in order to improve student achievement?*

### **7. Activities used to ensure students met Kentucky Academic Standards**

- *How did the school provide effective, timely and additional intervention to students in danger of not meeting state standards?*
- *How were students and their needs identified for assistance?*
- *How did teachers and paraeducators collaborate for planning and instruction?*
- *How were the activities specified in the comprehensive school improvement plan (CSIP) monitored regularly for effectiveness?*
- *Which activities were deemed successful and which ones are in need of change?*

### **8. Coordination and integration of programs**

- *Which federal, state and local funds were made available to the school?*
- *How did the school coordinate and integrate federal, state and local programs and services to improve instruction and increase student achievement?*
- *What measures were taken to ensure that Title I Part A funds were used to supplement, not supplant existing resources, programs, and staffing needs?*

# Title I Report

Step 8. To complete the report, type a response under each question.

## 1. Comprehensive Needs Assessment

**Rationale:** A school's Needs Assessment should address critical areas for improvement and identify strengths based on a thorough review of multiple sources of data. Title I funding does not have to address all areas identified in the Needs Assessment because federal, state, and local resources are integrated into a schoolwide program, but Title I funds should supplement critical areas of need.

### Guiding Questions:

*Which data sources did the school use to conduct its Needs Assessment?*

*What needs did the data identify?*

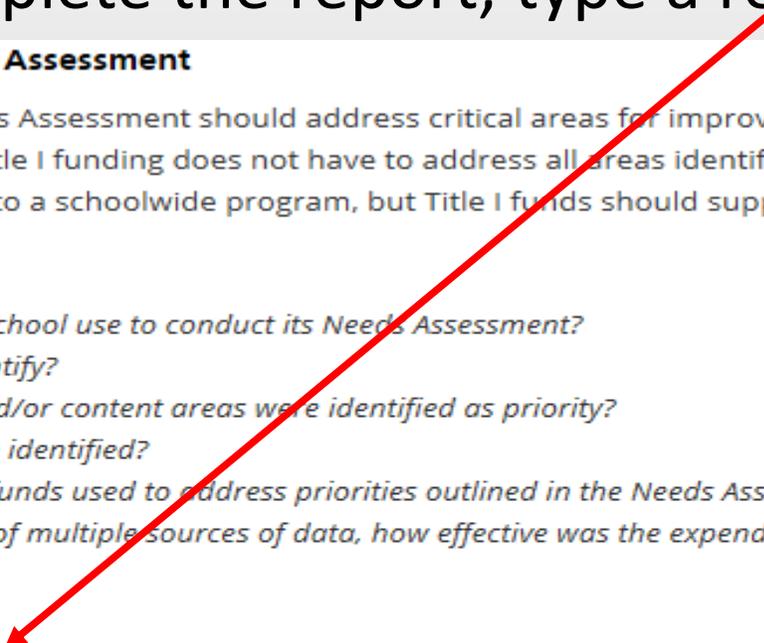
*What specific grade levels and/or content areas were identified as priority?*

*What achievement gaps were identified?*

*Specifically, how were Title I funds used to address priorities outlined in the Needs Assessment?*

*Based on a thorough review of multiple sources of data, how effective was the expenditure of Title I funding used to target critical needs?*

Enter your answer here



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# Title I Report: General Information

- The purpose of this report is to reflect upon last year's improvement planning, including your strategies and activities related to Title I funds.
- In order to respond to these questions, it may be helpful to refer to your Phase I - Needs Assessment and CSIP and June Title I report from last year (in ASSIST). You may also choose to complete your Needs Assessment report for this year before the Title I Report as the Needs Assessment requires reflection on your academic and non-academic data from last year to determine the effectiveness of last year's plan.
- We suggest typing the responses into a Word document (see next slide for template) and copying and pasting into EProve. Alternatively, you can upload the Word document as an attachment and respond "See Attachment" for each of the questions.

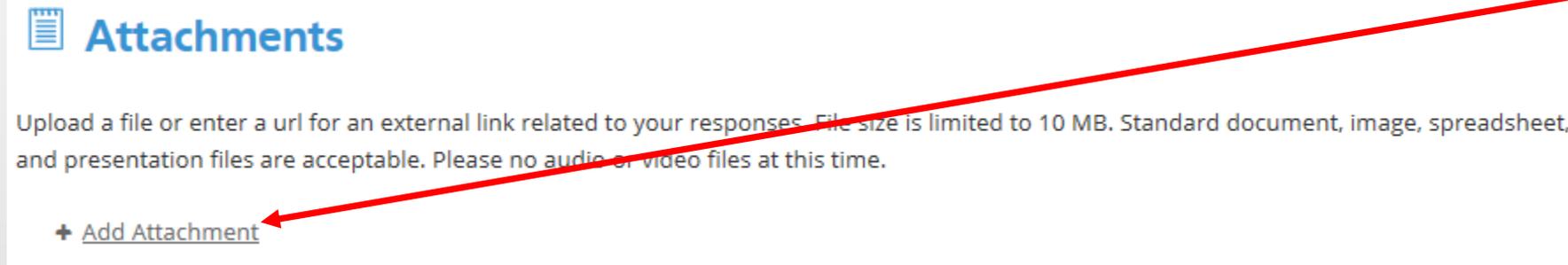
# Title I: Helpful Resources

- Your school's Title I Report from last year which is available in [ASSIST](#) or contact Planning and Program Evaluation if you need help with accessing last year's report.
- Title I Report: Word Document available at website below (allows you to work offline and cut/paste responses into EProve):

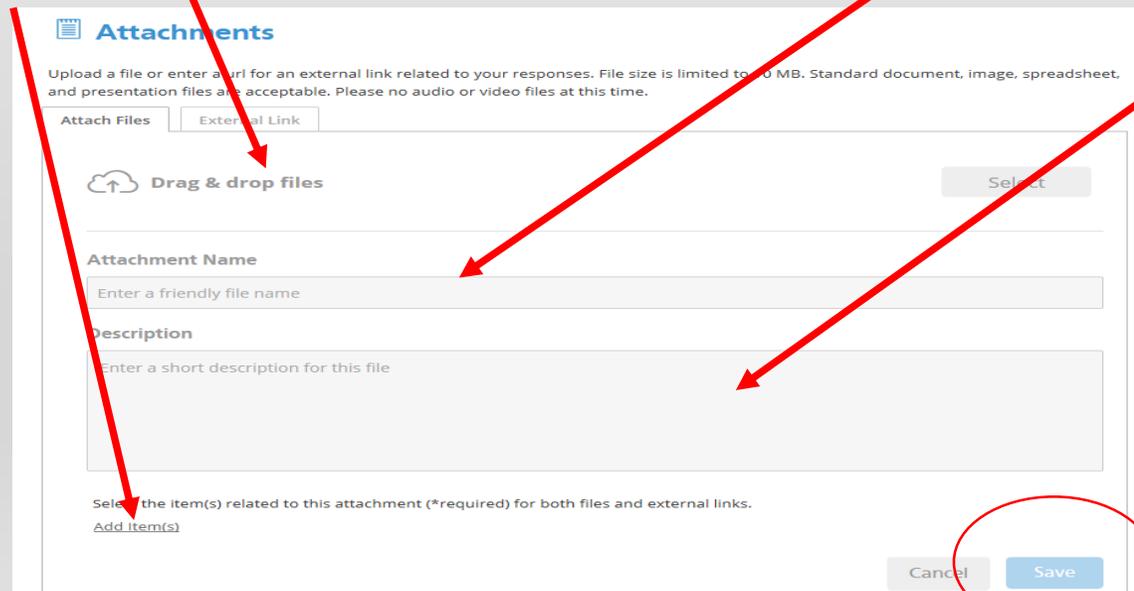
<http://bit.ly/2wN0e1H>

# EProve: Adding Attachments

- Attachments **are optional**, but may be helpful if you have created data charts, tables, etc.
- To add attachment, scroll to the bottom of the report to the “Attachments” section and click on “Add Attachment”



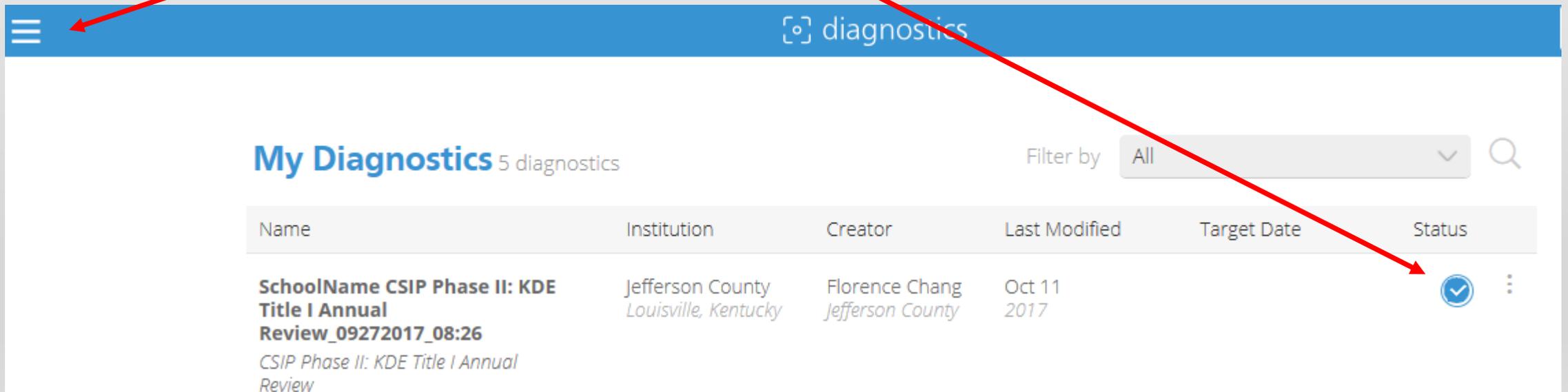
- To add attachment, drag and drop the file (or Select the file) and add 1) attachment name, 2) attachment description, and 3) which question the attachment is uploaded for (may be more than one). Then click “Save.”



The screenshot shows the 'Attachments' form in EProve. It has a header with a document icon and the word 'Attachments'. Below the header, there is a paragraph of text: 'Upload a file or enter a url for an external link related to your responses. File size is limited to 10 MB. Standard document, image, spreadsheet, and presentation files are acceptable. Please no audio or video files at this time.' There are two tabs: 'Attach Files' (selected) and 'External Link'. Below the tabs, there is a 'Drag & drop files' area with a cloud icon and a 'Select' button. Below this, there are two text input fields: 'Attachment Name' (with the placeholder text 'Enter a friendly file name') and 'Description' (with the placeholder text 'Enter a short description for this file'). Below the description field, there is a section titled 'Select the Item(s) related to this attachment (\*required) for both files and external links.' with a link 'Add Item(s)'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red. Red arrows point from the text in the third bullet point of the previous list to the 'Drag & drop files' area, the 'Attachment Name' field, the 'Description' field, and the 'Save' button.

# Title I: How to Submit

- Unlike the past, there is NO submit button.
- Click on the 3 lines and “My Diagnostics” to check status of your reports. If every question from the report is answered, Eprove will change the status to a check mark.



The screenshot shows a web interface for 'My Diagnostics'. At the top, there is a blue header with a hamburger menu icon on the left and the text 'diagnostics' on the right. Below the header, the main content area is titled 'My Diagnostics 5 diagnostics'. To the right of the title is a 'Filter by' dropdown menu set to 'All' and a search icon. Below this is a table with the following columns: Name, Institution, Creator, Last Modified, Target Date, and Status. The table contains one row of data:

Name	Institution	Creator	Last Modified	Target Date	Status
<b>SchoolName CSIP Phase II: KDE Title I Annual Review_09272017_08:26</b> <i>CSIP Phase II: KDE Title I Annual Review</i>	Jefferson County <i>Louisville, Kentucky</i>	Florence Chang <i>Jefferson County</i>	Oct 11 2017		 

# Title I: How to Download

- Download the report for your records.

The screenshot displays a web application interface for managing diagnostic settings. On the left, a sidebar contains a navigation menu with the following items: 'SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26', 'Settings', 'Title I Annual Review', and 'Attachments'. At the bottom of the sidebar are two blue buttons: 'Send to Workspace' and 'Download Report'. A red arrow originates from the 'Download Report' button and points towards the 'Diagnostic Settings' panel on the right.

The main content area is titled 'Diagnostic Settings' and contains several sections:

- Diagnostic Name**: A text input field containing 'SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26'.
- Diagnostic Template**: A text input field containing 'CSIP Phase II: KDE Title I Annual Review'.
- Status**: A dropdown menu currently set to 'Open'.
- View History Log**: A link to view the history log.
- Access**: A section for managing user access, including an input field for names, an 'Add' button, and a list of users (e.g., 'Chang, Florence' from 'Jefferson County') with an 'Admin' dropdown and a close button.
- Target Completion**: A section for setting completion targets.

At the bottom of the settings panel, it indicates 'Last modified 10/11/2017, 5:09 pm' and features a prominent blue button labeled 'Lock Diagnostic'. Below this button is a downward-pointing chevron icon.

At the bottom of the page, the text 'Title I Annual Review' is displayed.

# Questions?

- JCPS Title I Office
  - Staci Eddleman, Director
  - Call 485-3240
  - Or email: [staci.eddleman@Jefferson.kyschools.us](mailto:staci.eddleman@Jefferson.kyschools.us)
- JCPS Planning and Program Evaluation
  - Florence Chang or Deven Vaught
  - Call: 485-6254
  - Or email: [florence.chang@jefferson.kyschools.us](mailto:florence.chang@jefferson.kyschools.us)  
[deven.vaught@Jefferson.kyschools.us](mailto:deven.vaught@Jefferson.kyschools.us)