eProve and
ACIP Requirements
### REQUIRED ACIP COMPONENTS

<table>
<thead>
<tr>
<th>Data from survey results assist with developing a school’s needs assessment.</th>
<th>The Title I Diagnostic can be found under the ALSDE Content Tab in eProve Diagnostics. The Title I Diagnostic is for Title I Schools only.</th>
<th>Both Title I and Non-Title Schools must complete an ACIP in eProve Strategies.</th>
</tr>
</thead>
</table>
| **Parent Surveys:**  
- Title I Schools must use the required Title I Parent Survey that can be found under the ALSDE Content Tab in both English and Spanish  
- Non-Title Schools may use any parent survey/inventory found under the AdvancED/Cognia Certified Content Tab or utilize another survey of their choice. | **Title I Schools Only:**  
- Schoolwide or Targeted Assistance Title I Comprehensive Needs Assessment | **Title I Schools and Non-Title Schools:**  
- This is an annual plan that contains strategic themes, objectives, critical initiatives, activities, financial resources, etc. |
| **Teacher Surveys or Inventories:**  
- Title I Schools and Non-Title Schools  
- Schools may use any teacher survey/inventory found under the AdvancED/Cognia Certified Content Tab or utilize another survey of their choice. | **Title I Schools Only:**  
- Schoolwide or Targeted Assistance Title I ACIP Assurances | **Title I Schools and Non-Title Schools:**  
- The Annual Implementation Plan within eProve Strategies will function as your school’s yearly ACIP. |
| **Student Surveys or Inventories:**  
- Title I Schools and Non-Title Schools  
- Schools may use any student survey/inventory found under the AdvancED/Cognia Certified Content Tab or utilize another survey of their choice. | **Title I Schools Only:**  
- Schoolwide or Targeted Assistance Title I Parent and Family Engagement Plan | **Title I Schools and Non-Title Schools:**  
- If a Title I School, be sure to include all federal dollars used in the financial resources section of the plan. |
| **Title I Schools ACIP Checklist**  
- Administer Title I Parent Surveys (Spring or Fall)  
- Administer Staff and Student Surveys (Spring or Fall)  
- Complete the applicable Title I Diagnostic (Schoolwide or Targeted Assistance)  
- Complete plan in eProve Strategies | **Non-Title Schools ACIP Checklist**  
- Administer Parent Surveys (Spring or Fall)  
- Administer Staff and Student Surveys (Spring or Fall)  
- Complete plan in eProve Strategies |
Your School’s ACIP Team

Have a strong ACIP Committee/Leadership Team in Place

ACIP committee must include:

• Teachers
• Principals
• Administrators
• Other appropriate school staff
• Students (secondary school)
• Parents
• Other appropriate Community Members
All Title I expenditures must be included in a school’s needs assessment and ACIP.
Conducting a Needs Assessment

Work in collaboration with school faculties and other LEA stakeholders to:

- Identify the needs of the school.
- Lead discussions on how funds can be effectively leveraged to meet the needs in the best possible way.
Data Points for Conducting a Needs Assessment

State Assessment Data
State Report Card Data for your School
Other Academic Data Sources
Program Evaluations
Student and Teacher Attendance Data
School Demographics (example: high EL population)
Discipline Data
Community Needs
Survey Results
Stakeholder Dialogue
### WHERE TO FIND THE REQUIRED COMPONENTS

<table>
<thead>
<tr>
<th><strong>Title I Parent Survey</strong></th>
<th><strong>Schoolwide or Targeted Assistance Title I Comprehensive Needs Assessment</strong></th>
<th>**This is an annual plan that contains strategic themes, objectives, critical initiatives, activities, financial resources, etc. **Title and Non-Title Schools will complete a plan in eProve Strategies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The required Title I Parent Survey can found under the ALSDE Content Tab in both English and Spanish)</td>
<td><em>(For Title I Schools Only)</em></td>
<td></td>
</tr>
</tbody>
</table>

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<th><strong>Teacher Surveys or Inventories</strong></th>
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<td>(LEAs may use any teacher survey/inventory found under the AdvancED Certified Content Tab or utilize another survey of their choice)</td>
<td><em>(For Title and Non-Title Schools)</em></td>
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<th><strong>Schoolwide or Targeted Assistance Title I Parent and Family Engagement Plan</strong></th>
<th><strong>Be sure to include all federal dollars used in the financial resources section of the plan (Title I Schools)</strong></th>
</tr>
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<tbody>
<tr>
<td>(LEAs may use any student survey/inventory found under the AdvancED Certified Content Tab or utilize another survey of their choice)</td>
<td><em>(For Title and Non-Title Schools)</em></td>
<td></td>
</tr>
<tr>
<td>Target Group</td>
<td>Content Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Parent</td>
<td>Encuesta para los padres sobre el Artículo I (Title I)</td>
<td>None</td>
</tr>
<tr>
<td>Parent</td>
<td>Title I Parent Survey 2019</td>
<td>None</td>
</tr>
<tr>
<td>Staff</td>
<td>Alabama Educator Technology Survey - 2019</td>
<td>None</td>
</tr>
</tbody>
</table>
Directions for Title I Parent Surveys

1. Sign in to eProve My Journey
2. Select your school
3. Click on “Go to eProve Surveys”
4. Click on the ‘hamburger’, upper left corner
5. Select Content Library
6. Select second tab, ALSDE
7. Select Family & Community
8. Click on the hot dog, ‘Actions’
9. Select Create Survey
10. Rename to ‘Title I Parent Survey 2019-20’
11. Click on ‘Distribution & Response’
12. Copy link for parents to use. Highlight and be sure copy the entire link
13. Have parents select English or Spanish in the upper right corner
Click on the “Hamburger Menu” in the upper left-hand corner and select Content Library.

### My Diagnostics

<table>
<thead>
<tr>
<th>Name</th>
<th>Creator</th>
<th>Last Modified</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Title I Schoolwide Diagnostic for ACIP</td>
<td>Natasha Starr</td>
<td>Jan 26</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>School Assurances 01222020_15:45</td>
<td>Danielle Webster</td>
<td>Jan 24</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>Brewbaker Intermediate School Quality Factors 2019</td>
<td>Natasha Starr</td>
<td>Jan 16</td>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>ALSDE District Technology Plan 2019-2020</td>
<td>Natasha Starr</td>
<td>Oct 09</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>Name</td>
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<td>Jan 24, 2020</td>
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<td>Natasha Starr</td>
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<td>Content Name</td>
<td>Description</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td>21st Century Community Learning Center School-Level Diagnostic</td>
<td>This platform is where 21st Century Learning grantees at the School-Level upload their documentation. The documentation must support the indicators from the Federal Programs Compliance Monitoring document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td>ALSDE School Technology Plan 2020-2021</td>
<td>Optional for Schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td>Title I Targeted Assistance Diagnostic for AIP</td>
<td>This diagnostic tool is aligned with requirements for the Title I Targeted Assistance schools as described in the Every Student Succeeds Act (ESSA).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td>Title I Schoolwide Diagnostic for AIP</td>
<td>This diagnostic tool is aligned with requirements for the Title I Schoolwide schools as described in section 1114(b)(6) Every Student Succeeds Act (ESSA).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select the Diagnostic that is applicable to your school (Schoolwide or Targeted Assistance). Complete all components of the Diagnostic.
Accessing the Coordination of Resources and Budget Excel Spreadsheet

Step 1: Download and complete the Coordination of Resources - Comprehensive Budget document.
Step 2: Upload the completed Coordination of Resources - Comprehensive Budget document.

- I have completed and uploaded the Coordination of Resources - Comprehensive Budget.
- I have not completed and uploaded the Coordination of Resources - Comprehensive Budget.

Attachments

Alabama State Department of Education

Federal Programs > Resources: Guidance for All Federal Programs

- McKinney-Vento Parent and Family Engagement
- Guidance for All Federal Programs

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination of Resources and Budget</td>
<td>Coordination of Resources and Budget</td>
</tr>
<tr>
<td>Supplement, Not Supplant Requirements under ESSA</td>
<td>LEAs can type in this form when working on the Supplement, Not Supplant Assurance.</td>
</tr>
<tr>
<td>Supplement, Not Supplant with Signed Memo</td>
<td>This is the complete Supplement, Not Supplant Guidance as provided by the ALSDE to guide LEAs complete SNS methodologies and demonstrations.</td>
</tr>
</tbody>
</table>
The budget grid has been adjusted to be more user friendly. Certain areas will automatically populate within the spreadsheet. Schools should complete the applicable sections of the spreadsheet that are in yellow only. The rest will auto populate.

## Coordination of Resources - Comprehensive Budget

After completing this spreadsheet, upload as an attachment to the Coordination of Resources - Comprehensive Budget section (Component 2) of the Title I Schoolwide Diagnostic for ACIP or Title I Targeted Assistance Diagnostic for ACIP (depending which diagnostic is required for your school).

All yellow spaces should be completed following the directions for each section.

### Coordination of Resources

**Instructions:**

1. Enter the number of State Units Earned for each of the 5 areas.
2. Enter the number of Units Placed in Building for each of the 5 areas.
3. Enter the amount of ADM your building received.

NOTE: ADM can be located at [https://www.alsde.edu/dept/data/Pages/adm-all.aspx?navtext=School%20System%20Funding%20Reports:%20ADM%20Reports](https://www.alsde.edu/dept/data/Pages/adm-all.aspx?navtext=School%20System%20Funding%20Reports:%20ADM%20Reports)

<table>
<thead>
<tr>
<th>1 Number of Classroom Teachers</th>
<th>State Units Earned</th>
<th>Placed in Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Number of Principals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Number of Assistant Principals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Number of Counselors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Number of Library/Media Personnel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 Total Number of Foundation Program Units

7 (Previous Year) Total Number of ADM

### Comprehensive Budget

**Instructions:**

1. Enter the dollar amount received for Personnel and Benefits for your building.
2. Enter the dollar amount for any "Other" State or Local funds received in your building. If no
Continuous Improvement Plan/ACIP

- Vision
- Mission
- Beliefs
- Priority Statements
- Strategic Themes
- Objectives
- Critical Initiatives
- Key Measures
eProve Strategies “Outputs”

- **Strategy Map**
  - a tool used to communicate an institution’s long-term improvement plan that features long-term objectives, critical initiatives, key metrics, vision, mission and beliefs.

- **Annual Improvement Plan**
  - a summary of an institution’s short-term or immediate focus for the coming year that features its strategic themes, objectives, critical initiatives and key measures.

- **Annual Implementation Plan**
  - The Annual Implementation Plan – a detailed yearly improvement plan that provides staff members with clear direction on the activities, financial resources, activity measures, launch dates and target dates to execute the plan.
This output should be used as your school’s yearly ACIP plan.

The Annual Implementation Plan – a detailed yearly improvement plan that provides staff members with clear direction on the activities, financial resources, activity measures, launch dates and target dates to execute the plan.
Preparing for 2020-2021

• Review current outcome results (based on the key measures/ activity measures)

• Administer surveys and review the collected survey data (students, parents, and staff)

• Review all pertinent data in order to current needs
Preparing for 2020-2021

• Have conversations about the outcomes and results. Refer to the inFocus Guide to help facilitate conversations.

• Determine the impact of the critical initiatives

• Judge the success of the current year’s plan

• Complete the evaluation of the current year’s plan
eProve Strategies Help

1. Download the *inFocus Guidebook after logging in to myJourney.*

2. [https://padlet.com/andrel_harrison1970/StrategicThinkingResourcesAlabamaSchools](https://padlet.com/andrel_harrison1970/StrategicThinkingResourcesAlabamaSchools)
Cognia has developed a brief ACIP webinar for schools to use as a resource when developing/revising their plans in eProve Strategies.  
[https://alsde.onlinehelp.cognia.org/](https://alsde.onlinehelp.cognia.org/).
# Alabama Program Help & Support

<table>
<thead>
<tr>
<th>Guides</th>
<th>Compliance Monitoring</th>
<th>Recorded Webinars</th>
<th>Announcements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completing the Alabama Continuous Improvement (ACIP) in eProve Strategies</td>
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<tr>
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<td>Introduction</td>
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<tr>
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<td>Why Compliance Monitoring</td>
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<td>Overview of the Self-Assessment Process</td>
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<td>District Activities Part 1</td>
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<td>District Activities Part 2 - Complete the Diagnostic</td>
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<td>District Activities Part 3 - Review Questions and Attachments</td>
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<tr>
<td></td>
<td></td>
<td>Findings (formerly citations)</td>
<td></td>
</tr>
</tbody>
</table>
Developing the 2020-2021 Annual Implementation Plan

Review the Strategy Map

Reflect on the evaluation results of the current year’s plan

Continue having conversations

Determine the next steps for developing the 2020-2021 Annual Implementation Plan

What critical initiatives and/or activities will we focus on next year from the Strategy Map?
Should we continue to focus on current critical initiatives/activities next year as well?
Should we revise any of our critical initiatives on our Strategy Map?

Begin to create next year’s plan

- Update the dates in eProve Strategies as needed
- Make changes to any critical initiatives and/or activities as needed
- How will Title I funds be used to support the critical initiatives and activities?
Contact Information

Technical Assistance for the ACIP website
Jean Scott
jscott@alsde.edu
334-694-4715

Technical Assistance for the ACIP and Title I Requirements
Dr. Milanda Dean or Jina Rudolph
mdean@alsde.edu jina.rudolph@alsde.edu
334-694-4524 334-694-4532