GMU
Grants Management University

School Integrated Action Plan (SIAP) Planning Tool (CNA & IAP)
LEA/External Users

A r i z o n a
Department of Education
Grants Management Division

3. Repeat step 2 for all Indicators listed within the Principle. Then select another Principle and follow steps 2-3. All Principles must be completed.

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

4

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

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

3

2

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.
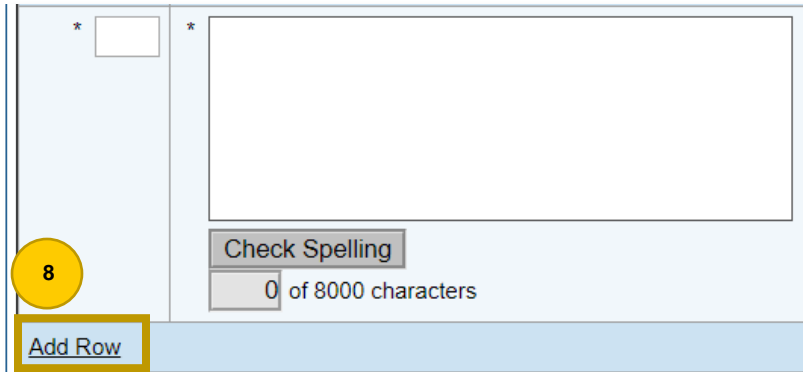
Save And Go To ▶
1
➕ **Review the summary of your data below for each Principle, then complete the Summary and Needs Identification at the end.**
Summary and Needs Identification - Using the summary of your data above and your three fishbone root cause analyses, complete the Summary need.

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

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 and indicator for each of your	Write the description of the CNA indicator. - (Head of the fishbone)	List the one major contributing factor to the problem. (Body of the fishbone)	Write Primary Need Statement - List the action needed to solve the problem. - (Tail of the fishbone)	After conducting a root cause analysis for each of your primary needs using the fishbone method, complete the final three sections of the chart.
2	**3**	**4**	**5**	**6**
	Check Spelling	Check Spelling	Check Spelling	Check Spelling
	0 of 8000 characters	0 of 8000 characters	0 of 8000 characters	0 of 8000 characters

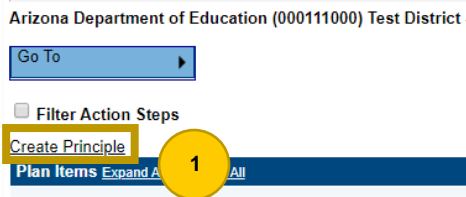7. Repeat above-mentioned steps 2-6 to enter in at least 3 primary needs (required)

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

Check Spelling

0 of 8000 characters

8

Add Row

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 **1**

Plan Items Expand All All

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**
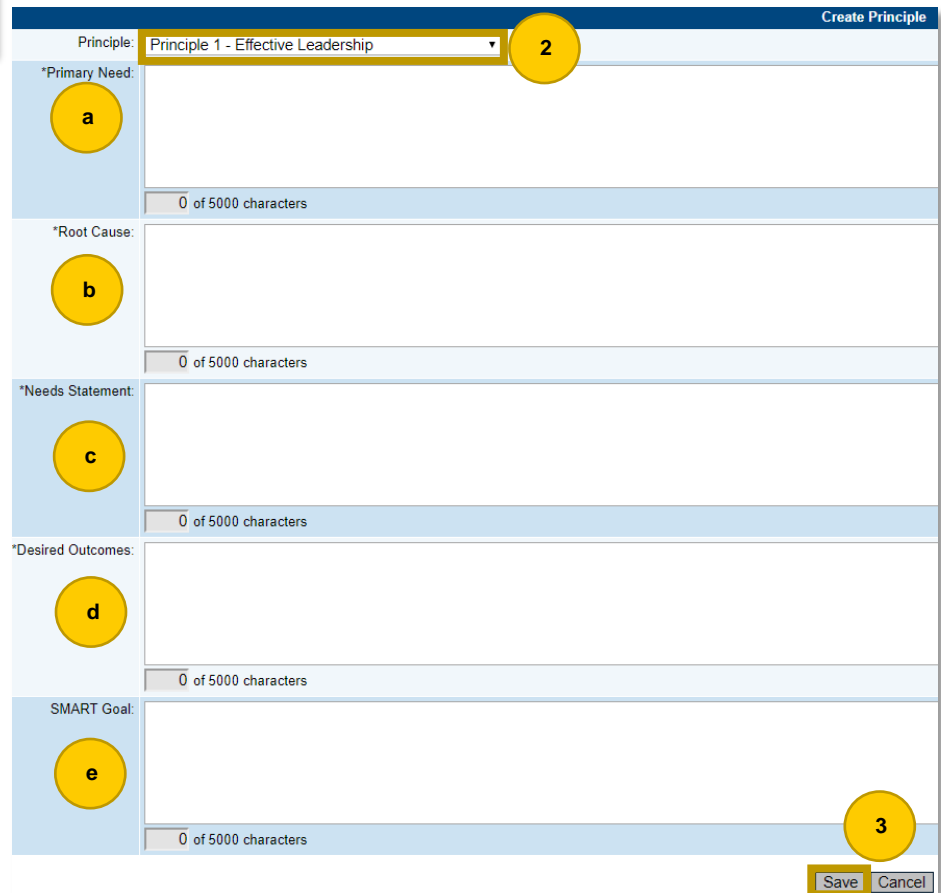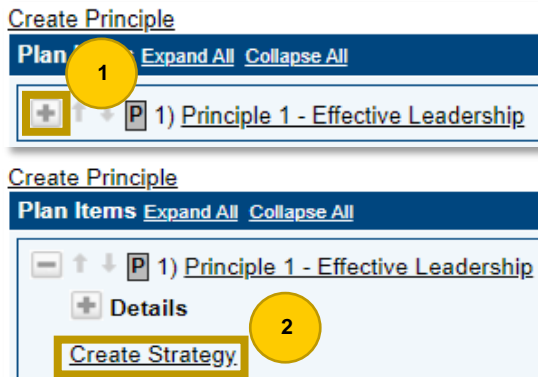4. Repeat Steps 1 – 3 to select another principle

Principles

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

1. Select **Create Principle**

Create Principle

Principle: Principle 1 - Effective Leadership ▼ **2**

*Primary Need: **a**

0 of 5000 characters

*Root Cause: **b**

0 of 5000 characters

*Needs Statement: **c**

0 of 5000 characters

*Desired Outcomes: **d**

0 of 5000 characters

SMART Goal: **e**

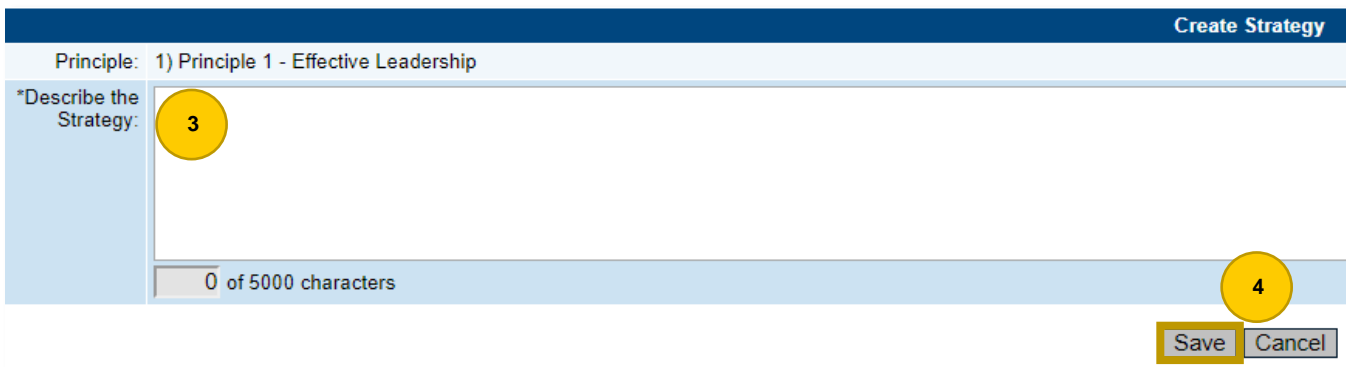0 of 5000 characters

3

Save Cancel

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
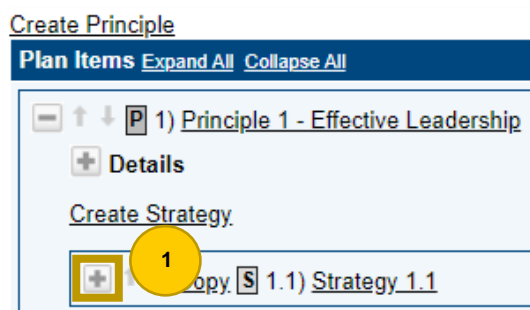5. Follow Steps 2 – 4 to create additional strategies (if applicable)

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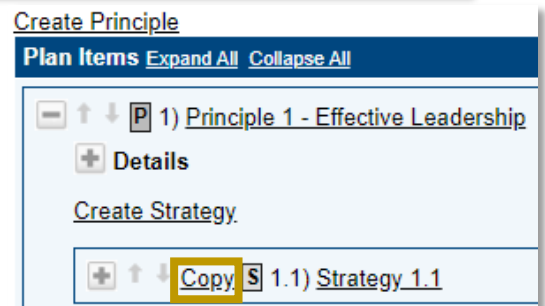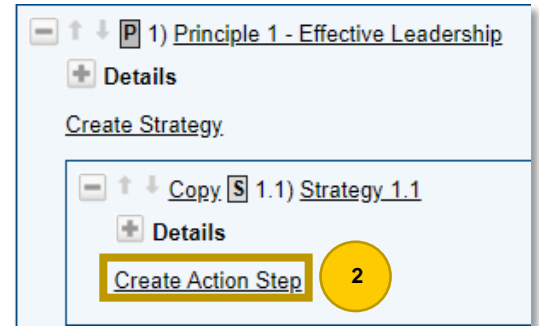
Action Steps

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.

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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.
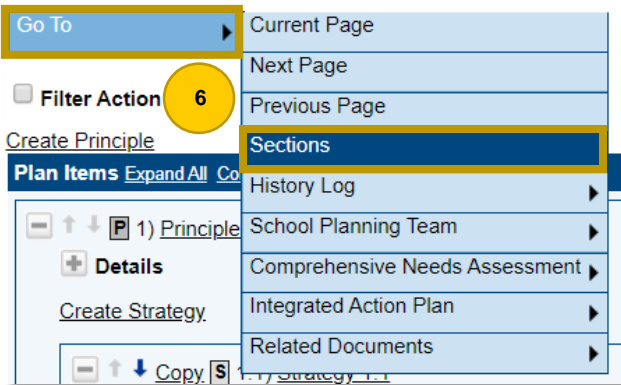
6. Once back on the <u>Principles, Strategies and Actions Steps (REQUIRED)</u> page, hover over **Go To** and select Sections to navigate back to your School Integrated Action Plan (SIAP) Sections

Funding Tags

To create funding tags:

1. Select <u>Add Funding Tag</u>
2. From the drop-down menu, select the appropriate funding application and the specific grant
3. Select <u>Add Funding Tag</u> to create another funding tag
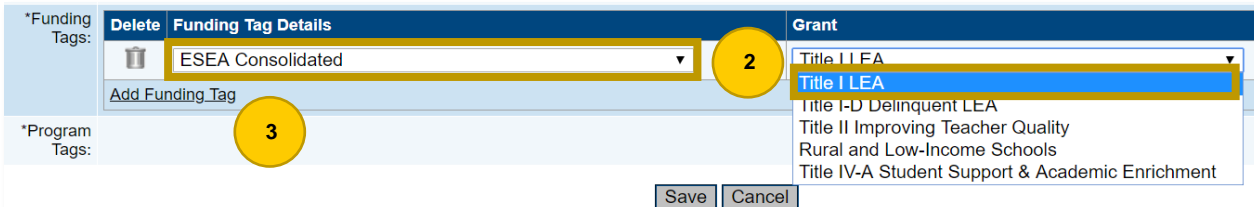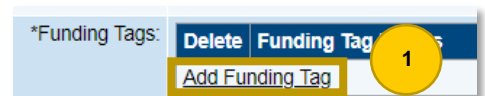
Related Documents

Documents uploaded in the <u>Related Documents</u> 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.

Type	Document Template	Document/Link
Required Documents		
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	**1** 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** Select
3 Document Name:		
	4 Create Cancel	

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
⊟ **History Log**	
History Log	
Create Comment	
⊟ **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

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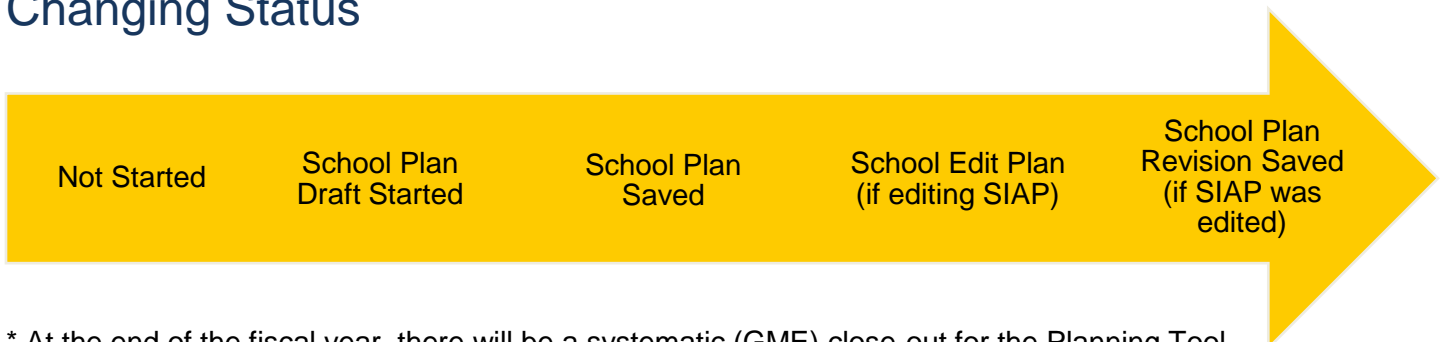
2	School Planning Team (REQUIRED)	
Review	Questions marked with an asterisk (*) require a response.	**Error**

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 LIAP

Once the LIAP is completed, the **LEA Plan Update** role needs to **Change Status To:** LEA Plan Saved. This saves the current version of the LIAP. In the event edits are needed, the **LEA Plan Update** will need to change the status to LEA Edit Plan prior to making the necessary edits.

Changing Status

Not Started	School Plan Draft Started	School Plan Saved	School Edit Plan (if editing SIAP)	School Plan Revision Saved (if SIAP was edited)

* 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	