

# 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

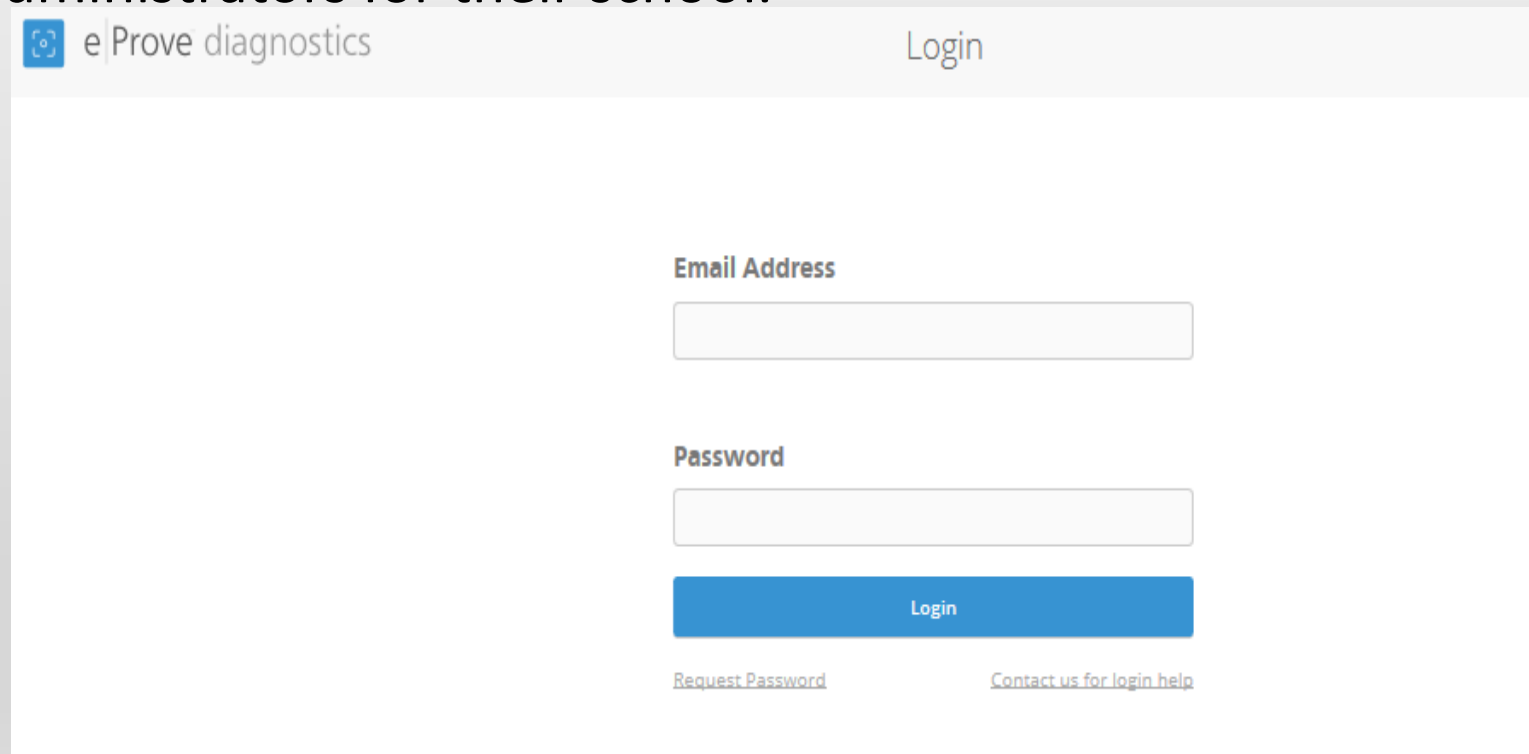
EProve Log-in site:

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

# How to Login

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

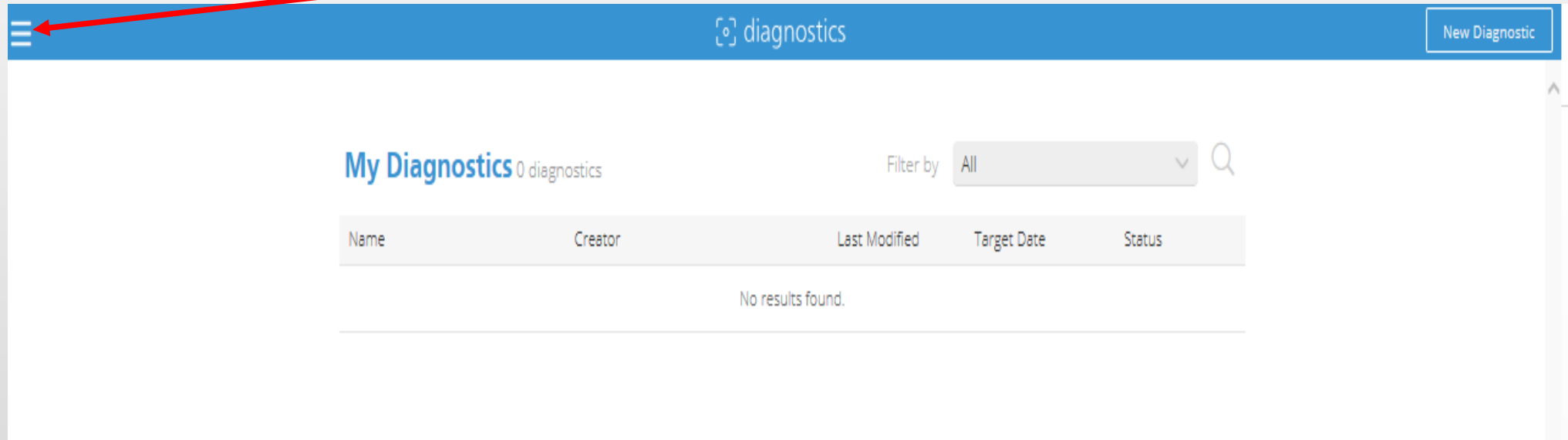
All principals should have access to EProve Diagnostics. Principals can add users and other administrators for their school.

The image shows a web browser window displaying the login page for 'e|Prove diagnostics'. The page has a light gray header with the site logo on the left and the word 'Login' on the right. The main content area is white and contains two input fields: 'Email Address' and 'Password', each with a light gray border. Below the password field is a blue 'Login' button. At the bottom of the page, there are two links: 'Request Password' and 'Contact us for login help'.

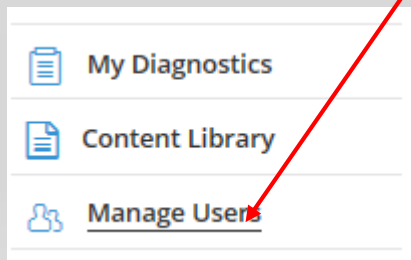
Trouble logging in? Call the JCPS Planning Department (502) 485-6254

# How to Add Users

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

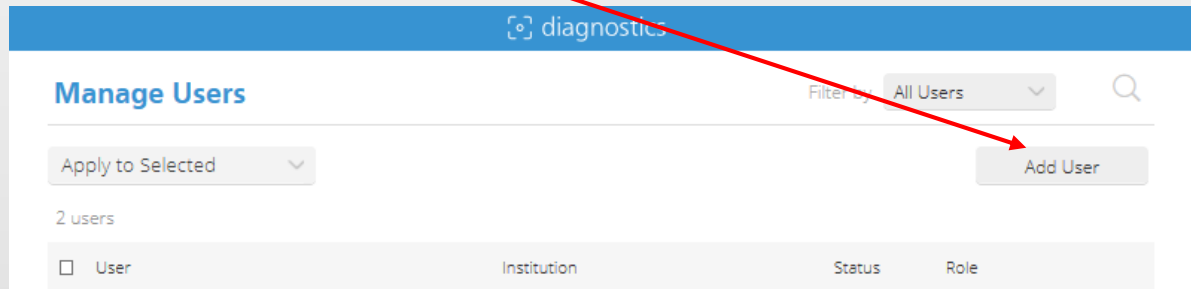


Step 2. Click on Manage Users



# How to Add Users

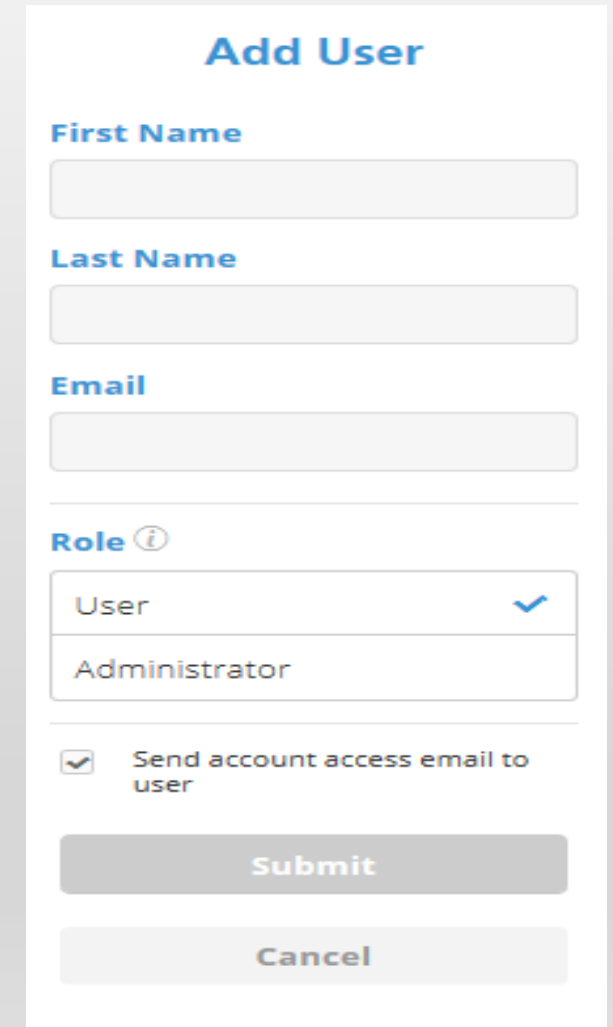
Step 3. Click on 'Add User'



The screenshot shows the 'Manage Users' interface. At the top, there's a blue header with a 'diagnostics' icon. Below it, the 'Manage Users' title is on the left, and a 'Filter by' dropdown set to 'All Users' is on the right. A search icon is also present. Below the filter, there's an 'Apply to Selected' dropdown. A table below shows '2 users' with columns for 'User', 'Institution', 'Status', and 'Role'. A red arrow points from the 'Add User' button in the top right corner of the table area to the 'Add User' button in the 'Step 4' form.

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.

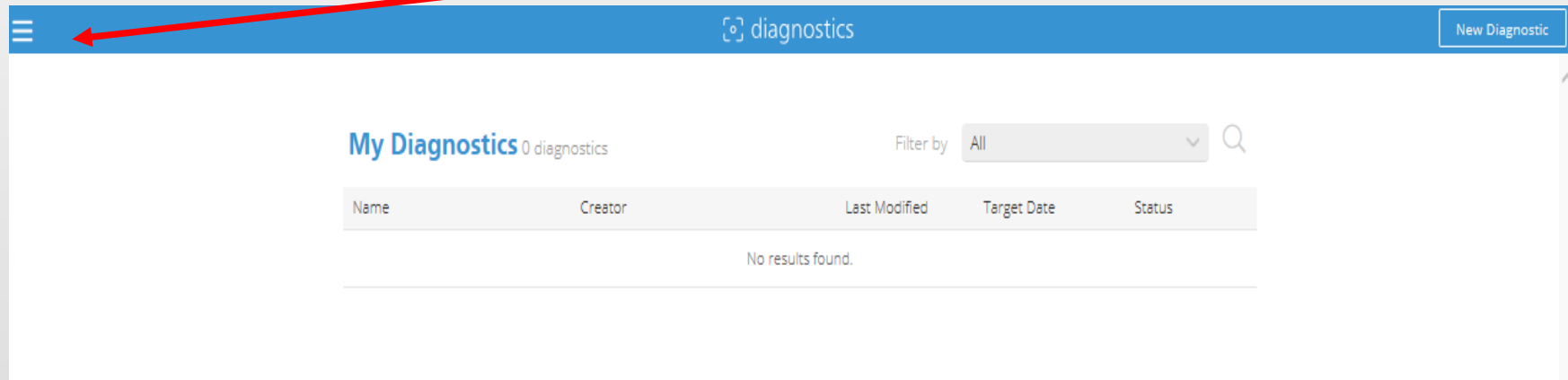


The screenshot shows the 'Add User' form. It has a title 'Add User' in blue. Below it are input fields for 'First Name', 'Last Name', and 'Email'. Below these is a 'Role' section with an information icon and a dropdown menu showing 'User' (selected) and 'Administrator'. Below the role dropdown is a checkbox labeled 'Send account access email to user' which is checked. At the bottom are two buttons: 'Submit' and 'Cancel'. A red arrow points from the 'Add User' button in the 'Step 3' screenshot to the 'Submit' button in this form.

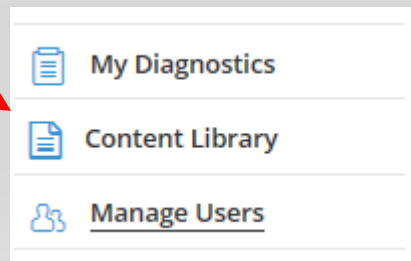
# Title I

# Adding and accessing the Title I

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

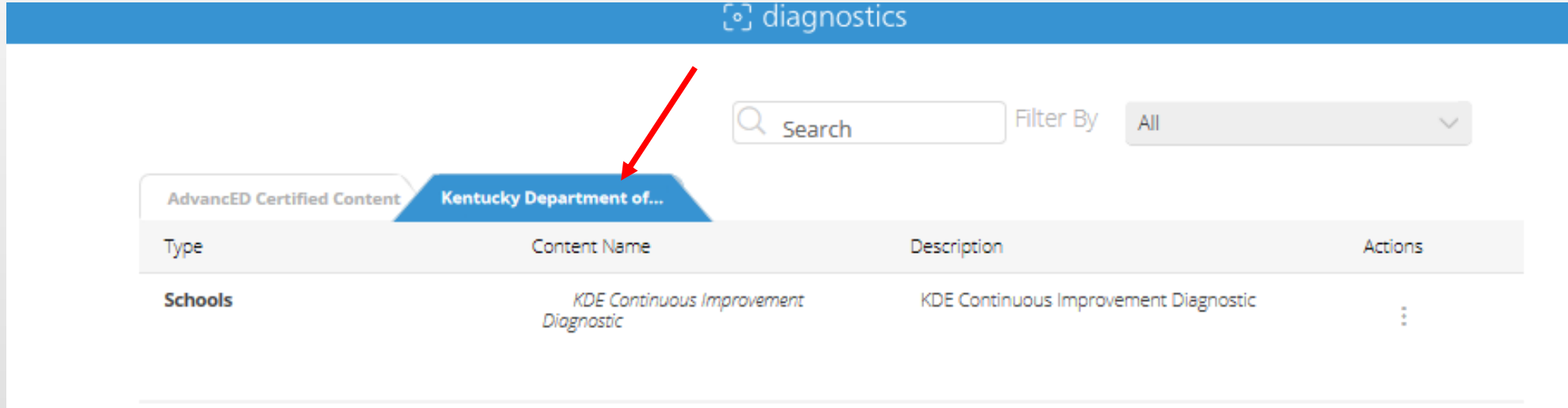


**Step 2. Click on Content Library (if you don't see this option, someone with Admin rights at your school, such as the principal needs to complete this step)**



# Adding and accessing the diagnostic

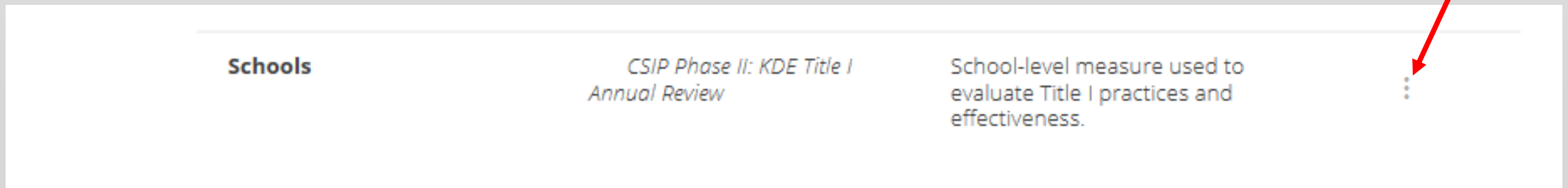
Step 3. Click on the Kentucky Department of Education tab



The screenshot shows a web interface with a blue header bar containing a magnifying glass icon and the text 'diagnostics'. Below the header, there is a search bar with a magnifying glass icon and the text 'Search', followed by a 'Filter By' dropdown menu currently set to 'All'. Below these elements, there are two tabs: 'Advanced Certified Content' and 'Kentucky Department of...'. A red arrow points to the 'Kentucky Department of...' tab. Below the tabs is a table with the following structure:

Type	Content Name	Description	Actions
<b>Schools</b>	<i>KDE Continuous Improvement Diagnostic</i>	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 table with the following structure:

<b>Schools</b>	<i>CSIP Phase II: KDE Title I Annual Review</i>	School-level measure used to evaluate Title I practices and effectiveness.	⋮
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A red arrow points to the vertical ellipsis (three dots) in the 'Actions' column of the table row.



# Title I

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

## Diagnostic Settings

### Diagnostic Name ⓘ

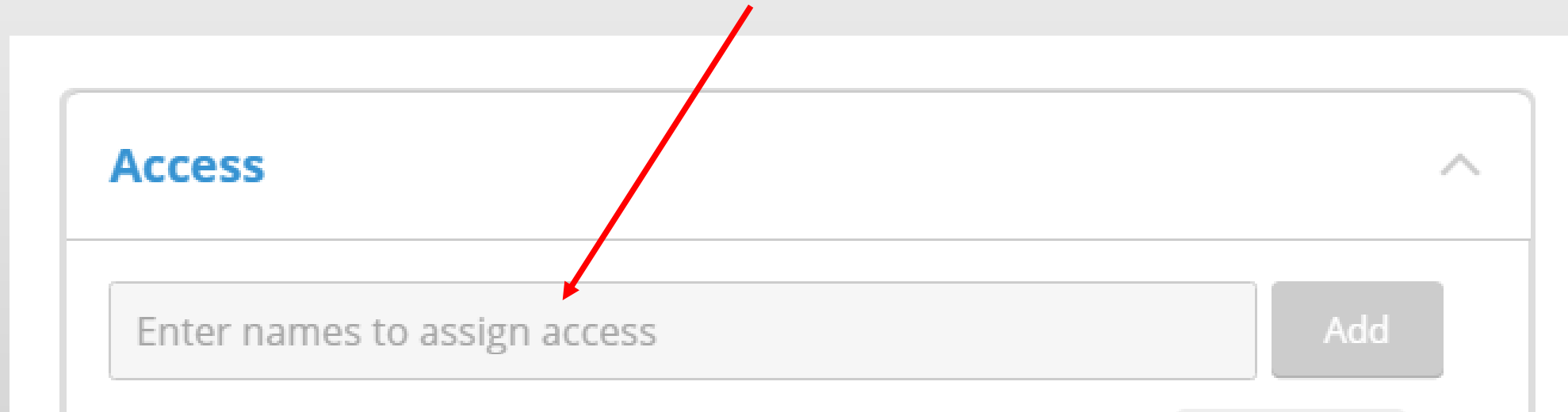
SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26

### 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.



The screenshot shows a user interface for the 'Access' tab. The tab is titled 'Access' in blue text. Below the title is a horizontal line. Underneath the line is a light gray input field with the placeholder text 'Enter names to assign access'. To the right of the input field is a gray button labeled 'Add'. A red arrow points from the top right towards the input field.

# 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.



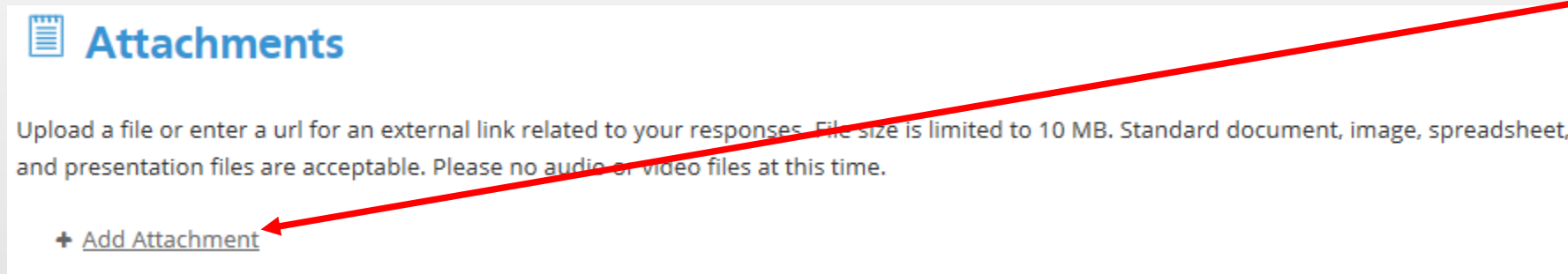
# Title I: Helpful Resources


- 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”



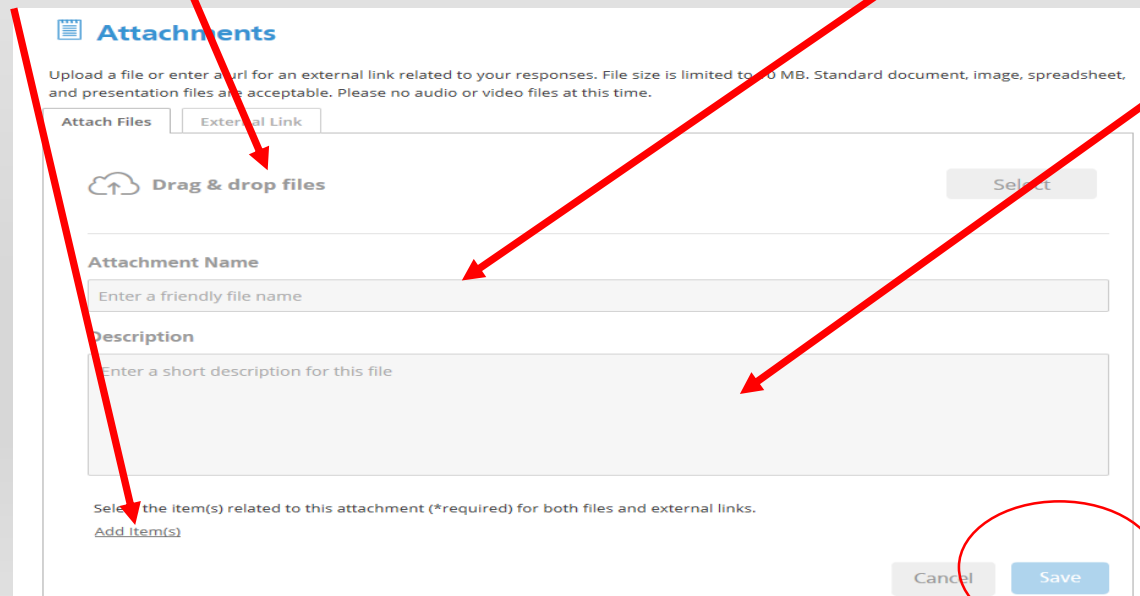
 **Attachments**


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.

 [Add Attachment](#)

A red arrow points from the 'Add Attachment' button in this screenshot to the 'Add Attachment' button in the next screenshot.


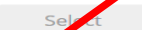
- To add attachment, drag and drop the file (or Select the file) and add 1) attachment name, 2) attachment description, and 3) which question the attachment is uploaded for (may be more than one). Then click “Save.”



 **Attachments**

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.



**Attach Files** **External Link**

 **Drag & drop files** 

**Attachment Name**  
Enter a friendly file name

**Description**  
Enter a short description for this file

Select the Item(s) related to this attachment (\*required) for both files and external links.  
[Add Item\(s\)](#)


 

Red arrows indicate the following steps: 1. Drag and drop the file (or Select the file). 2. Add attachment name. 3. Add attachment description. 4. Select the question(s) related to this attachment. 5. Click the Save button.

# Title I: How to Submit

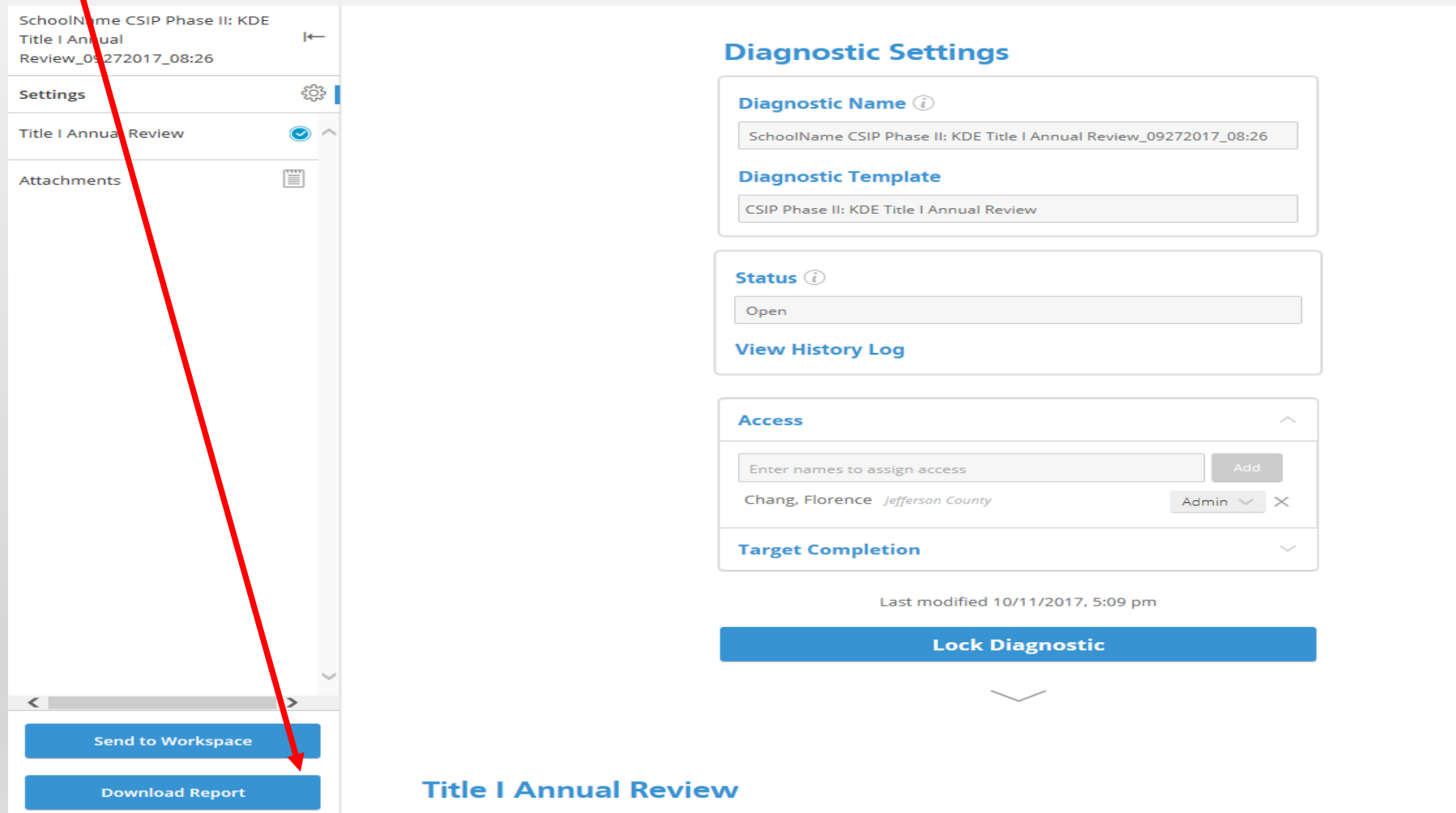
- Unlike the past, there is NO submit button.
- Click on the 3 lines and “My Diagnostics” to check status of your reports. If every question from the report is answered, Eprove will change the status to a check mark.

The screenshot shows the 'My Diagnostics' section of the Eprove interface. At the top, a blue header bar contains a hamburger menu icon (three horizontal lines) on the left and the text 'diagnostics' on the right. Below the header, the main content area has a title 'My Diagnostics' followed by '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. In the 'Status' column of this row, there is a blue circular icon with a white checkmark, which is pointed to by a red arrow from the text 'change the status to a check mark'.

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 the 'Title I Annual Review' interface. On the left, a sidebar contains a breadcrumb trail: 'SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26'. Below this are sections for 'Settings' (with a gear icon), 'Title I Annual Review' (with a checkmark icon), and 'Attachments' (with a document icon). At the bottom of the sidebar are two blue buttons: 'Send to Workspace' and 'Download Report'. A red arrow originates from the top of the sidebar and points directly to the 'Download Report' button. The main content area is titled 'Diagnostic Settings' and includes several sections: 'Diagnostic Name' (containing the text 'SchoolName CSIP Phase II: KDE Title I Annual Review\_09272017\_08:26'), 'Diagnostic Template' (containing 'CSIP Phase II: KDE Title I Annual Review'), 'Status' (set to 'Open'), and a 'View History Log' link. Below these is an 'Access' section with a text input field 'Enter names to assign access', an 'Add' button, and a list item 'Chang, Florence Jefferson County' with an 'Admin' dropdown and a close button. A 'Target Completion' section is partially visible. At the bottom of the main area is a blue button labeled 'Lock Diagnostic' and a downward-pointing chevron. The footer of the page reads 'Title I Annual Review'.

# 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)