

# Quick Reference Guide (QRG)



## LEA Integrated Action Plan (LIAP) Planning Tool

LEAs/External Users



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## User Role Requirement

There is one role required to complete and save the LIAP:

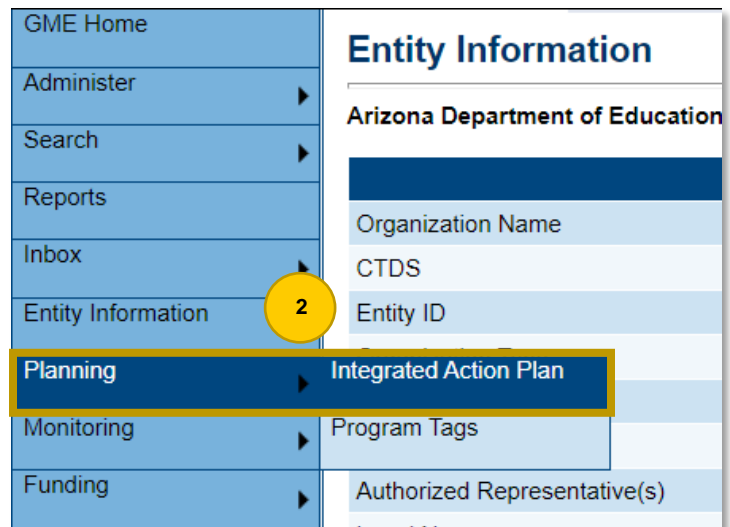
- **LEA Plan Update:** allows a user to initiate, edit, save and revise a district-level plan. This role enables the user to view all school (site) plans as well. This role is necessary for LIAP.

**Note:** To be assigned this (and any other) user role, please reach out to your **LEA User Access Administrator**. The **LEA Plan Update** role is assigned at the district level (the drop-down for Schools would need to stay at ALL).

The **LEA User Access Administrator** will need to select a specific school (site) to be able to see the **School Plan Update** role (this role is for SIAP only, not for LIAP). This will be the only role available to be assigned at the school (site) level.

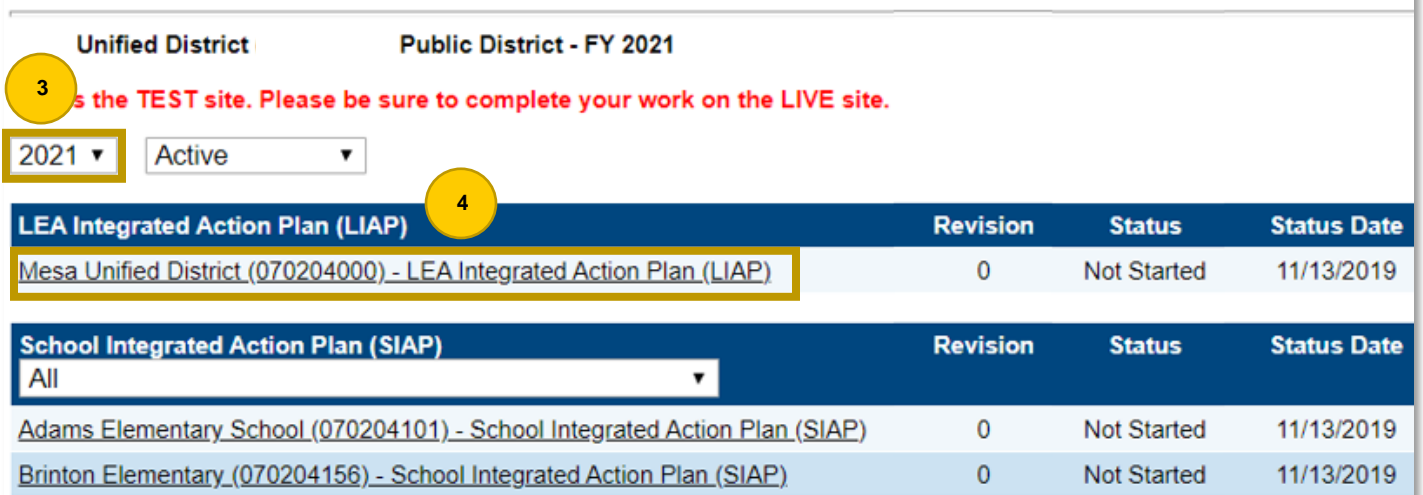
## Accessing the LIAP

1. Log into GME via ADEConnect and select your organization's name (hyperlink)
2. On the main menu, hover over Planning and select Integrated Action Plan
3. Select the Fiscal Year you want to complete
4. Select the LEA Integrated Action Plan (LIAP)



GME Home	
Administer	
Search	
Reports	
Inbox	
Entity Information	
<b>Planning</b>	<b>Integrated Action Plan</b>
Monitoring	Program Tags
Funding	Authorized Representative(s)

## LEA and School Planning



Unified District: **Public District - FY 2021**

**3** is the TEST site. Please be sure to complete your work on the LIVE site.

2021 ▾ Active ▾

LEA Integrated Action Plan (LIAP)	Revision	Status	Status Date
Mesa Unified District (070204000) - LEA Integrated Action Plan (LIAP)	0	Not Started	11/13/2019

School Integrated Action Plan (SIAP)	Revision	Status	Status Date
All ▾			
Adams Elementary School (070204101) - School Integrated Action Plan (SIAP)	0	Not Started	11/13/2019
Brinton Elementary (070204156) - School Integrated Action Plan (SIAP)	0	Not Started	11/13/2019

## Initiating the LIAP

### LEA Integrated Action Plan (LIAP) Sections

Arizona Department of Education (000111000) Test District - FY 2021

Status: Not Started

Change Status To: [LEA Plan Draft Started](#)

To initiate the LIAP, the **LEA Plan Update** role must **Change Status To** [LEA Plan Draft Started](#).

## LIAP Sections

There are three sections of the LIAP that **must** be completed:

1. LEA Planning Team
2. LEA District Summary
3. Integrated Action Plan

**Related Documents** for LIAP are not required but encouraged.

**Note:** Within pages of all four sections, any field with an asterisk requires data to be entered. It is strongly recommended that you **save your work periodically** as you are completing the LIAP pages to ensure your data is saved. You can save by selecting **Save and Go To** (located both at the top and bottom of most pages) > Current Page.

### LEA District Summary

Arizona Department of Education (000111000) Test District

**This is the TEST site. Please be sure to complete your work.**

Save And Go To	Current Page
	Next Page
LEA District Summary	Previous Page

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/> History Log	
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/> LEA Planning Team	1
	<a href="#">LEA Planning Team</a>
<input type="checkbox"/> LEA District Summary	2
	<a href="#">LEA District Summary</a>
<input type="checkbox"/> Integrated Action Plan	3
	<a href="#">Principles, Strategies and Action Steps</a>
<input type="checkbox"/> Related Documents	
	<a href="#">Related Documents</a>
All	

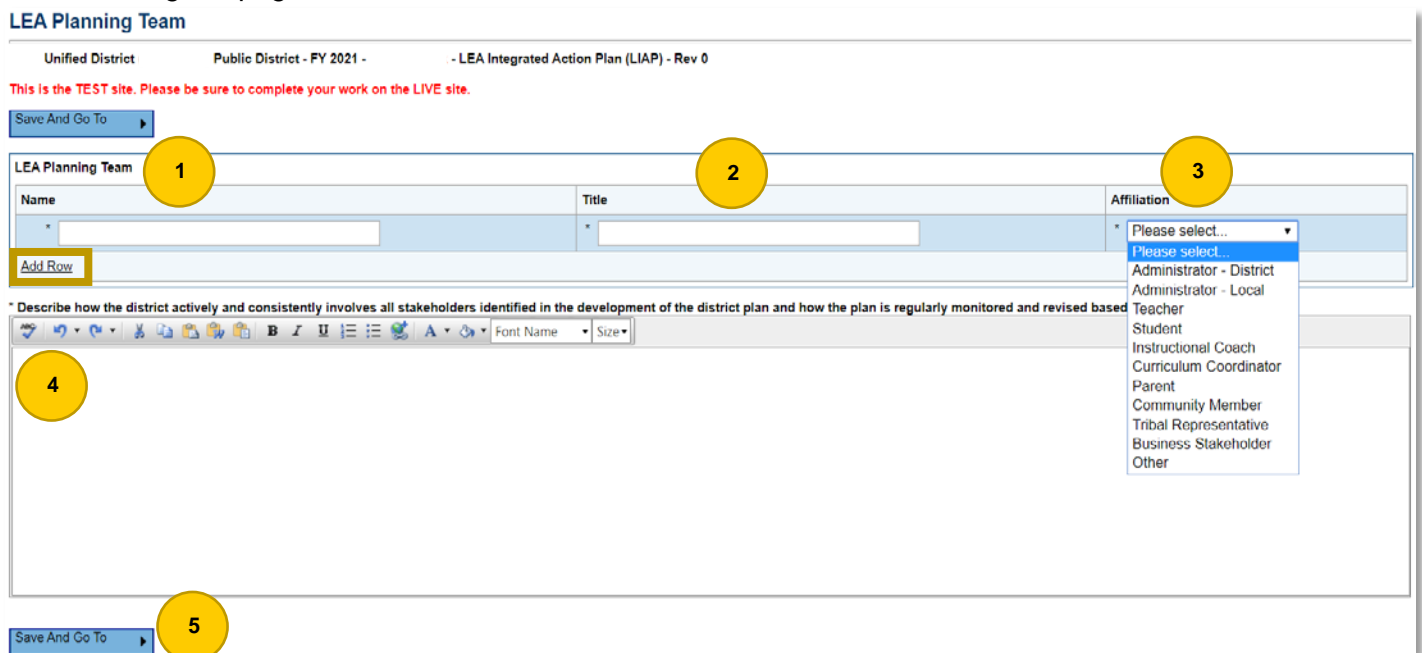
The [Create Comment](#) page of the History Log section will be used to communicate between you and ADE. You can also use this functionality to communicate with your schools. For more information on the functionality of the History Log section, please view the information in GME's Grants Management Resource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

## LEA 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 district's (or charter's) stakeholder group
4. **Narrative Field:** this is where you would describe how the district actively and consistently involves all stakeholders identified in the development of the district plan and how the plan is regularly monitored and revised based on students' needs
5. Select **Save and Go To** > Sections to save your data and go back to the Sections page

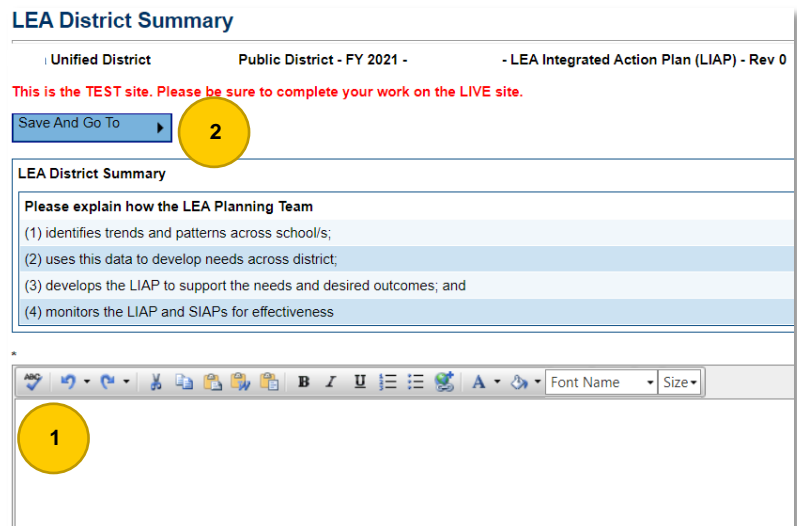
**Note:** To add another person, select **Save and Go To** > Current Page. Then [Add Row](#). Add all stakeholders before leaving the page.



The screenshot shows the 'LEA Planning Team' form. At the top, it displays 'Unified District', 'Public District - FY 2021 -', and '- LEA Integrated Action Plan (LIAP) - Rev 0'. A red warning message states: 'This is the TEST site. Please be sure to complete your work on the LIVE site.' Below this is a 'Save And Go To' button. The main form area has three columns: 'Name' (callout 1), 'Title' (callout 2), and 'Affiliation' (callout 3). The 'Affiliation' dropdown menu is open, showing options like 'Administrator - District', 'Teacher', 'Student', etc. Below the columns is an 'Add Row' button. A large text area for the narrative (callout 4) is below that, with a rich text editor toolbar. At the bottom left is another 'Save And Go To' button (callout 5).

## LEA District Summary

1. Provide your summary that addresses how the LEA Planning Team does what is described above the text box in points (1) through (4)
2. Select **Save and Go To** > Sections to save your summary and go back to the Sections page

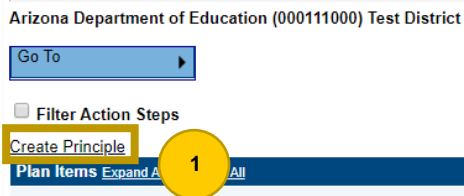


The screenshot shows the 'LEA District Summary' form. At the top, it displays 'Unified District', 'Public District - FY 2021 -', and '- LEA Integrated Action Plan (LIAP) - Rev 0'. A red warning message states: 'This is the TEST site. Please be sure to complete your work on the LIVE site.' Below this is a 'Save And Go To' button (callout 2). The main form area is titled 'LEA District Summary' and contains a section 'Please explain how the LEA Planning Team' with four numbered points: (1) identifies trends and patterns across school/s; (2) uses this data to develop needs across district; (3) develops the LIAP to support the needs and desired outcomes; and (4) monitors the LIAP and SIAPs for effectiveness. Below this is a large text area for the summary (callout 1) with a rich text editor toolbar.

# Integrated Action Plan

There are three parts to this plan: **Principles**, **Strategies**, and **Action Steps**.

## Principles, Strategies and Action Steps

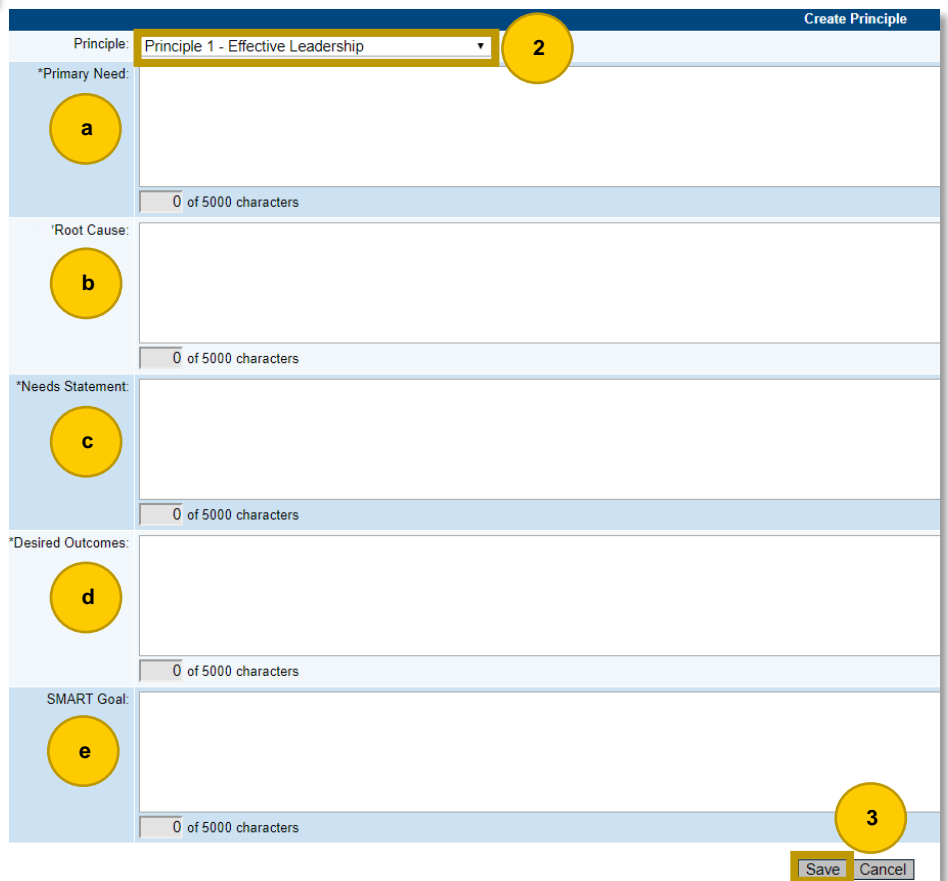


2. Select the Principle from the drop-down menu, then complete the following:
  - a. Primary Need
  - b. Root Cause (not required)
  - c. Needs Statement
  - d. Desired Outcomes
  - e. SMART Goal (if applicable)
3. Select **Save**
4. Repeat Steps 1 – 3 to select another principle

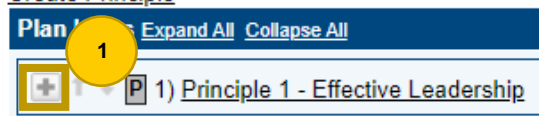
## Principles

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

1. Select Create Principle




## Create Principle

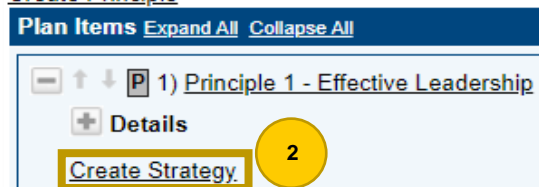


## Strategies

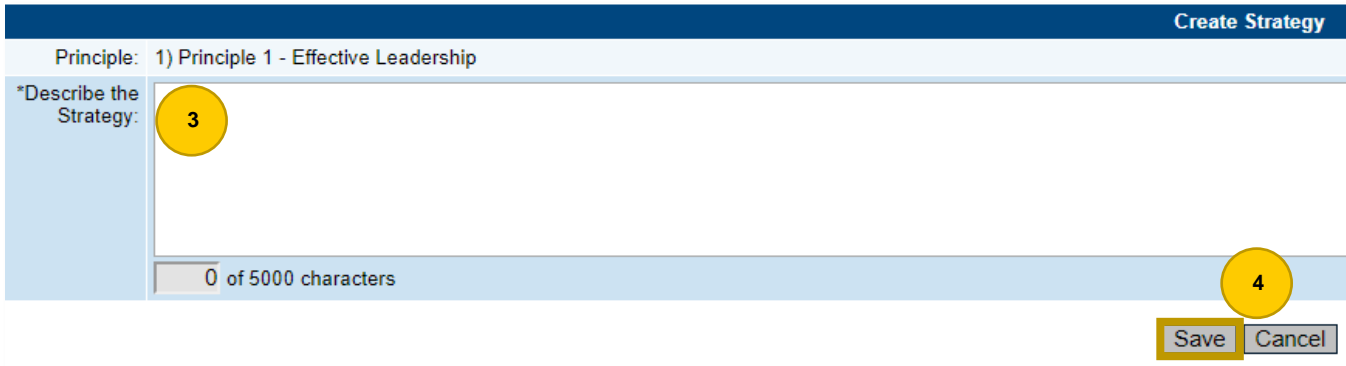
Once a principle has been created, a strategy must be created. To create a strategy:

1. Select the  icon of the principle you created
2. Select Create Strategy

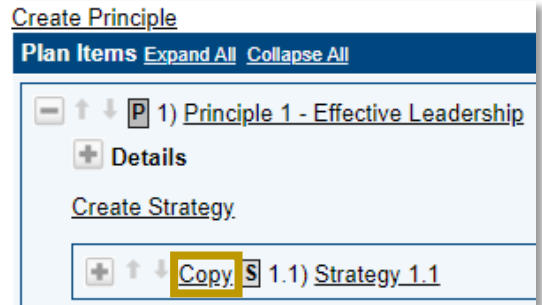
## Create Principle



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.



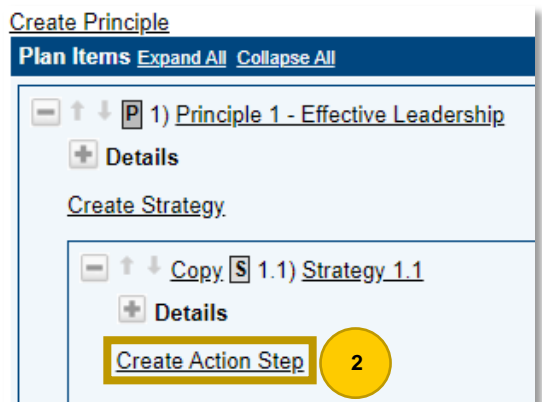
## Action Steps

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 will 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 below on how to add a Funding Tag)
- g. Program Tags (if applicable, select one or more ADE Program Tags)

**Create Action Step**

Principle: 1) Principle 1 - Effective Leadership

Strategy Description:	Description									
*Action Step Title:  *Describe the Action Step:  0 of 5000 characters  *Person Responsible for this Action Step: *Name: _____ *Organization Role: _____  *Timeline: *Begin Date: 11/15/2019 <input type="text"/> *Completion Date: 11/15/2019 <input type="text"/>  ESSA Evidence: <input type="radio"/> Strong evidence from at least one well-designed and well-implemented experimental study <input type="radio"/> Moderate evidence from at least one well-designed and well-implemented quasi-experimental study <input type="radio"/> Promising evidence from at least one well-designed and well-implemented correlational study <input type="radio"/> 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	<div style="text-align: center; margin-bottom: 10px;"><b>a</b></div> <input style="width: 100%; height: 20px;" type="text"/>  <div style="text-align: center; margin-bottom: 10px;"><b>b</b></div> <div style="text-align: center; margin-bottom: 10px;"><b>c</b></div> <div style="text-align: center; margin-bottom: 10px;"><b>d</b></div> <div style="text-align: center; margin-bottom: 10px;"><b>e</b></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #004a87; color: white;"> <th style="width: 10%;">Delete</th> <th style="width: 70%;">Funding Tag Details</th> <th style="width: 20%;">Grant</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>21st Century Community Learning Centers Cont-Yr2 ▼</td> <td>21st CCLC Continuing - Year 2 ▼</td> </tr> <tr> <td colspan="3" style="text-align: left;"><a href="#">Add Funding Tag</a></td> </tr> </tbody> </table> <div style="text-align: center; margin-bottom: 10px;"><b>g</b></div> <div style="text-align: center; margin-bottom: 10px;"><b>4</b></div> <div style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>	Delete	Funding Tag Details	Grant		21st Century Community Learning Centers Cont-Yr2 ▼	21st CCLC Continuing - Year 2 ▼	<a href="#">Add Funding Tag</a>		
Delete	Funding Tag Details	Grant								
	21st Century Community Learning Centers Cont-Yr2 ▼	21st CCLC Continuing - Year 2 ▼								
<a href="#">Add Funding Tag</a>										

4. Select Save

5. To create additional action steps, repeat Steps 1 – 4

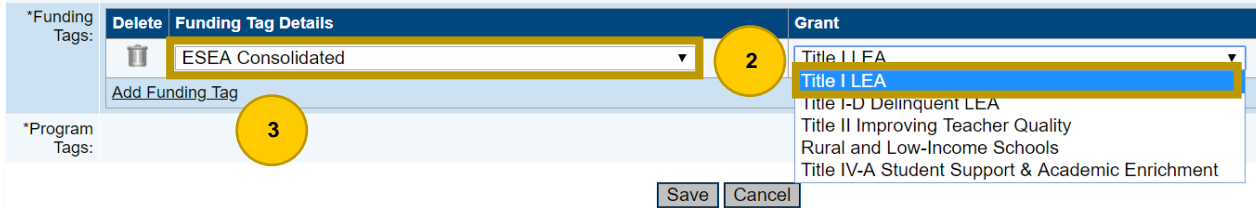
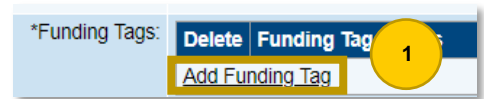
**Note:** An option to Copy is available if you want to copy your action steps to any of the strategies you have created.



## 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. There aren't any required documents to be submitted in the LIAP.
- **Optional:** No documents are required for LIAP but should be noted in the event they are applicable. ADE Program Areas will inform you if any specific documents are needed from your organization (e.g. Fishbone).

## Uploading Documents

Optional Documents		
Type	Document Template	Document/Link
Other	N/A	<a href="#">Upload New</a>

1. Select [Upload New](#)
2. Select Choose File
3. Enter the Document Name
4. Select Create

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

2 Upload Data File:  Fish Bone.docx

URL:

3 Document Name:

4

## Validation Messages

Validation Messages should be reviewed on the LEA Integrated Action Plan (LIAP) Sections prior to saving the plan version. There are two types of messages:

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

## Accessing Validation Messages

On the Sections page, select [Messages](#) under the **Validation** column on the **All** line to see all messages at once rather than individual ones.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] LEA Planning Team		<a href="#">Print</a>
<a href="#">LEA Planning Team</a>		<a href="#">Print</a>
[-] LEA District Summary	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA District Summary</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] Integrated Action Plan		<a href="#">Print</a>
<a href="#">Principles, Strategies and Action Steps</a>		<a href="#">Print</a>
[-] Related Documents		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

You will see the section name in the header, the description of the issue underneath it and [Review](#) link. Select [Review](#) next to the message itself to be directed to the page where the **Error** or Warning has occurred.

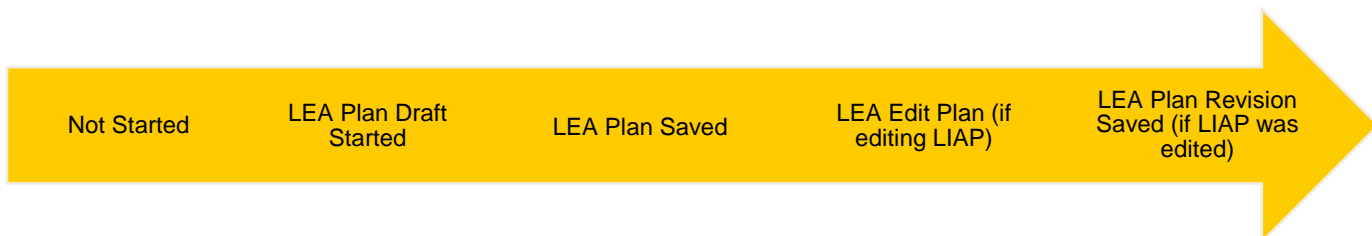
LEA District Summary

LEA District Summary		
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	<b>Error</b>

## 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



\* At the end of the fiscal year, there will be a systematic (GME) close-out for the Planning Tool.

## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Passwords/ADEConnect Support</b>
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov