

Consolidated LEA Improvement Plan (CLIP)
Progress Monitoring Application

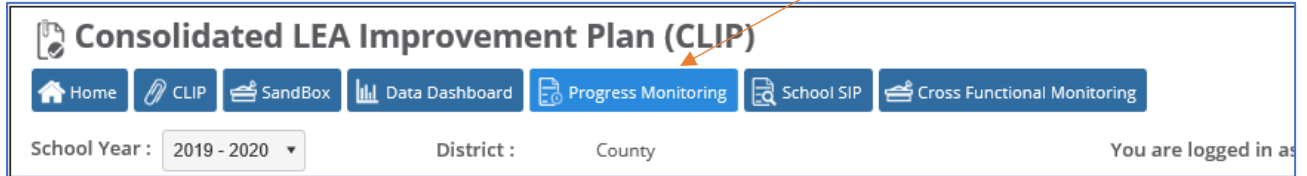
The purpose of the progress monitoring tool within the SLDS CLIP application is to place integrated and on-going progress monitoring reports directly in the hands of local educational agencies (LEA) to allow them to track and monitor progress in the implementation of their CLIP action steps.



- The Progress Monitoring tool is available after a CLIP (Online or S-CLIP) is initially approved by GaDOE.
- Both the District Administrator and the District Superintendent roles can view, edit, and select the evidence of progress status applicable to each action step of the CLIP.
- LEAs are encouraged to convene the CLIP stakeholder group to review the status of the CLIP action steps and complete the progress monitoring application.
- GaDOE Continuous Improvement Teams (CIT) will collaboratively review the CLIP Online progress monitoring submission to understand how the LEA is progressing in implementing its approved plan.
- Once reviewed, comments may be added, and the tool will be reopened for continued use by the LEA for the remainder of the year.

Progress Monitoring Application Navigation

1. Access the CLIP in the Statewide Longitudinal Data System (SLDS).
2. Select the blue tab “Progress Monitoring”.



3. The landing page displays:
 - a. The progress monitoring reporting period
 - b. Progress monitoring status
 - c. Where to select the overarching needs from the DIP
 - d. The action steps connected to each overarching need
 - e. Action step details and reporting progress:
 - Click on View Details to view the description and the details of the goal and the action step
 - Click on Assess Action Item Progress to provide an evidence of progress for the specific action step. There are four drop down options to choose from, along with a text box to provide a narrative summary, if needed or when required
 - Click on Comment History to view the summary of comments included

Progress Monitoring

The currently open reporting period is 9/25/2019 to 11/6/2019

Status: Reopened By State Progress Period: Period 1 - 25 September 2019 - 06 November 2...

Please select an Overarching Need below

OverarchingNeed # 1

This is a test

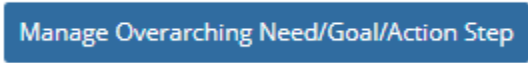
Type	Goal/Action	Current Status	Current Comments	
Goal	This is a test This is a test This is a test This is a test This is a test This is a test	NA	NA	View Details
Action Step # 1	This is a test for testing	Completed	sdgdsedgdsgd	View Details Assess Action Item Progress View Comment History

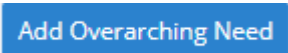
[Next Overarching Need](#) [Submit to State](#)

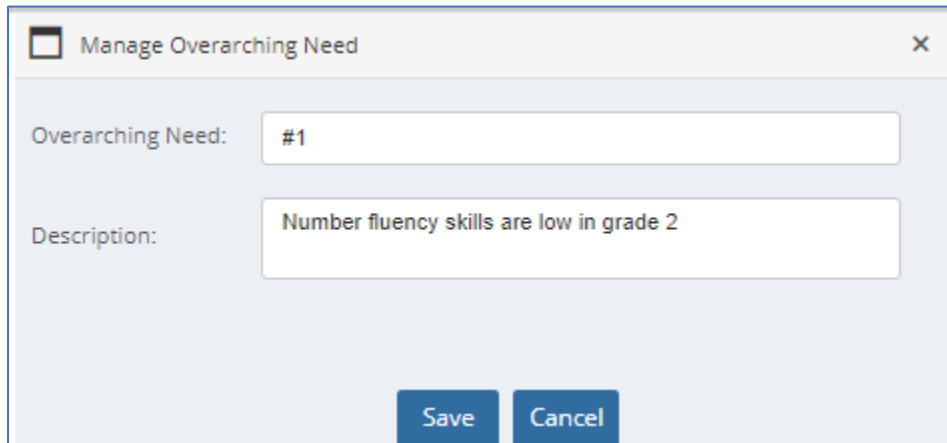
Actions for S-CLIP LEAs Only


The overarching needs, goals, and action steps identified by the LEA in their own continuous improvement process will not automatically appear in this progress monitoring module. The GaDOE has added the following steps for S-CLIP LEAs to quickly add their CLIP action steps to this tool:

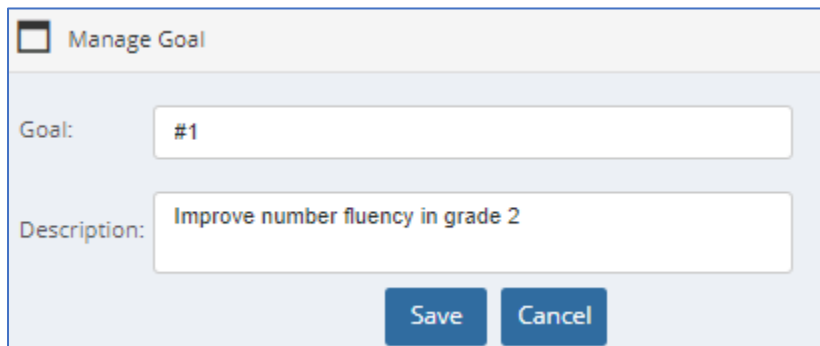
- a. Select this button to start:

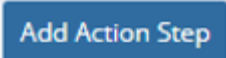


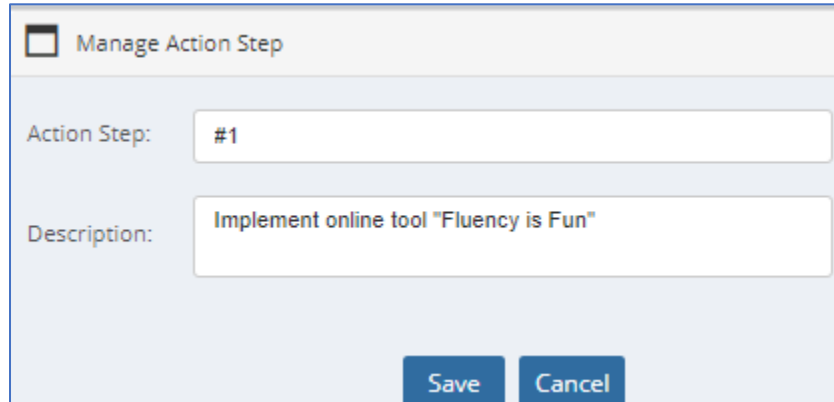
- b. Add the overarching need by selecting  and the screen below will appear. Add the # of the overarching need in the first box. Add the description of the need in the second box. Select "SAVE".



- c. Add the goal by selecting  and this screen will appear. Add the # of the goal in the first box. Add the description of the goal in the second box. Select "SAVE".



- d. Add the action step(s) by selecting  and this screen will appear. Add the # of the action step in the first box. Add the description of the action step in the second box. Select "SAVE".



Manage Action Step

Action Step: #1

Description: Implement online tool "Fluency is Fun"

Save Cancel

- e. When all action steps are added, select CLOSE. Repeat these steps to add additional needs, goals, and action steps. Note that each identified need must have at least one goal and action step entered in to the application.

Now, you will be able to select the overarching need from the drop down and see the goals and action steps associated with this need. Proceed to the next step to "Assess Action Item Progress".

4. After selecting the overarching need and an action step, select the blue Assess Action Item Progress button:



5. For each action step, select the evidence of progress:
 - a. Completed (comment optional)
 - b. Progressing at Expected Rate (comment optional)
 - c. Not Progressing at Expected Rate (comment required)
 - d. Not Started (comment required)

The screenshot shows a web application window titled "Assess Action Item Progress". Inside the window, there is a section labeled "Evidence of Progress" which contains a dropdown menu. The dropdown menu is currently open, showing four options: "Completed", "Progressing At Expected Rate", "Not Progressing At Expected Rate", and "Not Started". The "Completed" option is highlighted in blue. To the right of the dropdown menu, there is a toolbar with several icons: a list icon, a filter icon, a refresh icon, a search icon, a delete icon, a copy icon, and a paste icon. Below the dropdown menu and toolbar, there is a large empty text area. At the bottom left of the window, there is a blue "Save" button.

Note: LEAs may upload attachments supporting the evidence of progress.



6. After assigning a progress status for all action steps in the reporting period, the District Administrator or the District Superintendent will select "Submit to State".

GaDOE Continuous Improvement Team (CIT) Review

1. The GaDOE CLIP CIT will review the district's submitted information, add comments, suggestions, or recommendations, and submit to the State Director.

The screenshot shows the 'CLIP State Administration' interface. The user is logged in as 'State Team Lead'. The 'Progress Monitoring' section indicates the current reporting period is 9/25/2019 to 11/6/2019. The school year is set to 2019-2020, the system is County, and the progress period is Period 1 - 25 September 2019 - 06 November 2019. The status is 'Submitted to State' for County (642). A table displays progress for 'Overarchinglead # 1: This is a test', with a goal of 'This is a test' and an action step of 'This is a test for testing'. The goal status is 'NA' and the action step status is 'Completed'. A 'View User Comments History' button is visible next to the action step. At the bottom, there are 'Submit To Director' and 'View History' buttons.

2. The GaDOE State Director will review the status.

The screenshot shows the 'CLIP State Administration' interface. The user is logged in as 'State Director'. The 'Progress Monitoring' section indicates the current reporting period is 9/25/2019 to 11/6/2019. The school year is set to 2019-2020, the system is Dawson County, and the progress period is Period 1 - 25 September 2019 - 06 November 2019. The status is 'Submitted to Director' for County. A table displays progress for 'Overarchinglead # 1: This is a test', with a goal of 'This is a test' and an action step of 'This is a test for testing'. The goal status is 'Not Started' and the action step status is 'Completed'. A 'View User Comments History' button is visible next to the action step. At the bottom, there are 'Review' and 'View History' buttons.

3. The GaDOE State Director will select "REVIEW COMPLETED". The progress monitoring tool is reopened for the LEA's subsequent reporting. An email is automatically sent to the LEA District Coordinator with the comments from the CIT.