# Integrated Programs Plan Changes Quick Guide
## 2023-24

## Integrated Programs Plan Changes

For Integrated Programs Plan Changes there will be three types of plan changes grantees can engage in which we encourage they be requested during the quarterly reporting periods:

- **Budget Change:** If your plan change involves shifting your budget to adjust within already approved activities.
- **Activity Change:** If your plan change involves adding, shifting, and/or shifting an activity to the tier planning tab.
- **Outcomes and Strategies Change:** If your plan change involves adding and/or removing strategies and outcomes.

# How to Submit Plan Changes

## Budget Change and Activity Changes

Both budget and activity changes can be reflected directly in the 2023-24 Budget, which can be found in the Integrated Programs Reporting and Application Dashboard (RAD) in the Reporting section.



## Budget Changes on Smartsheet,

For Budget Changes in the 2023-24 Budget, update the following columns and click save on Smartsheet:
- Budgeted Amounts by Program
- FTE and FTE Type (if applicable)

Ensure your Total Budgeted Amount row matches the Total Allocation row. The Unbudgeted row should be $0.



## Activity Changes on Smartsheet,

For Activity Changes in the 2023-24 Budget, reflect updates in the following columns and click save on Smartsheet:
- Outcome and Strategy
- Activity
- Partnership (if applicable)
- FTE and FTE Type (if applicable)
- Program Allowable Use Code
- Object Code
- Budgeted Amount by Program

## Outcomes and Strategies Changes

**Narrative Responses for Outcome and Strategies Change**

An Outcome and Strategy Change will require additional narrative responses to be submitted via. The 2023-25 Integrated Programs Plan Change Form. The narrative responses are the following:

1. **Purpose:** Please provide a brief description outlining the reason for this change.
2. **Community Engagement:** How did community engagement inform this change? Who was engaged in any aspect of your plan change process? How were they engaged?

Narrative responses should be a succinct but thorough summary. Depending on the Outcome or Strategy, please aim for between two sentences and a paragraph long. If needed, a longer description is allowed to accurately represent the change.

Additionally the form will ask to confirm the following before submitting:

- **Focal Student Groups and Need Assessment:** Your focal groups and needs assessment were examined as part of your plan change process to ensure students will remain supported.
- **Reflected New Outcomes and Strategies:** We have reflected our new outcomes and strategies in the Outcomes and Strategies Smartsheet and clicked 'Save'.
- **Reflected New Activities in 2023-24 Budget:** We have reflected our new activities in the 2023-24 Budget Smartsheet and clicked 'Save'.
- **Supplement (Not Supplant) Assurance:** By checking this box, you provide assurance that your proposed expenditures comply with supplement (not supplant) guidance outlined in statute for CSI/TSI, CTE, and HSS district/school activities (if applicable).Reference Appendix H
- **HSS Dropout Spending:** HSS Funded Dropout Prevention/Pushout Prevention: By checking this box, you provide assurance that dropout/pushout prevention strategies are applied at every high school within the district, including alternative schools.

Outcomes and Strategy Changes can be reflected directly in the 2023-25 Outcomes and Strategy Smartsheet, which can be found in the Integrated Programs Reporting and Application Dashboard (RAD) in the Basic Information section.

## Outcomes and Strategies Changes on Smartsheet

Update changes to the following columns and click save on Smartsheet:

- Identifier
- Outcome or Strategy
- Program(s) strategy is associated with



## Additional Resources

- [Integrated Programs: Budget Codes](#)
- [IPBT Guidance](#)

If you have any questions, please reach out toThe ODE Office of Education Innovation and Improvement at ODE.EII@ode.oregon.gov or your District Grant Manager named in the RAD Basic Information section.