

# Integrated Programs Reporting and Application Dashboard Technical Guidance

Last updated: October 9, 2024

Integrated Programs Reporting and Application Dashboard (RAD) link:

<https://app.smartsheet.com/dashboards/4mHF95mHgpX6fj3WhfJ4GQHCQQ8MqG3cMfj5rgR1>

## Welcome

It is with great excitement that the ODE's Office of Education Innovation and Improvement (OEII) and the Secondary/Post Secondary Transitions Team (SPST) introduce the Integrated Programs Reporting and Application Dashboard (RAD). This dashboard is the communication portal between the ODE's Student Investment Account (SIA), High School Success (HSS), Early Indicator and Intervention System (EIS), ESSA Partnerships (CSI/TSI), CTE/Perkins, Every Day Matters, and Continuous Improvement Plan (CIP) programs and our grant applicants/recipients.

All application information, grant management, longitudinal performance growth targets (LPGTs), local optional metrics, and reporting for the 2023-25 biennium will be coordinated through the RAD. **The [single link](#) will be the only one you need to bookmark and keep track of throughout the biennium for these six programs.** The RAD will be updated as needed to accommodate the grant agreement process and reporting. It is expected that the link and use of the RAD will continue at least through the 2023-25 biennium<sup>1</sup>.

The link above is the shared link that everyone will use to access the RAD. The RAD is designed so that it changes the content based on who is logged in. If you are a superintendent of a district with sponsored charters, you will see the information for both the district and the sponsored charters. If you are a business manager assigned to all of the districts in your ESD, you will see the information for each individual district, charter, consortia, or JDEP/YCEP. Maintaining access is no small feat; **if the folks in your institution change and access needs to change, please submit the [contact information update form](#).**

This guidance document will serve as both a place to learn to navigate Smartsheet as well as how to submit your application, draft LPGTs, complete quarterly reporting, etc. If you have any questions, please don't hesitate to email us at [ODE.EII@ode.oregon.gov](mailto:ODE.EII@ode.oregon.gov). Please also remember that your first step for information on the integration of these programs is the [Aligning for Student Success Integrated Guidance Webpage](#).

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<sup>1</sup> While Smartsheet is not a perfect tool, districts should begin to see the benefits of its capabilities in the move to this singular dashboard with ODE staff having the ability to "push" a small change or technical fix through the dashboard for all grantees without needing to send new or changed documents.

## October 9, 2024 Updates

This technical guidance document was updated with the following changes:

- Added a section for the 2025-27 Integrated Programs Application
- Removed all reporting details. This document will no longer be updated with each quarter to reflect that quarter's reporting. Instead, grantees should use the links provided on the RAD to access the Folder of Reporting Guidance for information on how to report.
- Removed the CSI/TSI School Level plans instructions; this information is included in a separate document linked on the RAD.
- Removed the Integrated Programs Plan Change detailed instructions; this information is included in a separate document linked on the RAD.
- Removed the Winter Early Literacy Grant Application section
- Removed Appendix B: Integrated Program Budget Codes—this is linked directly on the RAD in a separate document

## August 28, 2024 Updates

This technical guidance document was updated with the following changes:

- Updated the quarterly reporting section to reflect the 23-24 annual reporting. For detailed step-by-step instructions, see guidance in this folder: [https://drive.google.com/drive/folders/1Ail-mL63RnyGm2M4nAQw\\_COhVCfzJCDE](https://drive.google.com/drive/folders/1Ail-mL63RnyGm2M4nAQw_COhVCfzJCDE)

## July 28, 2024 Updates

This technical guidance document was updated with the following changes:

- Added an SIA Performance Review Submission Section

## March 28, 2024 Updates

This technical guidance document was updated with the following changes:

- Added an Early Literacy Reporting section for Q3 and Annual reporting
- Added a CSI/TSI 2024-25 Plan Submission section within the reporting section
- Updated the Reporting section to include Q3 reporting
- Updated the Reporting section to display the Overview of Budget sheet section
- Updated the Basic Information section screen grabs to reflect formatting changes
- Removed the Spring 2023 Integrated Programs Application Section
- Removed the Longitudinal Performance Growth Targets (LPGT) Section

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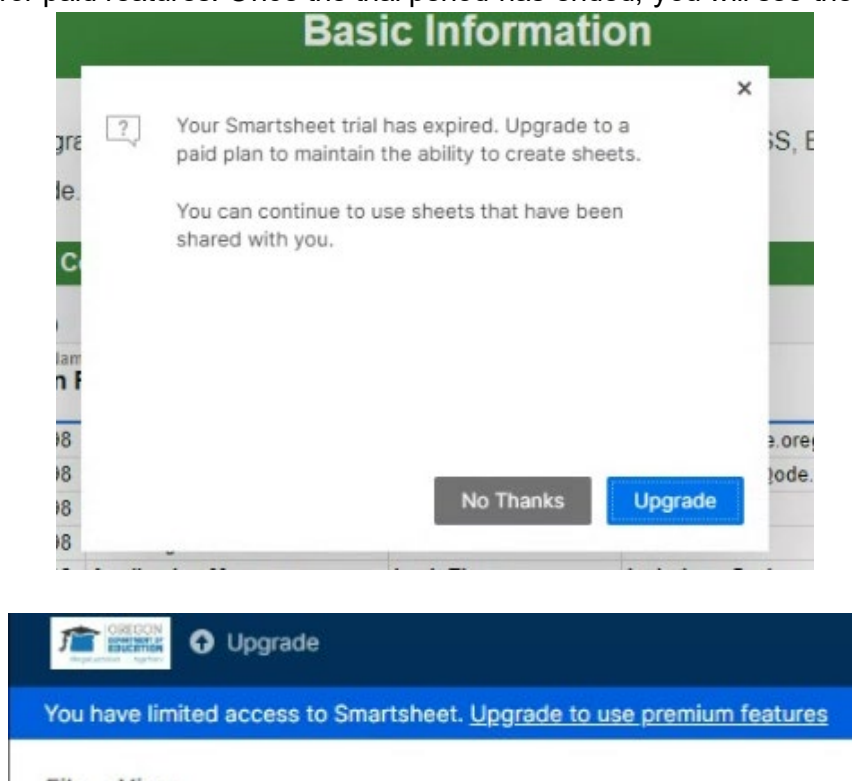
## Navigating Smartsheet (General Information)

This section contains general information on navigating Smartsheet, the software that is used for the RAD.

### Account type

Smartsheet has both free and paid accounts. While you may opt to purchase a Smartsheet account, it is not required to do so for the purposes of the RAD or any of the Integrated Programs work. You have access to edit and save everything that you need with a free account.

When first signing up for a free account you will receive a 30 day trial of additional paid features. During this trial period you will occasionally get notices saying you have a certain number of days left. This refers to the end of the trial period for paid features. Once the trial period has ended, you will see the following notifications:



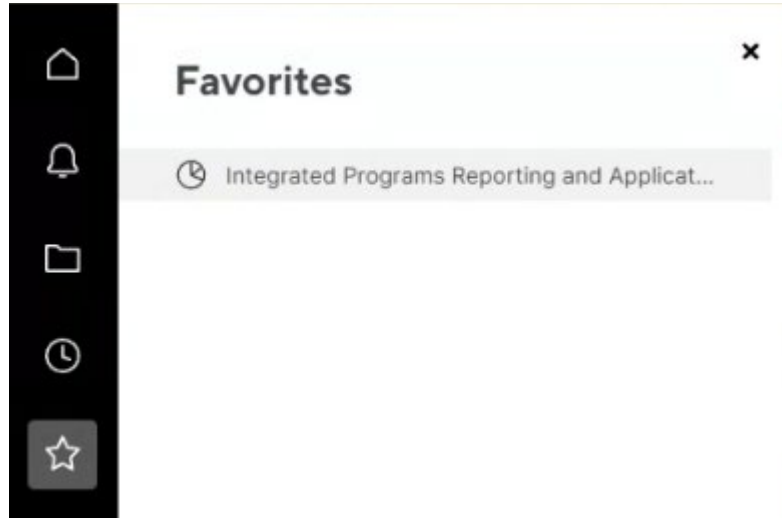
These notifications do not mean that you need to purchase an account to do this work. While a free account means that you will receive these types of notifications, you are not required to purchase an account.

If at any time you change the email address/login for your Smartsheet account, please fill out the [contact information update form](#), noting that it's a Smartsheet email change in the additional information box.

### Favoriting a sheet/dashboard

The RAD is designed to keep all useful links and information in one place for you to access throughout the 2023-25 biennium; however, you may choose to favorite a sheet or the RAD for easy access. To favorite something in Smartsheet, click on the star to the right of the title at the top of the page.

You can then quickly locate the item in your favorites (star icon in the left toolbar) at any time.



## Scrolling within a display box on the RAD

Sometimes, to keep display boxes a manageable size on the dashboard, information extends beyond the display. In this instance, grey scroll bars will appear at the right side or bottom as needed. Click on the scroll bar or scroll with your mouse wheel to see the additional information.

**Application Instructions and Resources**

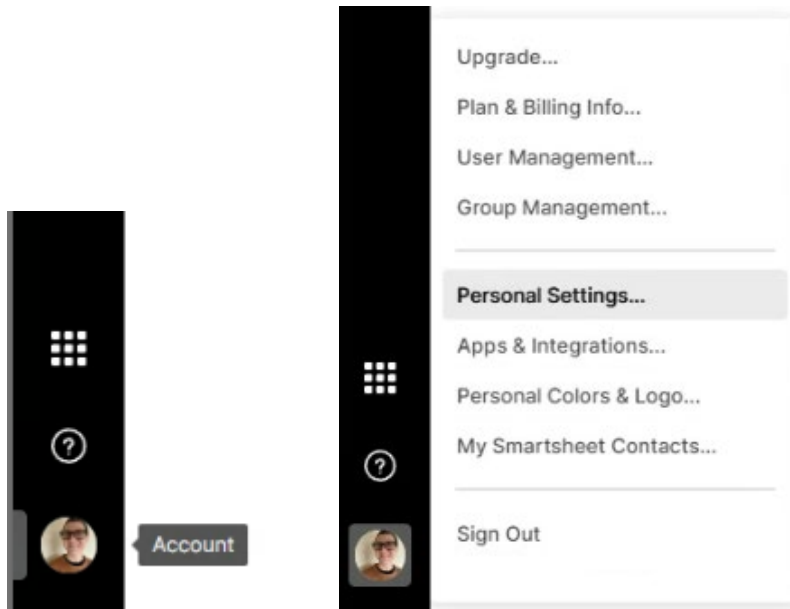
[Technical Guidance for the Application](#)

For your convenience, the Integrated Application has been split into five sections. The links to these sections are in the window to the right of these instructions. The version of the application you will complete is based on your intent to apply, if for some reason you feel you have the wrong application

## Autosave and where to adjust

The most frequent request to the ODE regarding Smartsheet is the ability to autosave on sheets while completing reporting. Smartsheet does have an autosave feature, however, best practice is to make sure to save your sheets periodically while working and when about to close the sheet. The ODE does not control the amount of time between autosaves—your autosave settings are personalized to you and are found in your account settings.

To access your account settings, select your account in the very bottom left corner of your Smartsheet account then Personal Settings.



Select the Settings and then make sure/adjust your autosave features. You can change the number of minutes by selecting the blue “\_ minute(s)” and changing it.

## Personal Settings

The screenshot shows the 'Personal Settings' page. On the left is a sidebar with links: Profile, Settings (highlighted), Notifications, My Mobile Devices, and Anne. The main content area has two sections: 'Auto-save Settings' and 'Communication Preferences'. The 'Auto-save Settings' section has two checked options: 'Auto-save after 1 minute of inactivity' and 'Auto-save my changes when I leave a sheet, report, or dashboard'. The 'Communication Preferences' section has three checked options: 'Show Smartsheet Bulletins and Home User Education', 'Show What's New Screens', and 'Send me Product Update News'. Below these are 'Time Zone' (set to GMT-8 US/Pacific) and 'Regional Preferences' (set to English (United States)). At the bottom, it shows 'Date Format: 02/15/23' and 'Number Format: 2,500.00'. A modal dialog is open over the 'Auto-save Settings' section, titled 'Auto-save changes after a period of inactivity'. It has a close button (X) in the top right. The dialog contains a list of options: '1 minute' (selected with a blue checkmark), '2 minutes', '3 minutes', '5 minutes', and '10 minutes'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

Profile

Settings

Notifications

My Mobile Devices

Anne

**Auto-save Settings** ⓘ

- ☒ Auto-save after 1 minute of inactivity
- ☒ Auto-save my changes when I leave a sheet, report, or dashboard

**Communication Preferences** ⓘ

- ☒ Show Smartsheet Bulletins and Home User Education
- ☒ Show What's New Screens
- ☒ Send me Product Update News

**Time Zone:**

(GMT-8) US/Pacific

**Regional Preferences** ⓘ

English (United States)

Date Format: 02/15/23  
Number Format: 2,500.00

**Auto-save changes after a period of inactivity** X

- ☒ 1 minute
- ☐ 2 minutes
- ☐ 3 minutes
- ☐ 5 minutes
- ☐ 10 minutes

Cancel OK

Make sure to save your setting changes to have them take effect!

## Sheet features and edits

The following are features found within sheets (spreadsheets) that are used for LPGTs, budgets, and reporting.

### Information hovers in column headers

Within sheets and displayed reports, there may be additional information contained in the header of the columns. When this is the case, a circled i will appear at the bottom of the header for that column. To view the information, hover your mouse over the i and the information will display.

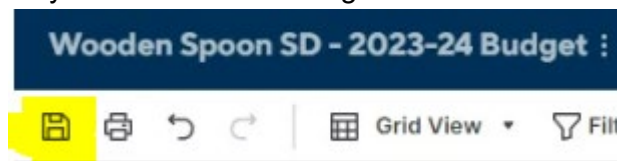


2015 : Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual
<p>Only provided for 3rd Grade ELA Proficiency to provide five years of data.</p> <p>To adhere to data suppression requirements, if this data is suppressed, it will either indicate * (fewer than 10 students in the denominator), &lt;5%, or &gt;95%.</p>				

## Saving

**When working on a sheet, be sure to save periodically, even if you changed your autosave settings!**

The save button is found at the top left corner of each sheet. If it is greyed out, this means that no changes have been made since the last time it was saved (either autosaved or actively saved). To ensure that your information is not lost, be sure that you save before closing the window.



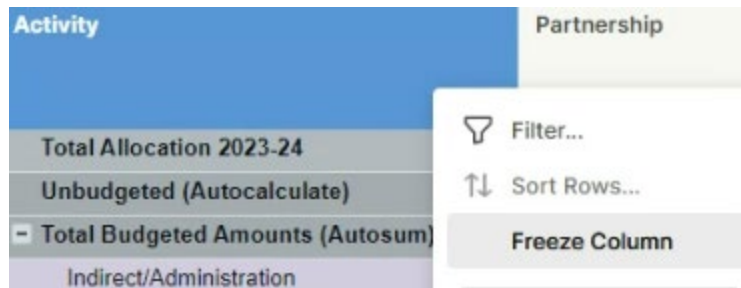
## Column width adjustments

You can change the width of the columns within a sheet! To do so, take your mouse to the header row and drag the grey line between columns in the direction that you want to move it.

Partnership	FTE
①	①

## Freezing and Unfreezing Columns

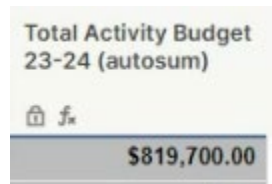
Most sheets will have a specific number of columns pre-frozen for how it's expected to be most helpful. For example, in your budget, this may be just after your Activity column so that when you scroll across, you can continue to see which activity the funds are associated with. To adjust which column is frozen, select the column that you want to freeze through, right click and select "Freeze Column".



To unfreeze, select any column header, right click, and select “Unfreeze Column”.

## Locked columns/rows

Periodically, columns or rows will be locked from edits. This will be indicated by a padlock icon in the header.



Information will be locked when it either has a formula that should not be adjusted or the information is not available for editing at that time. For example, once Longitudinal Performance Growth Targets are set during codevelopment, the information will be locked so that there are no accidental changes.

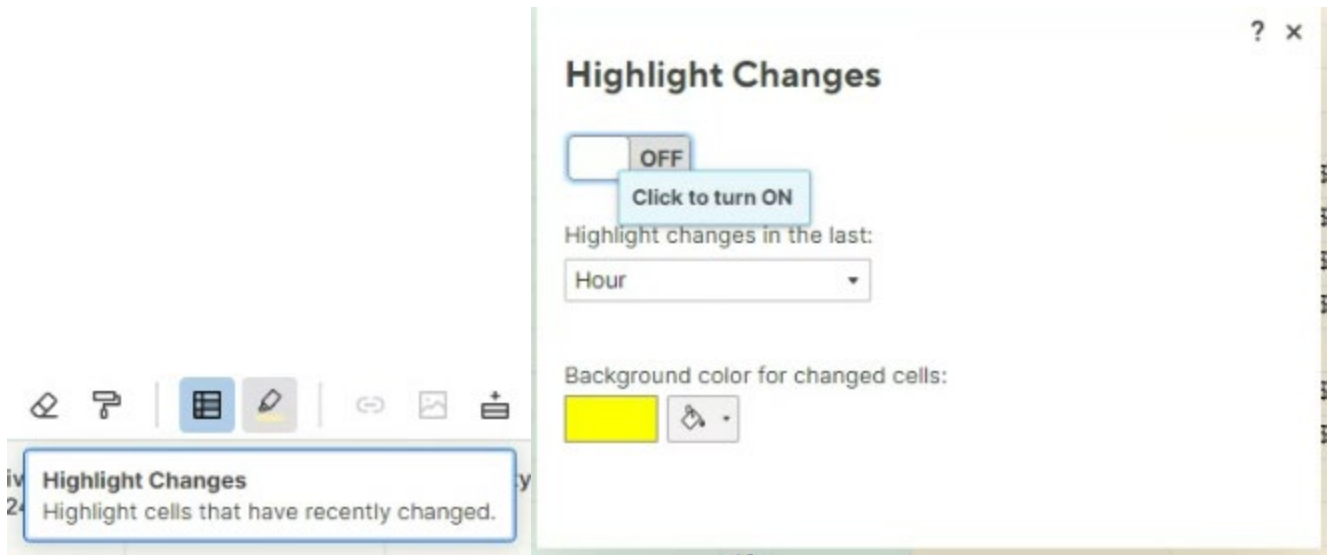
If there is ever information that you believe needs to change and it is locked, please reach out to your District Grant Manager for support.

## Parent/child rows

Smartsheet uses what it calls “Parent” and “Child” rows to keep rows together that need to be connected. The ODE uses this feature in a lot of budgeting formulas to sum together activities. If your columns are ever not summing correctly, it is likely due to a parent/child error. Please reach out to your District Grant Manager for support as these can quickly get unmanageable.

## Tracking changes

A cool feature in Smartsheet is the ability to see any changes that have been made within a set period of time using the “Highlight Changes” feature.



To activate, select the Highlight Changes (highlighter marker) icon in the toolbar and toggle on. This may be a helpful feature if you have multiple people adding information to your smartsheet for reporting or LPGTs and you would like to know what changes have occurred since you last opened the smartsheet.

## Imported/Linked Cell Data

In some cases, it makes sense for information in your sheet to be linked to and populated from another sheet so that ODE staff can quickly adjust the displayed information. The most common place to see this is in the Allocation row on your budget. As allocations are formalized/set, budgets may need adjustment and this will quickly update the information in your sheet. You will see a small blue triangle on the right side of the cell if this contains linked information. You cannot change the information in these cells—please reach out to your District Grant Manager if the information appears incorrect.

CSI/TSI Activity Budget 23-24	
	\$641,965.92
	\$541,965.92
	\$100,000.00

## Downloading/Exporting Sheets

At any time, the information in your sheets can be exported for saving to your computer. It is recommended that you export your sheets when you have completed reporting to maintain a copy for your records. To export your sheet, select the three dots next to the name of the sheet at the top, select Export, then the preferred type of file. Exporting sheets is a good way to save a copy for your records, but any changes you make to your exported version will not be reflected in your dashboard or be received by ODE, and there is not a way to upload your changed spreadsheet back into your dashboard. Any changes must be made directly in the Smartsheet sheets.

Wooden Spoon SD - 2023-24 Budget :

Grid View

Save Ctrl + S

Refresh

Export

Print...

Arial

10

**B**

*I*

U

	Outcome and Strategy	Activity	HSS Activity Category	SIA Allowable Category
1		Total Allocation		
2		Unbudgeted (Allocation)		
3		Total Budgeted Amounts (Autosum)		
4		Indirect/Administration		
5	A1	Hire 2 Middle School Math teachers to reduce	DP SIA	RCB

# Overall Design of the RAD

The Integrated Programs Reporting and Application Dashboard (RAD) is set up to organize the work by section. Each section is differentiated by a heading and section color. The headings of each box will share the section color so that you can easily differentiate by topic area. The section order and colors may change over time as needed but this will be avoided as much as possible for ease of use.

[Overview Video of the RAD \(16 mins\)](#)

Integrated Programs Reporting and Application Dashboard (RAD)

Basic Information

This dashboard is used for all application submission, grant agreement, and reporting for the aligned programs (SIA, HSS, EHS, CSI/TSI, CTE/Perkins) for the 2023-25 biennium. This dashboard is not a replacement for the Electronic Grant Management System (EGMS) that is used for claiming funds. Please continue to use EGMS in tandem with this dashboard.

For any questions or needs, please email ODE EHS at [ode.oregon.gov](mailto:ode.oregon.gov) or reach out to one of your contacts listed below.

Resources

- ODE Integrated Guidance
- RAD Technical Guidance
- Video Walkthrough of RAD

Points of Contact

Institution Name and ID	Contact Type	Name	Email Address	Phone
Institution Name: Wooden Fork				
9999999	ODE District Grant Manager	Leah Thorp	<a href="mailto:leah.thorp@ode.oregon.gov">leah.thorp@ode.oregon.gov</a>	503
9999999	ODE Regional Support	Blaize Whitson	<a href="mailto:blaize.whitson@ode.oregon.gov">blaize.whitson@ode.oregon.gov</a>	503
9999999	ESD Liaison(s)	#NO MATCH	#NO MATCH	
9999999	CTE Regional Coordinator			
9999999	Application Manager	Leah Thorp	<a href="mailto:leah.thorp@ode.oregon.gov">leah.thorp@ode.oregon.gov</a>	605

Your Specific Links

Recipient Name	Link Type	Link
Primary: Wooden Fork		
Wooden Fork	Public Google Folder	All
Primary: Wooden Spoc		
Wooden Spoc	Public Google Folder	<a href="#">Link</a>

Application

Application Instructions and Resources

[Technical Guidance for the Application](#)

For your convenience, the Integrated Application has been split into five sections. The links to these sections are in the window to the right of these instructions. The version of the application you will complete is based on your intent to apply. If for some reason you feel you have the wrong application questions please contact [blaize.whitson@ode.oregon.gov](mailto:blaize.whitson@ode.oregon.gov)

Application Links and Status

Integrated Application Districts

Filter

Official Name for All Communication and Reporting	Open SPET needed	Application Section One	Application Section One Completed Date	Application Section Two	Application Section Two Completed
Wooden Spoon SD	<input checked="" type="checkbox"/>	Integrated Application	03/05/25	Integrated Application	03/05/25
Wooden Fork Charter	<input checked="" type="checkbox"/>	Not Applicable	#NO MATCH	Not Applicable	#NO MATCH

Longitudinal Performance Growth Targets (LPGTs) and Local Optional Metrics

LPGT Instructions and Resources

[Technical Guidance for the LPGTs/Local Optional Metrics](#)

Longitudinal performance growth targets can be submitted during the application window or can wait until the codevelopment meeting. LPGTs will not be reviewed with the application but are part of the grant agreement.

Local optional metrics are also

LPGT Template Link

Institution/Consortia Name	LPGTs Required	LPGT/LOM Template Sheet Link
Wooden Spoon SD	<input checked="" type="checkbox"/>	<a href="https://docs.google.com/spreadsheets/d/1535c5f4e44930x0r56c5h0w7b24/edit#gid=1535c5f4e44930x0r56c5h0w7b24">https://docs.google.com/spreadsheets/d/1535c5f4e44930x0r56c5h0w7b24/edit#gid=1535c5f4e44930x0r56c5h0w7b24</a>
Wooden Fork Charter	<input type="checkbox"/>	Included in district's LPGTs

LPGT Codevelopment Schedule

Institution/Consortia Name	Date of Codevelopment Meeting	Time of Codevelopment Meeting	Location of Codevelopment Meeting
Wooden Spoon SD			
Wooden Fork Charter			

Grant Agreements

Grant Agreement Instructions

Placeholder for instructions and resources for grant agreements.

Grant Agreement Download, Upload, and Submission

Placeholder for the work process where grantees will download their grant agreements, sign them, and upload to the ODE.

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## Basic Information

The Basic Information section is designed to display resources, contact information, and informational links.

### Basic Information

This dashboard is used for all application submission, grant agreement, and reporting for the aligned programs (SIA, HSS, EHS, CSI/TSI, CTE/Perkins) for the 2023-25 biennium. This dashboard is not a replacement for the Electronic Grant Management System (EGMS) that is used for claiming funds. Please continue to use EGMS in tandem with this dashboard.

#### Resources

- ODE Integrated Guidance
- RAD Technical Guidance
- Video Walk-through of RAD

#### Points of Contact

Institution Name and ID	Contact Type	Name	Email Address	Phone
Institution Name <b>Wooden Spoon District</b>				
9999998	Application Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503.325.1234
9999998	ODE District Grant Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503.325.1234
9999998	ODE District Grant Manager (secondary)			
9999998	ODE Regional Support	Blake Whitson	blake.whitson@ode.oregon.gov	503.325.1234
9999998	ODE Regional Support (secondary)			
9999998	ESD Liaison(s)	#NO MATCH	#NO MATCH	
9999998	CTE Regional Coordinator	blake whitson	Blake Whitson	
Institution Name				

#### Your Specific Links

Recipient Name	Link Type	Link
Primary <b>Wooden Fork</b>		
Wooden Fork C	2023-24 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088">https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088</a>
Wooden Fork C	2024-25 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=3927d0b3e86">https://app.smartsheet.com/b/publish?EQBCT=3927d0b3e86</a>
Wooden Fork C	Longitudinal Performance Gr	Included in district's LPGTs
Wooden Fork C	Outcomes and Strategies	<a href="https://app.smartsheet.com/b/publish?EQBCT=65c40e358b9">https://app.smartsheet.com/b/publish?EQBCT=65c40e358b9</a>
Wooden Fork C	Public Google Folder	All information is included in the district's google folder.
Wooden Fork C	Tiered Planning	<a href="https://app.smartsheet.com/b/publish?EQBCT=0b9f34d6d9a">https://app.smartsheet.com/b/publish?EQBCT=0b9f34d6d9a</a>
Primary <b>Wooden Spoon</b>		

#### 23-25 Allocation Amounts

Recipient Name	23-24 CSI/TSI	23-24 Perkins	23-24 EHS	23-24 HSS	23-24 SIA
Wooden Spoon District	\$48,944.86	\$35,211.00	\$4,191.57	\$1,269,582.09	\$5,658,614.41

## Resources

The resources in this section are encompassing both the Integrated Guidance as a whole as well as resources specific to this dashboard. For example, this guidance document is included (woah-meta!), as well as a video walkthrough of the dashboard overall.

## Points of Contact

This box displays your points of contact for this work. Information will be updated as needed so this is your best location for this information.

The display for this is set to organize by institution. If you are listed as a contact person for multiple institutions, you may see them listed in alphabetical order here. Chances are that the people are the same for all institutions since most of these are geographically/regionally-based but in case not, please make sure that you are reaching out to the person connected to the institution you are communicating about.

Unfortunately, it is not possible in Smartsheet to be able to select or copy information, like email addresses, at this time (how frustrating!) but hopefully this is a feature that is available soon.

## Your Specific Links

The links listed in this section are specific to the institution rather than generalized information. In general, the security on these links is set to “anyone with the link can view or edit”; please be mindful who you share the links with as they may be able to edit your information.

Things that are or will be displayed in this section are:

- **Public Google Folder:** This is your Google folder for communication/shared documents between these programs and you. You will see that the internal folders are organized by biennium. Initially, these will just be used to store your 2023-25 application materials but we will also be moving historical documents from SIA, HSS, etc. into the folders so that this information can be found in one place.
- **2023-24 Budget:** Once your application is approved, this will be available as a viewable spreadsheet. Any changes to your budget after the application process will use this spreadsheet to facilitate communication and shared understanding.
- **2024-25 Budget:** Once your application is approved, this will be available as a viewable spreadsheet. Any changes to your budget after the application process will use this spreadsheet to facilitate communication and shared understanding.
- **2023-25 Tiered Planning:** Once your application is approved, this will be available as a viewable spreadsheet. Any changes to your budget after the application process will use this spreadsheet to facilitate communication and shared understanding. For example, if your final allocation is lower than the estimated allocation and you move things out of your budget, it would get moved into this tiered planning sheet so that everyone is aware that the activity is already reviewed and approved.
- **2023-25 Outcomes and Strategies:** Once your application is approved, this will be available as a viewable spreadsheet. Any changes to your outcomes and strategies after the application process will use this spreadsheet to facilitate communication and shared understanding.

## 23-25 Allocation Amounts

This report displays the dollar amounts for each program/funding stream that you have applied and are receiving funds for. These amounts will always display the most current numbers, and can also be found at the top of your budgets for each year.

## 2025-27 Integrated Programs Application

**2025-27 Integrated Programs Application**

**2025-27 Intent to Apply Link**

**Intent To Apply Submission Tracker**

**2025-27 Integrated Programs Intent to Apply Note**

**2025-27 Intent to Apply**

Applicant Name	Date submitted
Wooden Fork Charter	
Wooden Spoon SD	10/04/24

**2025-2027 Intent to Apply:** The 2025-2027 Intent to Apply is now open through December 2, 2024. If the row in the tracker to the left with your grantee name is red, it means we have yet to receive your intent to apply submission. If it is green, your intent to apply has been received and no further action is needed at this time.

**2025-27 Application Resources**

**2025-27 Budget Note**

- [2025-27 Budget Codes](#)
- [2025-27 Example Outcomes, Strategies, and Activities](#)
- [2025-27 FTE Type Definitions](#)

**October 1, 2024 Budget Note:** 2025-26 and 2026-27 preliminary allocations have not yet been calculated. Budgets currently hold the 2024-25 allocation amount as a placeholder and rough estimate of future allocations. Allocation amounts within budgets will be updated as they are available.

**25-27 Application Info**

**25-27 IP Application Prep Links**

Until the application formally opens on March 1, 2025, this section houses the 25-27 Budget sheet, the Tiered Planning sheet, and the Outcomes and Strategies sheet for grantees. This allows population and editing of these sheets ahead of the formal application window. Rather than submit an Integrated Planning and Budget Template (IPBT) spreadsheet with applications for 25-27, grantees edit the provided sheets directly.

Since Aligned Program Consortia membership can

Grantee Name	Edit or View Link	Link Type	Published Link
Wooden Fork Charter	Editable	25-27 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=58f4052a23c24fca47b037e9c9f0b9b">https://app.smartsheet.com/b/publish?EQBCT=58f4052a23c24fca47b037e9c9f0b9b</a>
Wooden Fork Charter	Editable	25-27 Outcomes and Strategies	<a href="https://app.smartsheet.com/b/publish?EQBCT=9e55f60af7514a7e975642114fd673cb">https://app.smartsheet.com/b/publish?EQBCT=9e55f60af7514a7e975642114fd673cb</a>
Wooden Fork Charter	Editable	25-27 Tiered Planning	<a href="https://app.smartsheet.com/b/publish?EQBCT=55aa2fe7638a438d997b73d34e9cfa3">https://app.smartsheet.com/b/publish?EQBCT=55aa2fe7638a438d997b73d34e9cfa3</a>
Wooden Spoon SD	Editable	25-27 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=d377306afb794702992a56e594d7f4f9">https://app.smartsheet.com/b/publish?EQBCT=d377306afb794702992a56e594d7f4f9</a>
Wooden Spoon SD	Editable	25-27 Outcomes and Strategies	<a href="https://app.smartsheet.com/b/publish?EQBCT=504eaa981f2943b2b4129bd1af7aec7e">https://app.smartsheet.com/b/publish?EQBCT=504eaa981f2943b2b4129bd1af7aec7e</a>
Wooden Spoon SD	Editable	25-27 Tiered Planning	<a href="https://app.smartsheet.com/b/publish?EQBCT=ceaf80e765b4470799e473bebe6895d3">https://app.smartsheet.com/b/publish?EQBCT=ceaf80e765b4470799e473bebe6895d3</a>

### 2025-27 Intent to Apply Link

**2025-27 Intent to Apply Link**

**2025-27 Intent to Apply**

The Intent to Apply link section houses the web link where applicants fill out the form demonstrating their intention to apply in the March-April 2025 application window.

### Intent to Apply Submission Tracker

Intent To Apply Submission Tracker	
Applicant Name	Date submitted
Wooden Fork Charter	
Wooden Spoon SD	10/04/24



The Intent to Apply Submission tracker section holds a report that shows whether the grantee has submitted an intent to apply form for that entity. It has a green background and shows a date if they have submitted the form.

### 2025-27 Integrated Programs Intent to Apply Note

#### 2025-27 Integrated Programs Intent to Apply Note

**2025-2027 Intent to Apply:** The 2025-2027 Intent to Apply is now open through December 2, 2024. If the row in the tracker to the left with your grantee name is red, it means we have yet to receive your intent to apply submission. If it is green, your intent to apply has been received and no further action is needed at this time.

The Intent to Apply Note is a section of text giving instructions on how to use the submission tracker. It will include other instructions and resources as needed.

### 2025-27 Application Resources

#### 2025-27 Application Resources

- [2025-27 Budget Codes](#)
- [2025-27 Example Outcomes, Strategies, and Activities](#)
- [2025-27 FTE Type Definitions](#)

The 25-27 Application Resources section includes links to other documents that help applicants navigate the application process. This can include things like budget codes and FTE type definitions.

### 2025-27 Budget Note

#### 2025-27 Budget Note

**October 1, 2024 Budget Note:** 2025-26 and 2026-27 preliminary allocations have not yet been calculated. Budgets currently hold the 2024-25 allocation amount as a placeholder and rough estimate of future allocations. Allocation amounts within budgets will be updated as they are available.

25-27 Budget note is in place to alert grantees as to which allocations are included in the 25-27 budgets and when final allocations will be released and updated in the links. For instance, these could be placeholder values using 24-25 allocation amounts, or it could be preliminary allocations or final allocations.

### 25-27 Application Info

## 25-27 Application Info

Until the application formally opens on March 1, 2025, this section houses the 25-27 Budget sheet, the Tiered Planning sheet, and the Outcomes and Strategies sheet for grantees. This allows population and editing of these sheets ahead of the formal application window. Rather than submit an Integrated Planning and Budget Template (IPBT) spreadsheet with applications for 25-27, grantees edit the provided sheets directly.

Since Aligned Program Consortia membership can

This section gives some information about the 25-27 application prep links so that applicants know why this information is already created and available ahead of the application window.

## 25-27 Application Prep Links

### 25-27 IP Application Prep Links

Grantee Name	Edit or View Link	Link Type	Published Link
Wooden Fork Charter	Editable	25-27 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=58f4052a23c24cfa47b037e9c9f0b9b">https://app.smartsheet.com/b/publish?EQBCT=58f4052a23c24cfa47b037e9c9f0b9b</a>
Wooden Fork Charter	Editable	25-27 Outcomes and Strategies	<a href="https://app.smartsheet.com/b/publish?EQBCT=9e55f60af7514a7e975642114fd673cb">https://app.smartsheet.com/b/publish?EQBCT=9e55f60af7514a7e975642114fd673cb</a>
Wooden Fork Charter	Editable	25-27 Tiered Planning	<a href="https://app.smartsheet.com/b/publish?EQBCT=55aa2fe7638a438d997b73d34e9fca3">https://app.smartsheet.com/b/publish?EQBCT=55aa2fe7638a438d997b73d34e9fca3</a>
Wooden Spoon SD	Editable	25-27 Budget	<a href="https://app.smartsheet.com/b/publish?EQBCT=d377306afb794702992e56e594d7f4f9">https://app.smartsheet.com/b/publish?EQBCT=d377306afb794702992e56e594d7f4f9</a>
Wooden Spoon SD	Editable	25-27 Outcomes and Strategies	<a href="https://app.smartsheet.com/b/publish?EQBCT=504eaa981f2943b2b4129bd1af7aec7e">https://app.smartsheet.com/b/publish?EQBCT=504eaa981f2943b2b4129bd1af7aec7e</a>
Wooden Spoon SD	Editable	25-27 Tiered Planning	<a href="https://app.smartsheet.com/b/publish?EQBCT=ceaf80e765b4470799e473bebe6895d3">https://app.smartsheet.com/b/publish?EQBCT=ceaf80e765b4470799e473bebe6895d3</a>

Grantees have been given access to some sheets ahead of the application window. This window names the grantee name, the type of link (budget, tiered planning, outcomes and strategies), and the hyperlink to edit these documents. Please note: Making changes to these links does NOT mean that you have submitted an application. These are provided as part of the planning process.

# Grant Agreements

## Grant Agreements

### Grant Agreement Instructions

[Technical Guidance for the Grant Agreement Process](#)

[Grant Agreement Walk-through Video \(3:45\)](#)

Each funding stream requires a separate grant agreement. When a grant agreement has been uploaded for grantee signature, the "Grant Agreement Uploaded by ODE" will have a green checkbox. Click on that row, and the "details" tab will pop up. Select the "Attachments" to find the PDF of the grant agreement to download. Your authorized representative should then sign the grant agreement and it should be uploaded using that same attachment box. For SIA grant agreements, you will also need to upload your Board Meeting Minutes. Once you have upload the file(s) in the attachments tab, navigate to the data tab, check the box under "Grant Agreement signed and uploaded by institution" and save. See the Technical Guidance Document for full instructions.

### 23-25 IG Grant Agreements

Filter

Institution Name	Fiscal Agent	Program	Notes	Grant Agreement Uploaded by ODE	GA Notes	Grant Agreement Verified by ODE	Funds Released
Wooden Spoon SD		Total Allocation				☆	
Wooden Spoon SD	Wooden Spoon SD	Early Indicator and Intervention System (EIIIS)	School District Only			☆	
Wooden Spoon SD	Wooden Spoon SD	High School Success (HSS)	School District Only	✓		☆	
Wooden Spoon SD	Wooden Spoon SD	Student Investment Account (SIA)	include Wooden Fork Charter School in SD			☆	
Wooden Spoon SD	Wooden Spoon SD	Early Literacy Success School District Grants (ELSSDG)				☆	
Wooden Spoon SD	Wooden Spoon SD	Early Indicator and Intervention System	School District Only	ⓘ	pending additional	☆	

The Grant Agreement section of the RAD is just below the LPGT codevelopment section and has a header in orange. The Grant Agreement section is simple; it consists of only the instructions (left) and the grant agreement download and upload tool.

Each funding stream of your Integrated Plan continues to have a separate grant agreement, because funding streams have separate requirements and allowability. In the Grant Agreement section you should expect to see grant agreements from Student Investment Account (SIA), High School Success (HSS), Early Literacy Success School District Grants (ELSSDG), and Early Indicator and Intervention System (EIIIS). If you are a CTE Perkins direct recipient and/or ESSA Partnerships (CSI/TSI) recipient, you will not see these reflected here as this only includes state-funded grant programs.

## Grant Agreement Instructions

### [Video Walkthrough of the Grant Agreement Section \(3:45\)](#)

### Grant Agreement Instructions

[Technical Guidance for the Grant Agreement Process](#)

[Grant Agreement Walk-through Video \(3:45\)](#)

Each funding stream requires a separate grant agreement. When a grant agreement has been uploaded for grantee signature, the "Grant Agreement Uploaded by ODE" will have a green checkbox. Click on that row, and the "details" tab will pop up. Select the "Attachments" to find the PDF of the grant agreement to download. Your authorized representative should then sign the grant agreement and it should be uploaded using that same attachment box. For SIA grant agreements, you will also need to upload your Board Meeting Minutes. Once you have upload the file(s) in the attachments tab, navigate to the data tab, check the box under "Grant Agreement signed and uploaded by institution" and save. See the Technical Guidance Document for full instructions.

This section has a link to the walk-through video to assist with understanding the process as well as high-level instructions for completion. Use the scroll bar on the right side of the box to scroll down.

To complete your grant agreement downloads and uploads, complete the following steps:

☆ 23-25 IG Grant Agreements ⓘ

Filter



Institution Name	Fiscal Agent	Program	
Wooden Spoon SD		Total Allocation	\$
Wooden Spoon SD	Wooden Spoon SD	Early Indicator and Intervention System (EIS)	\$
Wooden Spoon SD	Wooden Spoon SD	High School Success (HSS)	\$
Wooden Spoon SD	Wooden Spoon SD	Student Investment Account (SIA)	\$
Wooden Fork Charter	Wooden Spoon SD	Student Investment Account (SIA)	\$

Details

Data Attachments (1)

Institution Name

Wooden Spoon SD

Fiscal Agent

Wooden Spoon SD

Program

High School Success (HSS)


Grant Agreement signed and uploaded by Institution

1. Download the PDF of the grant agreement from the row of the GA Dynamic View that has the green checkbox in the “Grant Agreement Uploaded by ODE” column.
  - a. To download, click on the row for that grant agreement. A “details tab” window will pop up. It contains a “Data” tab and an “Attachments” tab. Navigate to the Attachments tab and click on the grant agreement PDF. This will open the PDF in your browser for you to download.

Details

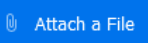
Data

Attachments (1)



Wooden Spoon SD HSS Grant Agreement\_S...

Sep 11, 2023, 5:18 PM by Leah Thorp (35k)



2. Have the appropriate person sign your grant agreement and save it as a PDF in your files (in a place you can find!).
3. To upload your signed grant agreement, navigate back to the “attachments” tab by clicking on the correct row for that grant agreement.
  - a. Click on the blue “Attach a file” button and find the signed grant agreement from your files.
    - i. For your Student Investment Account (SIA) grant agreement, you also need to upload the board meeting minutes from your board. The meeting minutes (draft minutes are acceptable) must indicate a presentation to the board and approval by the board (not a consent agenda) of your grant agreement, which includes your Longitudinal

Performance Growth Targets (LPGTs) and must have had the opportunity for public comment.

- ii. Reach out to your District Grant Manager if you accidentally upload the wrong file and we'll get it cleaned up for you.

4. **FINAL STEP:** Once the file is attached, navigate to the “Data” part of that pop-up window. There is a checkbox under the header “Grant Agreement signed and uploaded by Institution”. Check this box and click “Save” (blue button). This will notify ODE that you have uploaded your grant agreement (and board meeting minutes for SIA).

The screenshot shows a 'Details' pop-up window with a close button (X) in the top right. It has two tabs: 'Data' (selected) and 'Attachments (1)'. Under the 'Data' tab, there are three sections: 'Fiscal Agent' with a text field containing 'Wooden Spoon SD'; 'Program' with a dropdown menu showing 'High School Success (HSS)'; and 'Grant Agreement signed and uploaded by Institution' with a checked checkbox. Below this is a section for 'Grant Agreement Returned by Institution' with an unchecked checkbox. At the bottom right are two buttons: 'Discard Changes' and 'Save'.

## 23-25 IG Grant Agreements

### ☆ 23-25 IG Grant Agreements ⓘ

Filter



Institution Name	Fiscal Agent	Program	23-24 Allocation Amount	Notes
Wooden Spoon SD		Total Allocation	\$1,201,500.00	
Wooden Spoon SD	Wooden Spoon SD	Early Indicator and Intervention System (EIS)	\$1,500.00	SD Only
Wooden Spoon SD	Wooden Spoon SD	High School Success (HSS)	\$500,000.00	SD Only
Wooden Spoon SD	Wooden Spoon SD	Student Investment Account (SIA)	\$600,000.00	SD is Fiscal Agent, will include Wooden For
Wooden Fork Charter	Wooden Spoon SD	Student Investment Account (SIA)	\$100,000.00	

This portion of the Grant Agreement section is where you will download your initial grant agreements, upload your signed grant agreement and board meeting minutes, and track when the grant agreement has been verified and the funds have been released.

Each grantee will have several rows in the grant agreement section. One will have the total allocation amount across all grant agreements (in bold) as well as a row for each program that the grantee will have a grant agreement for.

### Institution Name and Fiscal Agent

Some districts will also have rows for the grant agreements that their district-sponsored charter schools (partially-funded) will be signing and returning. This is why there is both a column for the Institution Name and the Fiscal Agent, even though those two institutions will be the same in most cases. Consortium members will see their Consortium Name in the Institution Name field and then the Fiscal Agent, as per the MOU, in the Fiscal Agent column. Please Note: Notifications from Smartsheet to sign Grant Agreements will go to anyone listed as a RAD contact. Please be sure to update your RAD contacts to include both the district and district-sponsored charter contacts as appropriate. The Grantee is required to sign the Grant Agreement, but it is the district's responsibility to assist their sponsored charters in receiving and returning Grant Agreements to ODE.

### Program




The program column shows all funding streams for which you will have a grant agreement. **If these program streams or the fiscal agent for the funding streams are incorrect, contact your District Grant Manager (shown in your contacts at the top of the RAD) immediately to resolve.**

### Notes

This column is to clarify any special circumstances regarding that grant agreement's fiscal agent or the status of the grant agreement upload. The goal of this column is to provide transparency throughout the process.

### Grant Agreement Uploaded by ODE

This column has three icons to indicate where the grant agreement is prior to uploading to this portal.

-  A yellow exclamation mark indicates that grant agreement is on hold. Review GA Notes column for details
-  A green check mark indicates that the grant agreement for the program is uploaded by ODE
-  A red x indicates that the grant agreement is not yet ready for uploading by the ODE

### GA Notes

This gives further detail for the Grant Agreement Uploaded by ODE status (red/yellow/green). For instance, if your grant agreement is on hold, it means that some action is needed to get the issue resolved. This column has some detail for what is needed. For further information, reach out to your District Grant Manager.

Grant Agreement Verified by ODE

Once you have uploaded your signed agreement, the ODE will check to make sure that all requirements are in place, then verify that this grant agreement is recorded. When that verification has been completed, the star for that row will be selected and a notification will be sent to the grantee alerting that it is verified.

Funds Released

Once all paperwork has been completed, the funds in the subgrant in the Electronic Grants Management System (EGMS) will be released for the grantee to claim. Once the funds in the subgrant have been released in EGMS the grantee will see a green checkmark indicating the funds have been released. Note, this does not indicate when you can claim funds or how much you can claim at a time. For more detailed information on expenditure dates and disbursement amounts (for SIA), please refer to your grant agreement.

For more detailed information on the claiming of funds, please reach out to our EGMS team at [ode.egms@ode.oregon.gov](mailto:ode.egms@ode.oregon.gov).

Details Popup

As described in the instructions above, clicking on a grant agreement row will prompt a Details tab to open up. This tab is where you can find the PDFs that the ODE has uploaded for you to download, is where you will upload your signed grant agreements and board meeting minutes (SIA only), and is where you will click the button to alert ODE that you have uploaded your documents.

Details

Data

Attachments (1)

Fiscal Agent

Wooden Spoon SD

Program

High School Success (HSS)

Grant Agreement signed and uploaded by Institution

☐

Grant Agreement Returned by Institution

MM/dd/yy

Details

Data

Attachments (1)

Wooden Spoon SD HSS Grant Agreement\_S...  
Sep 11, 2023, 5:18 PM by Leah Thorp (35k)

Attach a File

## 2023-25 Reporting for the Integrated Programs

Reporting for all Integrated Programs (HSS, EIS, SIA, CSI/TSI and Perkins Direct Recipients) is now completed through **one quarterly report**.

The information below outlines the displays on the RAD itself and what is included in each section. For instructions on how to complete quarterly reporting, look for the folder of reporting guidance that is linked on the RAD's Reporting Instructions section.

### Purpose of Quarterly Reports

- The six integrated programs represent key investments into education systems change in Oregon that are rooted in community engagement and transparency. Quarterly reporting allows for increased transparency and accountability to our communities, taxpayers and legislators.
- Integrated Programs Progress Reports combine fiscal and implementation reporting in order to reflect on and illuminate the ways in which integrated activities are contributing to shifts and changes in attitude, behavior, action or policy, even if unintended.
- ODE views this effort as a partnership, our intent is that grantees use this report as a space to communicate both successes and challenges in the implementation of the integrated programs that will assist ODE in identifying legislative needs or gaps and/or offer support to grantees.
- Quarterly Reporting replaces the need to complete six different ODE reports and to provide claims documentation that was previously required for some programs - CSI/TSI, for example.

### IP Reporting for Charter Schools

#### **Independent Charter Schools**

Independent Charter Schools will have their own RAD and will report in the same way that the district reports as outlined in this document.

#### **District-Sponsored Partially Administered and State-Sponsored Charter Schools**

*Partially administered* charter schools applying with a district will report on their own individual reporting dashboards using their link to the [Integrated Reporting and Application Dashboard \(RAD\)](#). The charter reporting dashboards will be viewable by the district.

#### **Fully Administered Charter Schools**

*Fully administered* charter schools will collaborate with the district to submit their reports via the district reporting dashboards. This means that authorized charter users of the RAD will only see the districts' reporting links and information and there will not be links that are specific to the charter.

#### **Virtual Charter Schools**

Virtual charter schools will have their own RAD and will report in the same way that the district reports as outlined in this document. For SIA-specific board presentation requirements such as the Quarter 2 financial audit presentation and the Quarter 4 annual report presentation, we recommend that virtual charters present these items to their Boards as a best practice; however, it is not required by ODE.



You will access your Quarterly Reports via the RAD.

## 2023-25 Reporting Instructions

## 2023-25 Reporting Instructions

[Year 2 Q1 Reporting Video](#) (20 mins)

**RAD Technical Guidance:** Instructions on navigating Smartsheet and this dashboard.

**2023-24 Folder of Reporting Guidance:** Contains a folder for each quarter's reporting that includes additional details on how to report and what to include.

This section is updated on a regular basis to include links to reporting guidance as well as videos walking through what is needed to report.

## 2023-25 Reporting Windows

## 2023-25 Reporting Windows

Aligned reporting for all programs (HSS, SIA, EIS, CSI/TSI, CTE Perkins)

### 2023-24 Reporting

- Q1: Oct 1- 31, 2023
- Q2: Feb 1-29, 2024
- Q3: April 1-30, 2024
- **Q4/Annual: Sept 1- Nov 30, 2024**

### 2024-25 Reporting

- **Q1: Oct 1-31, 2024**
- Q2: Due Jan 31, 2024. Board Minutes from presentation.

This section includes the dates for each quarter's reporting. The current reporting windows are in bold and any changes to reporting windows are communicated out and updated here.

## 2023-25 Reporting Links: Current Reporting Window

2023-25 Reporting Links: Current Reporting Window		
Grantee Name	Type of Link	Reporting Link
Wooden Fork Charter	2023-24 Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088247648ae182c2bb06b401">https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088247648ae182c2bb06b401</a>
Wooden Fork Charter	Progress Markers	<a href="https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49beef5d70b11c79ad">https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49beef5d70b11c79ad</a>
Wooden Spoon SD	2023-24 Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1a5ed5800">https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1a5ed5800</a>
Wooden Spoon SD	2024-25 Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=e684f140a0964a06b29d15d37d4011db">https://app.smartsheet.com/b/publish?EQBCT=e684f140a0964a06b29d15d37d4011db</a>
Wooden Spoon SD	2024-25 Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=e684f140a0964a06b29d15d37d4011db">https://app.smartsheet.com/b/publish?EQBCT=e684f140a0964a06b29d15d37d4011db</a>
Wooden Spoon SD	23-24 Perkins Annual Report	<a href="https://app.smartsheet.com/b/form/aa633b357df148e4b498af1bdfdedac7">https://app.smartsheet.com/b/form/aa633b357df148e4b498af1bdfdedac7</a>
Wooden Spoon SD	Annual Reporting Questions	<a href="https://app.smartsheet.com/b/publish?EQBCT=76325e85b5d54bb48ddb4e6627cdd180">https://app.smartsheet.com/b/publish?EQBCT=76325e85b5d54bb48ddb4e6627cdd180</a>

This report displays the grantee name, type of link for reporting, and the link itself. The links included are:

- Budget/Spending
- Progress Markers
- Annual Reporting (only during Q4)
- If applicable, Perkins Annual Report (only during Q4)

## 2023-25 Reporting: Informational

2023-25 Reporting: Informational		
Grantee Name	Reporting Link	Type of Link
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=b122ae8b0e58419aa49afe1ab0c8885c">https://app.smartsheet.com/b/publish?EQBCT=b122ae8b0e58419aa49afe1ab0c8885c</a>	Informational: Budget Roll-up Across Quarters
Wooden Fork Charter	<a href="https://app.smartsheet.com/b/publish?EQBCT=b944e0b7b84345c68dd961a91a15ae73">https://app.smartsheet.com/b/publish?EQBCT=b944e0b7b84345c68dd961a91a15ae73</a>	Informational: Budget Roll-up Across Quarters


This section includes a Budget Roll-Up Across Quarters so that you can see your spending across programs and quarters all on one sheet. There is no reporting requirement for this link—it is informational only.

## 2023-25 IP Reporting Status Tracker

2023-25 IP Reporting Status Tracker				
Grantee Name	Reporting Period	Submitted by Grantee for Review	ODE Requested Additional Info	ODE Reviewed and Approved
Wooden Spoon SD	Q1 Due: Oct 31, 2023	06/13/23	10/10/23	10/13/23
Wooden Spoon SD	Q2 Due: Feb 29, 2024			
Wooden Spoon SD	Q3 Due: April 30, 2024			
Wooden Spoon SD	Q4/Annual Due: Nov 30, 2024			
Wooden Spoon SD	24-25 Q1 Due: Oct 31, 2024		09/04/24	09/05/24
Wooden Spoon SD	24-25 Q2 Due: Jan 31, 2025		09/17/24	09/01/24
Wooden Spoon SD	24-25 Q3 Due: April 30, 2025		09/17/24	09/17/24
Wooden Spoon SD	24-25 Q4/Annual Due: Nov 30, 2025		09/17/24	09/17/24

This section displays the dates when reporting was received and approved for each quarter. Reporting that has been reviewed and approved will have a green background.

## 2023-25 Integrated Program Completed Reporting Form



### 2023-25 Integrated Program Completed Reporting Form

By submitting this form, you are agreeing that all reporting for this quarter is complete and ready for review by the ODE team for the SIA, HSS, CSI/TSI, Perkins, and ELLS grants.

**Grantee Name \***

Start typing to filter. Remember that Aligned Program Consortia use the consortia name.

Select

**Reporting Period \***

☐ Q1 Due: Oct 31, 2023  
☐ Q2 Due: Feb 29, 2024  
☐ Q3 Due: April 30, 2024  
☐ Q4/Annual Due: Nov 30, 2024  
☒ 24-25 Q1 Due: Oct 31, 2024  
☐ 24-25 Q2 Due: Jan 31, 2025  
☐ 24-25 Q3 Due: April 30, 2025  
☐ 24-25 Q4/Annual Due: Nov 30, 2025

**Email of Person Submitting \***

**During Q1 Reporting, did you make any of the following changes to your Budget? \***

- Regular Reporting only reported on expenditures and program budget

This form is used to indicate that the quarterly reporting for the selected reporting period has been completed and is ready for review by ODE. The included questions change depending on the quarter selected and may include a space to upload attachments.

## SIA Performance Review Submission

The SIA Performance Review can be found on the RAD under the Integrated Program (SIA, HSS, EIS, Perkins, CSI/TSI) Reporting Section.

### Integrated Program (SIA, HSS, EIS, Perkins, CSI/TSI) Reporting

The SIA Performance Review is directly below the 2023-2025 IP Reporting Tracker and above the Early Literacy Success School District Reporting section.

#### SIA Performance Review Instructions

[Technical Guidance](#) for the SIA Performance Review Submission

The SIA Performance Review can either be completed by the grantee or during a phone call with ODE Regional Support.

To review previous annual report responses click the name of your institution in the view to the right. This will open the details tab where you can then click on "attachments" to access your prior responses as well as your submitted strategies.

After reviewing your prior submissions you can complete the three narrative responses on the data tab of the details panel. This can be accessed by clicking on your institution name in the view to the right.

#### SIA Performance Review Submission

☆ SIA Performance Review Applicant ⓘ

▼ Filter

Pri... Co...	Applicant Name	Applicant Institution ID	Official Name for All Communication and Reporting	Fiscal Agent Name	Fical Agent Instituti... ID	Regional Support
	Wooden Spoon SD	9999999	Wooden Spoon SD			Blake Whitson, leah.thorp@state.or.us
	Wooden Fork Charter	9999998	Wooden Fork Charter	Wooden Spoon SD	9999999	Blake Whitson, leah.thorp@state.or.us

The SIA Performance Review Submission can either be completed by the grantee on their own or collaboratively with their ODE Regional Support partners. The following instructions are for grantees that choose to complete the review on their own.

You want to first review prior annual report submissions and submitted strategies. To assist with this, ODE has compiled your previous annual report responses and submitted strategies and made them available as a PDF document. To access this document:

Click on your institution name in the view labeled "SIA Performance Review Submission". Once you have clicked on your institution name, the Details panel will open on the right-hand side. At the top you will see two tabs, one that says data and one that says attachments (1)

**SIA Performance Review Submission**

☆ SIA Details

Filter Data Attachments (0)

Pri... Co... Applicant Name

Wooden Fork Charter

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments served the mental and/or behavioral health needs of your focal group students. \*

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments contributed to improving academic outcomes specifically for focal student groups? \*

Click on the tab header that says Attachments (1). This will show you an attached PDF document that contains your prior annual report responses and strategies

**SIA Performance Review Submission**

☆ SIA Details

Filter Data Attachments (1)

Pri... Co... Wooden Spoon SD SIA Annual Report Responses.pdf  
Jul 10, 2024, 9:18 AM by Blake Whitson (222k)

You can then click on the attachment to download it to your computer and open it to review.

After reviewing your prior annual report responses and strategies you can then complete the narrative responses for the Performance Review.

Click on your institution name in the view labeled “SIA Performance Review Submission”. Once you have clicked on your institution name, the Details panel will open on the right-hand side. At the top you will see two tabs, one that says data and one that says attachments (1), you will want to make sure you are on the data tab to see the narrative questions.

**SIA Performance Review Submission**

☆ SIA Details

Filter Data Attachments (0)

Pri... Co...

Applicant Name

Wooden Fork Charter

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments served the mental and/or behavioral health needs of your focal group students. \*

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments contributed to improving academic outcomes specifically for focal student groups? \*

Once you see the narrative questions you can enter your responses. You can either type directly into the text fields or you can copy and paste from another document such as word or google docs. Please note that there is a 4,000 character limit on all text boxes.

Once you've completed all three responses you can then click the blue save button that automatically appears at the bottom of the details panel to finish your submission. Please note that the Save button will not appear until there is text in all three response boxes. If you would like another space to draft your responses before submitting them in Smartsheet, you may use this [Word template](#).

**SIA Performance Review Submission**

☆ SIA Details

Filter Data Attachments (1)

Pri... Co...

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments contributed to improving academic outcomes specifically for focal student groups? \*

test

What lessons did you learn from your 2020-23 SIA implementation that are informing your current Integrated Plan priorities and investments? \*

test

Discard Changes Save

If you are completing this collaboratively with your ODE Regional Support partner, you will be able to see any response they type in on your behalf by clicking on your institution name in the view to open the details tab. To review responses submitted on your behalf:

Click on your institution name in the view labeled “SIA Performance Review Submission”. Once you have clicked on your institution name, the Details panel will open on the right-hand side. At the top you will see two

tabs, one that says data and one that says attachments (1), you will want to make sure you are on the data tab to see the narrative questions and review what has been submitted on your behalf. Note, it may be necessary to refresh the RAD in order to see the latest saved changes.

**SIA Performance Review Instructions**

[Technical Guidance](#) for the SIA Performance Review Submission

The SIA Performance Review can either be completed by the grantee or during a phone call with ODE Regional Support.

To review previous annual report responses click the name of your institution in the view to the right. This will open the details tab where you can then click on "attachments" to access your prior responses as well as your submitted strategies.

After reviewing your prior submissions you can complete the three narrative responses on the data tab of the details panel. This can be accessed by clicking on your institution name in the view to the right.

**SIA Performance Review Submission**

☆ SIA f Details

Filter Data Attachments (0)

Pri... Co...

Applicant Name

Wooden Fork Charter

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments served the mental and/or behavioral health needs of your focal group students. \*

After reviewing what you shared in your 2020-23 Annual Report responses, please elaborate on how your SIA investments contributed to improving academic outcomes specifically for focal student groups? \*

From here you can edit any response as needed or follow up with your regional partner to request changes.

## 2023-25 Early Literacy District Grant Reporting

**Early Literacy District Grant Reporting**

**2023-25 Early Literacy Reporting Instructions**  
[Technical Guidance for Reporting](#): Full, detailed instructions with information on how to respond to narrative questions.  
[Q3 Reporting Video \(15 mins\)](#): Video for how to report for both the Integrated Programs and Early Literacy Grants for Q3.

**2023-25 Early Literacy Reporting Windows**  
 Early Literacy Success School District Grants:  
 • Q3: April 1-30, 2024 (Covers expenditures from 10/1/23-3/31/24)  
 • Q4: Nov 1-30, 2024

### 2023-25 Early Literacy Completed Reporting Form

By submitting this form, you are agreeing that all reporting for this quarter is complete and ready for review by the ODE team for Early Literacy District Grant.

**23-25 ELSSDG Reporting Links**

Grantee Name	Type of Link	Reporting Link
Wooden Spoon SD	2023-24 ELSSDG Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=3a2525463076">https://app.smartsheet.com/b/publish?EQBCT=3a2525463076</a>

**23-25 ELSSDG Reporting Tracker**

Grantee Name	Reporting Period	Submitted by Grantee for Review	ODE Requested Additional Info	ODE Reviewed Approved
Wooden Spoon SD	Q3 Due: April 30, 2024	03/09/24		
Wooden Spoon SD	Q4/Annual Due: Nov 30, 2024			

**Grantee Name \***  
Start typing to filter. Remember that Aligned Program Consortia use the consortia name.  

Select

  
**Reporting Period \***  
☒ Q3 Due: April 30, 2024  
☐ Q4/Annual Due: Nov 30, 2024  
  
**Email of Person Submitting \***

## 2023-25 Early Literacy Reporting Instructions

### 2023-25 Early Literacy Reporting Instructions

[RAD Technical Guidance](#): Instructions on navigating Smartsheet and this dashboard.

[Q4 Reporting Video \(34 mins\)](#): Video for how to report for both the Integrated Programs and Early Literacy Grants for Q4.

[2023-24 Folder of Reporting Guidance](#): Contains a folder for each quarter's reporting that includes additional details on how to report and what to include.

This section is updated on a regular basis to include links to reporting guidance as well as videos walking through what is needed to report.

## 2023-25 Early Literacy Reporting Windows

### 2023-25 Early Literacy Reporting Windows

Early Literacy Success School District Grants:

2023-24 Reporting

- Q3: April 1-30, 2024 (Covers expenditures from 10/1/23-3/31/24, completed within the 2023-24 budget)
- **Q4/Annual: Sept 1- Nov 30, 2024**

2024-25 Reporting

- **Q1: October 1-31, 2024**



This section includes the dates for each quarter's reporting. The current reporting windows are in bold and any changes to reporting windows are communicated out and updated here.

## 23-25 ELSSDG Reporting Links

23-25 ELSSDG Reporting Links		
Grantee Name	Type of Link	Reporting Link
Wooden Spoon SD	2023-24 ELSSDG Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=3a25254630764f7e8c42c44430ac3bda">https://app.smartsheet.com/b/publish?EQBCT=3a25254630764f7e8c42c44430ac3bda</a>
Wooden Spoon SD	2023-27 ELSSDG Inventory	<a href="https://app.smartsheet.com/b/publish?EQBCT=24be062e0f864b219da918ca6cacec32">https://app.smartsheet.com/b/publish?EQBCT=24be062e0f864b219da918ca6cacec32</a>
Wooden Spoon SD	Extended Learning - District Level Data Form	<a href="https://app.smartsheetgov.com/b/form/7d753d6301454a368b5fc596fa0eb12a">https://app.smartsheetgov.com/b/form/7d753d6301454a368b5fc596fa0eb12a</a>
Wooden Spoon SD	Extended Learning - School Level Data Form	<a href="https://app.smartsheetgov.com/b/form/9d492c49094e4849a392fc86593965de">https://app.smartsheetgov.com/b/form/9d492c49094e4849a392fc86593965de</a>
Wooden Spoon SD	High-Dosage Tutoring - District Level Data Form	<a href="https://app.smartsheetgov.com/b/form/821910148c994b60b60d60f1e7d5ee18">https://app.smartsheetgov.com/b/form/821910148c994b60b60d60f1e7d5ee18</a>
Wooden Spoon SD	Professional Development & Coaching Participation rep	<a href="https://app.smartsheet.com/b/form/a702c4cb2568475499493d33dd665742">https://app.smartsheet.com/b/form/a702c4cb2568475499493d33dd665742</a>
Wooden Spoon SD	2024-25 ELSSDG Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=8a2b70cc40874acc80b4100f97c1be0">https://app.smartsheet.com/b/publish?EQBCT=8a2b70cc40874acc80b4100f97c1be0</a>

This report displays the grantee name, type of link for reporting, and the link itself. The links included are:

- Budget/Spending
- Inventory
- Annual Reporting Forms (only for Q4), which include data collection forms for Extended Learning, High Dosage Tutoring, and Professional Learning

## 23-25 ELSSDG Reporting Tracker

23-25 ELSSDG Reporting Tracker				
Grantee Name	Reporting Period	Submitted by Grantee for Review	ODE Requested Additional Info	ODE Reviewed and Approved
Wooden Spoon SD	Q3 Due: April 30, 2024		03/27/24	03/29/24
Wooden Spoon SD	Q4/Annual Due: Nov 30, 2024		9/17/24	9/19/24
Wooden Spoon SD	24-25 Q1 Due: Oct 31, 2024		9/17/24	9/19/24
Wooden Spoon SD	24-25 Q2 Due: Jan 31, 2025		9/17/24	9/19/24
Wooden Spoon SD	24-25 Q3 Due: April 30, 2025		9/17/24	9/19/24
Wooden Spoon SD	24-25 Q4/Annual Due: Nov 30, 2025		9/17/14	9/19/24

This section displays the dates when reporting was received and approved for each quarter. Reporting that has been reviewed and approved will have a green background.

## 2023-25 Early Literacy Completed Reporting Form

**OREGON**  
DEPARTMENT OF  
EDUCATION  
*Oregon achieves... together!*

### 2023-25 Early Literacy Completed Reporting Form

By submitting this form, you are agreeing that all reporting for this quarter is complete and ready for review by the ODE team for the Early Literacy Success School District Grant (ELSSDG).

**Grantee Name \***  
Start typing to filter. Remember that Aligned Program Consortia use the consortia name.

Select

**Reporting Period \***

- ☐ Q3 Due: April 30, 2024
- ☒ Q4/Annual Due: Nov 30, 2024
- ☐ 24-25 Q1 Due: Oct 31, 2024
- ☐ 24-25 Q2 Due: Jan 31, 2025
- ☐ 24-25 Q3 Due: April 30, 2025
- ☐ 24-25 Q4/Annual Due: Nov 30, 2025

This form is used to indicate that the quarterly reporting for the selected reporting period has been completed and is ready for review by ODE. The included questions change depending on the quarter selected and may include a space to upload attachments.

### Independent Charter Schools

Charter schools that applied independently for Integrated Programs and Early Literacy Success School District Grants (ELSSDG) will have their own RAD and will report in the same way that the district reports as outlined in this document.

### District-Sponsored Partially Administered, Fully Administered and State-Sponsored Charter Schools

For the 2023-25 jumpstart biennium, there will be no *district sponsored charters*. All charters have applied independently from their district. Charter Schools will report on their own individual reporting dashboards using their link to the [Integrated Reporting and Application Dashboard \(RAD\)](#). The charter reporting dashboards will be viewable by the district.

### Consortium

Integrated Programs consortium will continue as a consortium for Early Literacy Success School District Grants (ELSSDG) and will have their own RAD and will report in the same way that the district reports as outlined in this document.

## 2021-23 Reporting

**1/19/24 Update:** This section is now below the 2023-25 Reporting section, and only the reporting links are still available. All reporting deadlines and submission forms for 2021-23 are closed.

2021-23 Reporting Links		
Recipient Name	Link Type	Link
Primary <b>Wooden Fork Ch:</b>		
Wooden Fork Chart:	2020-21 SIA Reporting Dashboard	
Wooden Fork Chart:	2021-22 SIA Reporting Dashboard	
Wooden Fork Chart:	2022-23 SIA Reporting Dashboard	
Wooden Fork Chart:	2021-23 HSS Reporting Dashboard	
Primary <b>Wooden Spoon S</b>		
Wooden Spoon SD	2020-21 SIA Reporting Dashboard	<a href="https://app.smartsheet.com/b/publish?EQBCT=1f8abc0b2f0f4256898018b5716d88ce">https://app.smartsheet.com/b/publish?EQBCT=1f8abc0b2f0f4256898018b5716d88ce</a>
Wooden Spoon SD	2021-22 SIA Reporting Dashboard	<a href="https://app.smartsheet.com/b/publish?EQBCT=64204ed511d841028fd7720a849a8a30">https://app.smartsheet.com/b/publish?EQBCT=64204ed511d841028fd7720a849a8a30</a>
Wooden Spoon SD	2022-23 SIA Reporting Dashboard	
Wooden Spoon SD	2021-23 HSS Reporting Dashboard	

## 2021-23 Reporting Links

This section displays the links to past reporting dashboards for High School Success and the Student Investment Account.

*Not seeing a link does not necessarily equate to not having to submit reports.* If the link space is blank, it is either because you don't have a reporting link for that program OR your formation is now a consortium that does not match the formation you were in for the 21-23 biennium. Please see your email communication that is sent at the beginning of the reporting period for the links to your dashboard.

# CSI/TSI School Level Plan Submissions

Districts with schools identified for Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) will need to submit school-level plans for each identified school for the 2024-2025 school year. The window for these submissions opens April 1, 2024. Districts will be able to access their schools under the reporting section of the RAD.



2024-25 Federal School Improvement (CSI/TSI) School Plans

CSI/TSI School Plan Instructions and Resources

The CSI/TSI School Level Plan reporting opens April 1, 2024 and closes Sept 30, 2024. There are two parts of the submissions: a narrative portion (submitted via a form) and the school plan.  
[Step by step instructions for CSI/TSI School Plan Submission](#)  
[School Level Plan Requirements Worksheet](#)

CSI/TSI School Level Plan Reporting

☆ CSI/TSI School Level Plan Reporting ⓘ

▼ Filter  

District Name	School Name Combined	School Type	Narrative Submission	24-25 School Plan Submission	Progress Update for CSI TS Schools
Wooden Spoon SD	Wooden Spoon CS 9999998	Charter	SUBMITTED	<a href="#">2024-25 School Plan</a>	<a href="#">Integrated Plan Progress Upd</a>
Wooden Spoon SD	Wooden Spork HS 9999995	Regular	<a href="#">Narrative Form</a>		<a href="#">Integrated Plan Progress Upd</a>
Wooden Spoon SD	Wooden Spatula MS 9999994	Regular	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>	<a href="#">Integrated Plan Progress Upd</a>

## CSI/TSI School Plan Instructions and Resources

### CSI/TSI School Plan Instructions and Resources

The CSI/TSI School Level Plan reporting opens April 1, 2024 and closes Sept 30, 2024. There are two parts of the submissions: a narrative portion (submitted via a form) and the school plan.

[Step by step instructions for CSI/TSI School Plan Submission](#)



[School Level Plan Requirements Worksheet](#)

The section on the left side of the screen contains technical instructions for submission as well as other resources for districts and schools to assist with their submissions.

## CSI/TSI School Level Plan Reporting

CSI/TSI School Level Plan Reporting

☆ CSI/TSI School Level Plan Reporting ⓘ

▼ Filter  

District Name	School Name Combined	School Type	Narrative Submission	24-25 School Plan Submission	Progress Update for CSI TS Schools
Wooden Spoon SD	Wooden Spoon CS 9999998	Charter	SUBMITTED	<a href="#">2024-25 School Plan</a>	<a href="#">Integrated Plan Progress Upd</a>
Wooden Spoon SD	Wooden Spork HS 9999995	Regular	<a href="#">Narrative Form</a>		<a href="#">Integrated Plan Progress Upd</a>
Wooden Spoon SD	Wooden Spatula MS 9999994	Regular	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>	<a href="#">Integrated Plan Progress Upd</a>

The School Level Plan Reporting section contains your district name and lists all identified schools in your district with the links to the form for submission. Click on any row to open the details tab which will provide you with a copy of each of the narrative responses that have been submitted.

## Integrated Program Plan Changes



### Plan Change Resources


**Plan Change Resources**

[Integrated Programs Plan Changes Quick Guide](#)  
[Integrated Programs: Budget Codes](#)

Your District Grant Manager is your point person for plan changes. You can find their name and contact information in the "Basic Information" section at the top of this dashboard. When you fill out the form to the right, your District Grant Manager will be alerted and will be in communication.

The Plan Change Resources section contains links to resources and indicates who grantee's point of contact is for the plan change process.

### 2023-25 Integrated Programs Plan Change Form



## 2023-25 Integrated Programs Plan Change

**Grantee Name \***  

Select ▼

**Email of Person Submitting \***

**Plan Change Form For \***  

Strategy/Outcome Change ▼

The Integrated Programs Plan Change form is used to request a plan change for outcome and strategies. All asterisked questions require a response. Scroll down in the form to complete and submit.

## Troubleshooting

### No access to the RAD

#### You don't have access to this item

Permission settings are preventing access to the item you requested.  
The item also may have been deleted, or the URL may be incorrect.

[Request Access](#)

This is happening because the account you are logged in as is not associated with any institutions that need access to the RAD. First, check to make sure that you are using the email that was provided in the Intent to Apply for this institution. If that does not remedy it, you will need to alert the ODE that you need to be added to the dashboard. Please fill out the [contact information update form](#) rather than clicking on the “Request Access” button displayed.

### Empty Boxes

#### Application Links and Status

#### You're not shared to this view

You're currently not shared in Dynamic View. Please contact the owner of this dashboard.

#### Points of Contact



#### Results are empty

We couldn't find any results based on this report's current criteria.

If you have access to the RAD but the information is blank, it means that the ODE didn't correctly get you assigned to your institution(s). Please fill out the [contact information update form](#) to gain access. Please describe in the "Additional Information" box that all of the boxes are blank when you log into the RAD. This will not be an immediate process to get you access—ODE will need to make a few changes to update. ODE will communicate back to you via email when it is completed and ready.



## Appendix A: 2023-25 Consortia Names

Consortium Name	Component Institutions	Fiscal Agent
Crane Consortium	Harney SD 4 Oregon Family School Silvies River Charter School Harney County Union High SD 1J	Harney County Union High SD 1J
Harney 3 Monroe Consortium	Harney County SD 3 Monroe School	Harney County SD 3
Harney Region Consortium	Diamond SD Double O SD Drewsey SD Frenchglen SD Pine Creek SD South Harney SD Suntex SD	Harney ESD Region XVII
North Central Virtual Charter Consortium	Insight School of Oregon Painted Hills Cascade Virtual Academy Destinations Career Academy of Oregon	Insight School of Oregon Painted Hills
Malheur Region Consortium	Arock SD 81 Juntura SD 12 Malheur County SD 51	Malheur ESD Region 14
Multnomah ESD Consortium	Baker Creek School Donald E Long School Ocean Dunes HS Ponderosa Creek HS Riverside HS Three Lakes HS	Multnomah ESD
North Wasco County Consortium	North Wasco County SD 21 Mosier Community School NORCOR Education Detention Center	North Wasco County SD 21