

# Integrated Programs Reporting and Application Dashboard Technical Guidance

Last updated: March 29, 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.

## **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

## **January 19, 2024 Updates**

This technical guidance document was updated with the following changes:

- Added an Integrated Program Plan Change Update section
- Added an appendix with Integrated Program budget codes
- Corrected the Q2 reporting deadline for 2023-24 to February 29, 2024
- More information for Expense Reporting for Q2-4

## **December 2, 2023 Updates**

This technical guidance document was updated with the following changes:

- Added an Early Literacy Grant Application section
  - Video of how to edit your application, if needed (11 min)
- Changed the Application section to reflect that it is the Spring 2023 Integrated Programs Application, as opposed to the Winter 23-24 Early Literacy Grants Application

## **September 26, 2023 Updates**

This technical guidance document was updated with the following changes:

- Added the 23-25 Allocation Amounts to the Basic Information section
- Quick note at top of the application section
- Addition of full guidance and video for the Grant Agreement section
- Addition of full guidance and video for the 23-25 Reporting section
- Updated Consortia in Appendix to reflect new addition

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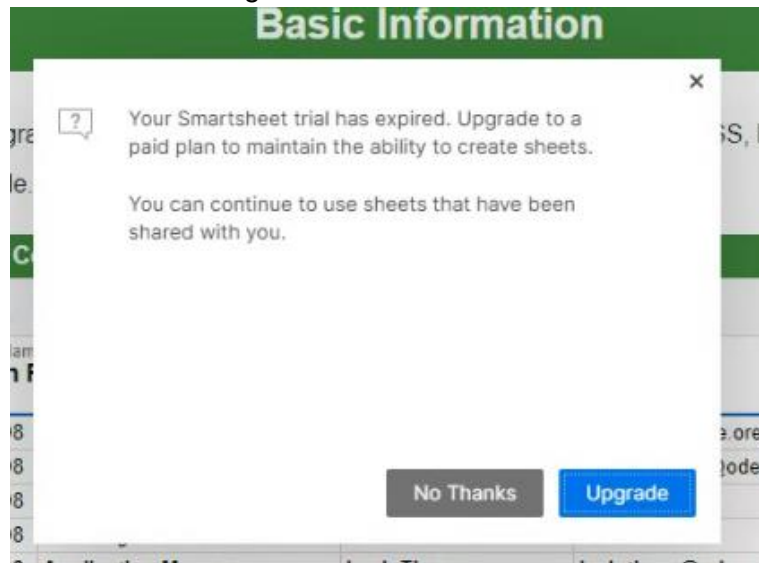
## Navigating Smartsheet (General Information)

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.

With a free account, 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

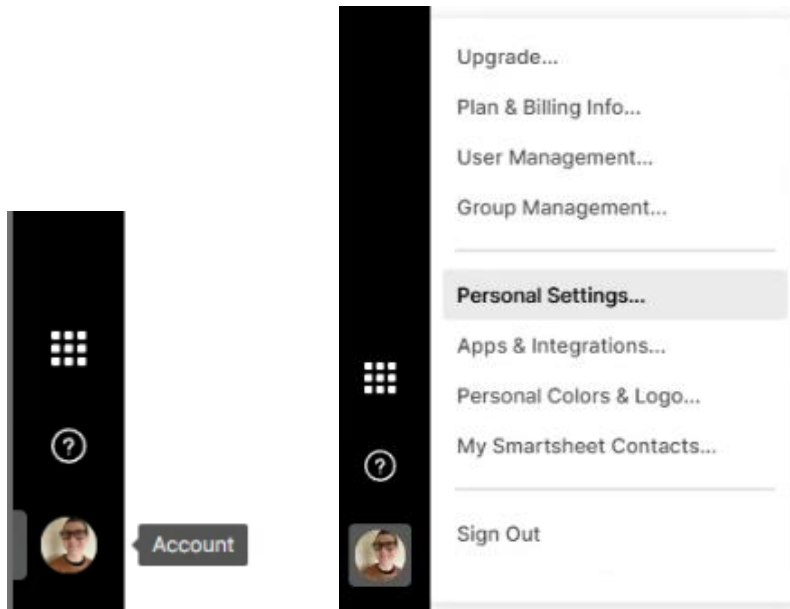
#### [Technical Guidance for the Application](#)

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 navigation menu with 'Settings' highlighted. The main content area is divided into sections: 'Auto-save Settings' and 'Communication Preferences'. Both sections have checkboxes that are all checked. A modal dialog is open over the 'Auto-save Settings' section, showing a list of auto-save intervals: 1 minute (selected), 2 minutes, 3 minutes, 5 minutes, and 10 minutes. The dialog has 'Cancel' and 'OK' buttons.

Profile

Settings

Notifications

My Mobile Devices

Announcements

**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

**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

- 1 minute**
- 2 minutes
- 3 minutes
- 5 minutes
- 10 minutes

Cancel OK

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

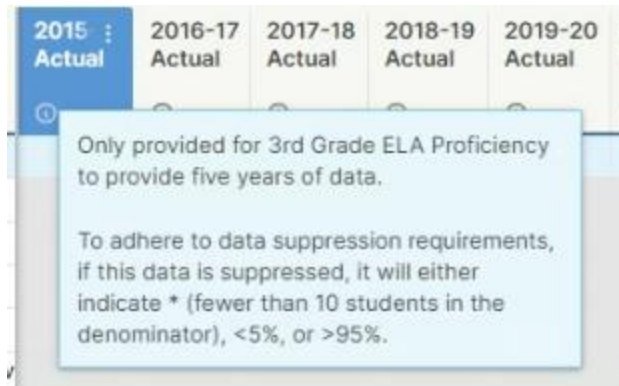
## Sheet features and edits

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.





## Saving

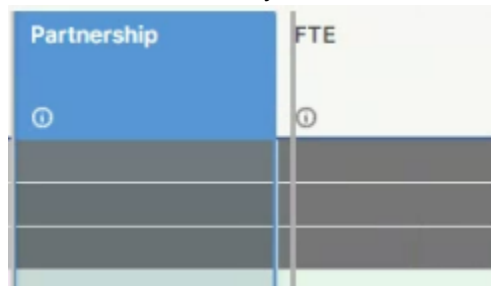
**When working on a sheet, be sure to save periodically, even if you changed your autosave settings!**

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.



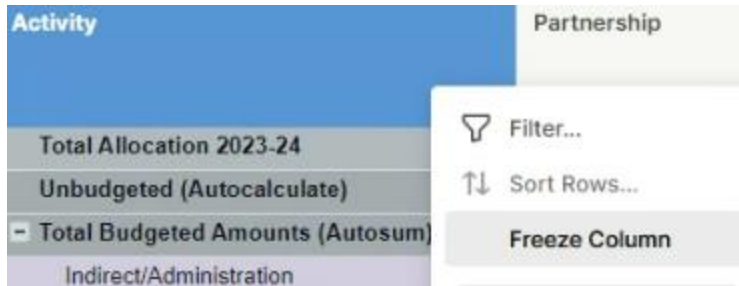
## Column width adjustments

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.



## 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.

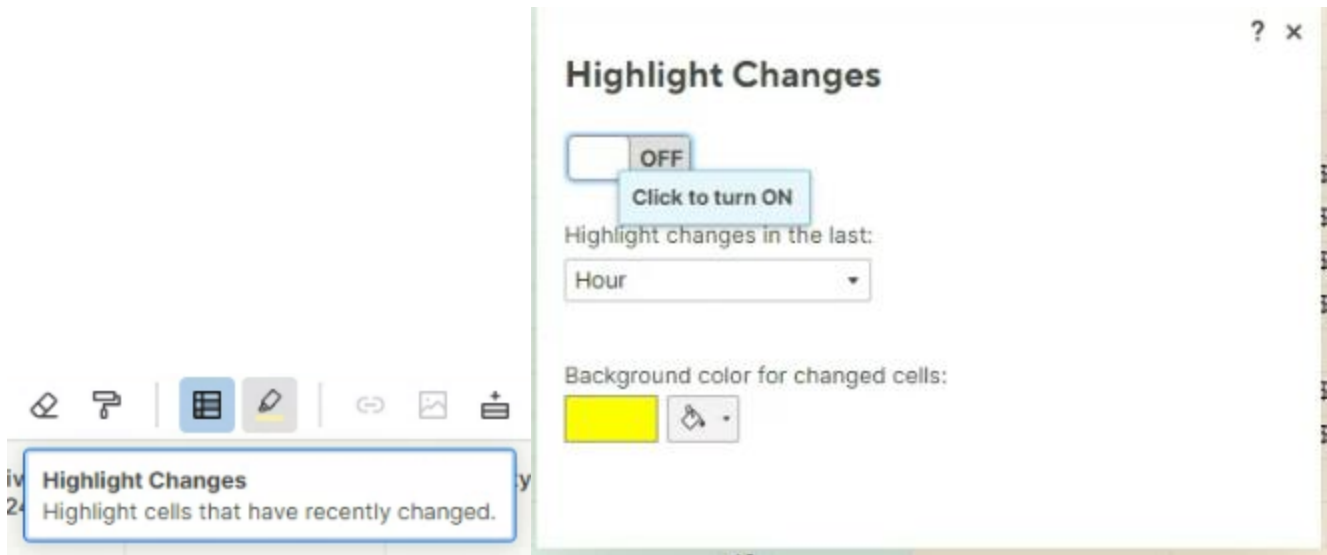
If there is ever information that you believe needs to change and it is locked, please reach out to your District Grant Manager for support.

## 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 make adjustments to 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 :

Save Ctrl + S | Refresh | Arial | 10 | B I U

	Outcome and Strategy	Activity	HSS Activity Category	SIA Allowable Category
1		Total Allocation		
2		Unbudgeted (Autosum)		
3		<b>Total Budgeted Amounts (Autosum)</b>		
4		Indirect/Administration		
5	A1	Hire 2 Middle School Math teachers to reu	PS STA	ROS

Export | Print... | Export to Microsoft Excel | Export to PDF... | Export Gantt to Image (PNG) | Export to Microsoft Project (XML)

# 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, ELIS, 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.ELI@ode.oregon.gov](mailto:ODE.ELI@ode.oregon.gov) or reach out to one of your contacts listed below.

Resources

Points of Contact

Your Specific Links

- [ODE Integrated Guidance](#)
- [RAD Technical Guidance](#)
- [Video Walkthrough of RAD](#)

Institution Name and ID	Contact Type	Name	Email Address	Phone
Institution Name: <b>Wooden Fork</b>				
9999998	ODE District Grant Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503
9999998	ODE Regional Support	Briake Whitson	briake.whitson@ode.oregon.gov	503
9999998	ESD Liaison(s)	#NO MATCH	#NO MATCH	
9999998	CTE Regional Coordinator			
9999998	Application Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503

Recipient Name	Link Type	Link
Primary: <b>Wooden Fork</b>		
Wooden Fork	Public Google Folder	All
Primary: <b>Wooden Spoc</b>		
Wooden Spoc	Public Google Folder	Link

Application

Application Instructions and Resources

Application Links and Status

[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 [briake.whitson@state.or.us](mailto:briake.whitson@state.or.us)

**Integrated Application Districts**

Filter:

Official Name for All Communication and Reporting	Dist. SDET needed	Application Section One	Application Section One Completed	Application Section Two	Application Section Two Completed
Wooden Spoon SD	<input checked="" type="checkbox"/>	Integrated Application	03/08/23	Integrated Application	03/08/23
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

LPGT Template Link

[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

Institution/Consortia Name	LPGTs Required	LPGT/LOM Template Sheet Link
Wooden Spoon SD	<input checked="" type="checkbox"/>	<a href="https://www.smcshsnet.com/quickstart/REPORT=x1538c5f9cc449800r08c65nov7b94">https://www.smcshsnet.com/quickstart/REPORT=x1538c5f9cc449800r08c65nov7b94</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

Grant Agreement Download, Upload, and Submission

Placeholder for instructions and resources for grant agreements.

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

## 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**

**Points of Contact**

**Your Specific Links**

Intitution Name and ID	Contact Type	Name	Email Address	Ph
<small>Institution Name</small> <b>Wooden Fork</b>				
9999998	Application Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503.325.2200
9999998	ODE District Grant Manager	Leah Thorp	leah.thorp@ode.oregon.gov	503.325.2200
9999998	ODE District Grant Manager (sec			
9999998	ODE Regional Support	Blake Whitson	blake.whitson@ode.oregon.gov	503.325.2200
9999998	ODE Regional Support (secondar			
9999998	ESD Liaison(s)	#NO MATCH	#NO MATCH	
9999998	CTE Regional Coordinator	blake whitson	Blake Whitson	
<small>Institution Name</small>				

Recipient Name	Link Type	Link
<small>Primary</small> <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>
<small>Primary</small> <b>Wooden Spoo</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.

# Winter 23-24 Early Literacy Grant Application

**Winter 23-24 Early Literacy Grant Application**

[↗ Application Revision: Open in Full Screen Size](#)

Early Lit App Revision Instructions and Resources

Reminder: This box will be empty until your application manager reaches out to you with needed revisions.  
Do not check the box that you have completed revisions until you are finished! Checking the box will remove your ability to make edits.

☆ **Early Literacy Grants: Grantee Editing** ?

▼ Filter

Grantee Name	Application ID#	Created	Application Manager(s)
There's nothing to show.			

When your Application Manager has emailed you with any needed changes to your application responses or attachments, they will make your application viewable in the portal to the right. Click on the application to have the details tab pop open to see the response fields and make any needed changes. When you have made changes, the blue "Save" button will pop up--save often to avoid losing work!

To add any attachments, select

Early Lit App Status-Green Indicates Completed

Grant Applicant	Application Submission Date	Application Review Status	Grant Agreement Status
Wooden Spoon SD	11/09/23	Application Not Yet Through Review Process	

The RAD now contains a section to support the 23-25 Early Literacy District/Charter grant application process. Applications for the Early Literacy Grants are submitted through a form that is linked on the [Early Literacy Success School District Grant Resources](#) website between December 1, 2023 and January 8, 2024.

If grant applicants need to make changes to their applications, their Application Manager (also known as their District Grant Manager) will reach out to them via email with the needed changes. See the "Step-by-Step Instructions for Editing Your Application" section for detailed information.



## Early Lit App Revision Instructions and Resources

### Early Lit App Revision Instructions and Resources

[Early Literacy Grant Website  
with Application Link](#)

[RAD Technical Guidance](#)

[Early Lit App Changes  
Walkthrough Video](#) (11min)

When your Application Manager has emailed you with any needed changes to your application responses or attachments, they will make your application viewable in the portal to the right. Click on the application to have the details tab pop open to see the response fields and make any needed changes. When you

This section of the RAD includes high-level instructions for how to edit your grant application as well as links to resources. The resources include the [Early Literacy Grant website](#) where you find the link to the application, a link to this technical guidance document, and an [11 minute walkthrough video of how to make changes to your application](#), if needed.

Use the scroll bar on the right of the window to see all of the high-level instructions for application revision.

## Step-by-Step Instructions for Editing Your Application

If your grant application is missing any information or there are any parts that need more clarity or detail, your Application Manager (the same person as your District Grant Manager) will reach out to you via email with information on what is needed. Application Managers are not the people reviewing your application but act as a liaison between reviewers and grant applicants. **Application revisions can occur at two points during the application review process: during the intake process when ODE checks for application completion or during the review process when ODE is thoroughly reviewing application responses, budget allowability, and inventory.**

When your Application Manager reaches out via email, they will also check a box to make your application responses and attachments editable on the RAD. All application revisions will occur through the *Early Literacy Grants: Grantee Editing* portal. Until edits are needed, this section of the RAD will be empty.

### ☆ Early Literacy Grants: Grantee Editing ⓘ

Filter



Grantee Name	Application ID#	Created	Application Manager(s)
Wooden Spoon SD	ELGA3	2023-11-24T21:22:25Z	Blake Whitson, Cassie Medina, leah.thorp@state.or.us

Above the portal is a [link to a full screen version of the portal](#). This has been provided in response to grantee feedback that the portals are too small on a screen. It is recommended that this full screen version be used in lieu of editing within the small box on the dashboard.

When your application is open for edits, you will see a row in the portal with your institution's name in the Grantee Name column. You will also see your Application ID (for reference only), the date your application was submitted to ODE, and the names of your Application Manager(s).

To edit your application, click on your institution's name to open the "Details" tab. *Note that you can alter the size of the details tab to be wider or narrower by dragging the left side in either direction.*

### Details

**Data**   Attachments (0)

Grantee Name

Wooden Spoon SD

Within the "Details" tab, there will be a "Data" portion and an "Attachments" portion. For revisions to narrative responses, the Data portion is used. To add more attachments, that portion will be used.

### Revising Narrative Responses

Each question of the application has a question ID, starting with either "PRT" (program review template) or "APT" (application planning template) followed by the question number. The Application Manager will include that ID in their communication to indicate which questions need attention.

Under each question is an editable box with your original response. Make edits to the original response within the box to address the need(s) indicated in the email from your Application Manager.

**PRT6. What evidence do you have regarding Writing, Reading, Comprehension, Vocabulary, & Background Knowledge indicators being embedded in your early literacy program? (i.e., curriculum and materials, vision for early literacy, professional development, instructional practices, etc.)**

This box contains your original application responses and is where you make edits.

When any edits to the responses have been made, a bright blue “Save” button will appear on the bottom of the Details tab. Be sure to save on occasion and always save before navigating to another tab or leaving your computer.

[Discard Changes](#)

### Editing Budget or Inventory Information

Toward the bottom of the Details tab, after all of the narrative questions, are three non-editable (greyed out) links, one for each year of budget and one for the 23-25 inventory.

#### **2023-24 Budget**

<https://app.smartsheet.com/b/publish?EQBCT=3a25254630764f7e8c42c44430ac3bda>

#### **2024-25 Budget**

<https://app.smartsheet.com/b/publish?EQBCT=8a2b70cc40874acc80b41000f97c1be0>

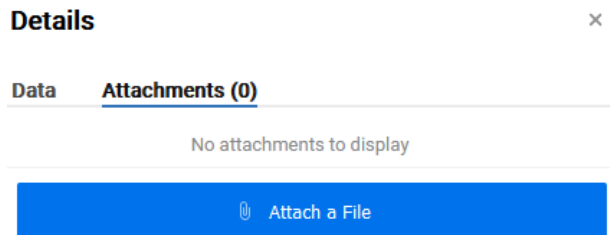
#### **23-25 Inventory**

<https://app.smartsheet.com/b/publish?EQBCT=f14409f92520463785ed172603f9653a>

Similar to the Integrated Programs application and reporting, the spreadsheet that you submitted with your application has been transferred to Smartsheet for application review and future reporting. Any edits to your two years of budgets or inventory will be made within the Smartsheet links. To open, highlight the link and copy on your computer, open a new tab in your browser, and paste the link in. *Note: anyone with the link can make edits to these sheets; be mindful of who you share the links with.* Make sure to save those sheets after any changes are made to preserve your changes.

## Adding Attachments

To add additional attachments to your application, navigate to the “Attachments” portion of the “Details” tab. You will see existing attachments that were included in your initial application, as well as a PDF of your initial narrative responses. Click on the blue button at the bottom of the tab to attach a file.



The most likely attachment to be needed following application submission is the board meeting minutes. Your application can be submitted prior to these board meeting minutes being in place but will not move into the grant agreement phase until this document is received and reviewed.

## Submitting Changes as Final

When all needed narrative response edits have been made, attachments have been uploaded, and revisions to the budget/inventory sheets are complete, the final step to indicate that changes are completed is to check the “Check this box to indicate that all of your edits (including attachments) are completed and you are ready for review of the changes” box. This checkbox is found at the bottom of the Data portion of the Details tab. When the box is checked and the change saved, this will remove editing ability for your application. **Do not check this box until you have completed all needed changes.** Checking the box also alerts your Application Manager that the changes are ready for next steps.

## Early Lit App Status-Green Indicates Completed

Early Lit App Status-Green Indicates Completed			
Grant Applicant	Application Submission Date	Application Review Status	Grant Agreement Status
Wooden Spoon SD	11/09/23	Application Not Yet Through Review Process	

This section of the portal is the place where you can track the progress of your application. When your application is submitted, you will receive an automated notification from Smartsheet that the application has been received. It will also input the date received into this tracker and that section will have a green background. Applications then go through the intake process, where budgets and inventory are transferred to Smartsheet sheets and questions and attachments are checked for completion (not content). Next, applications go to reviewers for review of content. If any additional information or changes are needed, your application will stay in the review process until completed. Once it meets the established criteria, it goes into the grant agreement phase. You will receive notification from your Application Manager when the application has moved to that phase.

# Grant Agreements

## Grant Agreements

### Grant Agreement Instructions

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

[Grant Agreement Walk-through Video](#)

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

### ☆ 23-25 IG Grant Agreements ⓘ

Filter



Institution Name	Fiscal Agent	Program	23-24 Allocation Amount	Notes
Wooden Spoon SD		<b>Total Allocation</b>	<b>\$1,201,500.00</b>	
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	

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), and Early Indicator and Intervention System (EIS). 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](#)

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

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	
<b>Wooden Spoon SD</b>		<b>Total Allocation</b>	\$
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)

Attach a File

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).

## 23-25 IG Grant Agreements

### ☆ 23-25 IG Grant Agreements ⓘ

Filter  

Institution Name	Fiscal Agent	Program	23-24 Allocation Amount	Notes
<b>Wooden Spoon SD</b>		<b>Total Allocation</b>	<b>\$1,201,500.00</b>	
Wooden Spoon SD	Wooden Spoon SD	Early Indicator and Intervention System (EIIS)	\$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. 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.

### 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 will be loaded into the Electronic Grants Management System (EGMS) for the grantee to claim. This column will be filled in with the date that the funds were input into EGMS and are available for claiming. This date only indicates when the funds were added to EGMS, not 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.

The image displays two side-by-side screenshots of a 'Details' popup window. The left screenshot shows the 'Data' tab with the following information: 'Fiscal Agent' is 'Wooden Spoon SD', 'Program' is 'High School Success (HSS)', and there are two unchecked checkboxes: 'Grant Agreement signed and uploaded by Institution' and 'Grant Agreement Returned by Institution'. The right screenshot shows the 'Attachments (1)' tab with a PDF file named 'Wooden Spoon SD HSS Grant Agreement\_S...' uploaded on Sep 11, 2023, at 5:18 PM by Leah Thorp (35k). A blue 'Attach a File' button is visible at the bottom of the right screenshot.

## 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.

The Reporting section will be the most used over the duration of the biennium as this is where the quarterly reporting links will be housed for your access. As of February 2023, the only links that are displayed are for the 2021-23 biennium. As of the 2023-25 biennium, the reporting for all of the integrated programs will be together. This means that expenditure reporting, narrative questions, progress markers, etc. will all be combined together. **While reporting for expenditures will be in one sheet, you will continue to track and report the spending for the different funding streams separately.** Just as your budgets for the biennium have a separate column to indicate planned spending separately, you will also report in separate columns.

2021-23 Reporting Links		
Recipient Name	Link Type	Link
<small>Primary</small> <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	
<small>Primary</small> <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.

## 2023-25 Reporting for the Integrated Programs

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

The information below outlines key due dates and general requirements, the purpose of quarterly reporting, how to access and complete your report, detailed reporting requirements, as well as explanations of the type of information ODE is requesting for each question or data point. If you are interested in a more condensed version, please see the [Integrated Programs Quarterly Report Quick Guide](#).

## Quarterly Report Due Dates

### **Quarter One - Due October 31, 2023**

- Updating Budgets & Activities for 2023-24 to align to final allocations
- Progress Marker Ratings
- Narrative Response

### **Quarter Two - Due February 29, 2024**

- Expenditures covering July 1, 2023 -December 31, 2023
- Progress Marker Ratings
- Narrative Responses
- Financial Audit Submission<sup>2</sup> and Board Minutes

### **Quarter Three - Due April 30, 2024**

- Expenditures covering January 1, 2024-March 31, 2024
- Progress Marker Ratings
- Narrative Responses

### **Quarter Four and Annual Report - Due November 30, 2024**

- Expenditures covering April 1, 2024-September 30, 2024
- Progress Marker Ratings
- Narrative Responses
- Annual Report Questions
- Annual Report Board Minutes

## 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.

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<sup>2</sup> Done in collaboration with ODE's School Finance Team

## Overview of Reporting by Quarter (Progress Report Quick Guide)

Quarter 1 ([Q1 Video Walkthrough](#) - passcode: MYN5+^e7)(11:45)

The requirements for grantees are to:

- A. Review their budget to ensure accuracy for the year ahead and align their planned budget to final allocations;
- B. Complete Progress Marker ratings; and
- C. Complete Narrative Responses.

The financial reporting component will be released for this quarter.

Quarter 2 ([Q2 Video Walkthrough](#))

The requirements for all grantees this quarter will include:

- A. Financial reporting, covering expenditures that occur from 7/1/23-12/31/23;
- B. Progress Marker ratings; and
- C. Narrative Responses.

Additionally, SIA grantees will need to submit board minutes showing that the financial audit was presented before the school board as a regular agenda item.

Quarter 3 ([Q3 Video Walkthrough](#))

The requirements for this quarter will include:

- A. Financial reporting, covering expenditures that occur from 1/1/24-3/31/24;
- B. Progress Marker ratings; and
- C. Narrative Responses.

Quarter 4 and Annual Report

The requirements for this quarter will include:

- A. Financial reporting, covering expenditures that occur from 4/1/24-6/30/24;
- B. Progress Marker ratings;
- C. Narrative Responses; and
- D. Annual Report questions.

Additionally, SIA grantees will be required to present their Annual Report before their governing board and submit a copy of their board meeting minutes as evidence of the board presentation.

## 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.

## 23-25 IP Reporting Dashboard Sections

You will access your Quarterly Reports via the RAD.

**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 EIS grants.

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

**Reporting Period \***  
 Q1 Due: Oct 31, 2023

**2023-25 Reporting Instructions**

[Q2 Reporting Video \(12min\)](#)

[Technical Guidance for Reporting](#): Full, detailed instructions with information on how to respond to narrative questions.

[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.

**2023-25 Reporting Windows**

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

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

[Spend and Claim by Dates](#)

**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=c1d2ba1b088247648ae182">https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088247648ae182</a>
Wooden Fork Charter	Progress Markers	<a href="https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49bee5d7">https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49bee5d7</a>
Wooden Spoon SD	2023-24 Budget and Reported Spent	<a href="https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1e">https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1e</a>
Wooden Spoon SD	Progress Markers	<a href="https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a7024">https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a7024</a>

**2023-25 Reporting Links: Current Reporting Window** will include two separate links to complete prior to submitting your report:

- Budget/Spending
- Progress Markers

## 2023-25 Reporting: Informational

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

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.

# Completing Your Report

## Progress Markers and Narrative Response Questions

2023-25 Reporting Links: Current Reporting Window		
Grantee Name	Reporting Link	Type of Link
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=5628147192ce4eb18632cfd646169d5e">https://app.smartsheet.com/b/publish?EQBCT=5628147192ce4eb18632cfd646169d5e</a>	Budget/Spending
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a70249c1a8e50e">https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a70249c1a8e50e</a>	Progress Markers

Complete the following sections of the report on the Progress Markers link.

### Progress Markers

ODE is providing a space for you to reflect on and communicate what is unfolding and the changes that are taking place at your district or school. Reporting on the Progress Markers allows you to indicate observable changes that have been identified as the kinds of changes we'd expect to see ahead of movement in the common metrics. You will also be able to note positive changes outside of the Progress Marker framework, as well as any lessons learned.

Every Grantee will be starting at a different baseline in progress markers and won't need or be working to address every progress marker. **Recipients are not expected or required to meet all progress markers, only to track changes when investments create or contribute to the changes outlined (as determined by the recipient).**<sup>3</sup>

### Completing the Progress Marker Dropdown Menu

- If you have made *observable* progress on a progress marker, **regardless** of the time frame indicators (3-6 months, 6-18 months or 18+ months), indicate the amount of progress that has been made in the dropdown menu (Low, Medium, High, Firmly in place).
  - Low = small, incremental changes have been observed
  - Medium = bigger changes observed, but still work to be done
  - High = significant change observed, but not yet fully in place
  - Firmly in place = no additional work needs to occur in this area
- If there is *no observable* progress on a progress marker, leave the dropdown at the default "No observable change."
- *\*Do not indicate that change is occurring where no changes have been observed.\**

<sup>3</sup> Aligning For Student Success, page 73  
[https://www.oregon.gov/ode/StudentSuccess/Documents/ODE\\_Integrated%20Guidance.pdf](https://www.oregon.gov/ode/StudentSuccess/Documents/ODE_Integrated%20Guidance.pdf)

## Overall Reflection: Narrative Response Questions

The narrative response questions are designed to help illuminate the depth and complexity of changes that advance over time. Grantees will respond to these narrative questions each quarter (please limit each question's response to 250 words or less):

### *Context and Guidance by Question:*

**OR1: Please share any highlights that provide additional context about the changes you have noted in your progress marker ratings above.**

*This is a space to provide explanations of the changes that you are seeing unfold at your district/school and share how they are working in your unique context.*

*If you have observed changes occur in several progress markers, please highlight those shifts or changes that are particularly noteworthy.*

*This is also a space where you may want to share some challenges occurring in moving toward changes in the progress marker framework so that the ODE Regional Support team and/or your ESD can support you.*

**OR 2: Please share other changes you've observed outside of the progress markers; for example, any observable changes made toward your outcomes when or if they don't correspond to the progress markers.**

*We recognize that the changes unfolding in your district/school are not limited to what's captured in the progress marker framework and we've provided a space for you to tell us about those changes.*

*Every incremental change has value, and may include shifts in behaviors, actions, practices or policies. We encourage storytelling in this space to spotlight these incremental changes within your district or school.*

**OR3: Please share any lessons learned, constructive or critical, over this quarter, including anything surprising that has occurred that might be valuable for other leaders in your region or state leaders to understand.**

*As you are working to meet the needs of your students and communities, you are learning valuable lessons about what's working and what's not working in your context. This is your space to share lessons you've learned that may help positively impact students beyond your district or school.*

## Budget/Spending - Quarters 2-4

2023-25 Reporting Links: Current Reporting Window		
Grantee Name	Reporting Link	Type of Link
Wooden Fork Charter	<a href="https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088247648ae182c2bb06b401">https://app.smartsheet.com/b/publish?EQBCT=c1d2ba1b088247648ae182c2bb06b401</a>	2023-24 Budget and Reported Spent
Wooden Fork Charter	<a href="https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49beef5d70b11c79ad">https://app.smartsheet.com/b/publish?EQBCT=5107cc9e874b4a49beef5d70b11c79ad</a>	Progress Markers
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1a5ed5800">https://app.smartsheet.com/b/publish?EQBCT=9d57fc50796a44f0b22fa4f1a5ed5800</a>	2023-24 Budget and Reported Spent
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a70249c1a8e50e">https://app.smartsheet.com/b/publish?EQBCT=c3d60450337d46fc85a70249c1a8e50e</a>	Progress Markers



Your Quarters 2-4 Budget/Spending links will include an “Activity Notes” column and “Amount Spent” column(s).

- **Activity Notes** - *This will be optional; however, we ask that you provide a brief explanation if you are having challenges advancing an activity so that your ODE regional support team can help support.*
- **Amount Spent** - Please indicate how much money was spent during the reporting period on each activity

The *2023-24 Budget and Reported Spent* link shows your updated and finalized budget from Q1 and separate columns to report each type of programmatic spending that occurred during January 1- March 31, 2024. There is also a space for optional notes on each activity if you would like to provide updates on status.

Activity ID #	Outcome and Strategy	Activity	All Reported Quarters Total Spent (autosum)	Activity Notes Q3 1/1/24-3/31/24 (Optional)	CSI/TSI Activity Spending Q3 1/1/24-3/31/24	Perkins Activity Spending Q3 1/1/24-3/31/24	EIS Activity Spending Q3 1/1/24-3/31/24	HSS Activity Spending Q3 1/1/24-3/31/24	SIA Activity Spending Q3 1/1/24-3/31/24	Q3 Total Spent (Autosum)
		Total Allocation 2023-24	\$0.00							\$0.00
		Unbudgeted (Autocalculate)	\$0.00							\$0.00
		<b>Total Budgeted Amounts (Autosum)</b>	<b>\$216,620.50</b>		<b>\$0.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,513.00</b>	<b>\$10,500.00</b>	<b>\$32,013.50</b>
1	--	Indirect/Administration	\$33,826.00					\$4,567.00		\$4,567.00
2	A1	Hire 2 Middle School Math teachers to reduce class size	\$47,166.50	we successfully hired 2 math teachers	\$0.50			\$5,600.00	\$10,500.00	\$16,100.50
3	A2	Staff training for MTSS at each level (elementary, middle, and high)	\$38,254.00					\$3,453.00		\$3,453.00

### Submitting Your Report:

Once you have completed the requested information in both the *2023-24 Budget and Reported Spent* link and *Progress Markers* link:

Complete and submit the form on the bottom of your dashboard, this will notify your District Grant Manager you have submitted your Q3 Report. At this time you can also indicate whether you have engaged in an Activity Change or a Strategy/Outcome Change.



## 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 EIS grants.

### Grantee Name \*

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

### Reporting Period \*

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

### Email of Person Submitting \*

Send me a copy of my responses

### Email of Person Submitting \*

### Did you engage in an Activity Change or Strategy/Outcome Change? \*

- **Regular Reporting:** Only reported on expenditures and progress markers
- **Activity Change:** Added New Activities
- **Strategy/Outcome Change:** Need to Add/Remove a Strategies/Outcomes and Activities

Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

If you have questions, please reach out to your District Grant Manager or email [ODE.EI@ode.oregon.gov](mailto:ODE.EI@ode.oregon.gov).

# 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.

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

**Reporting Period \***

Q3 Due: April 30, 2024

Q4/Annual Due: Nov 30, 2024

**Email of Person Submitting \***

**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			

## Where to Complete Your Report:

The RAD allows you to view all information in one space. Below you will see a section of the dashboard where you will find your Early Literacy Success School District Grants (ELSSDG) reporting links, which appears below the Integrated Program Reporting Section. You will see your district/grantee name, the reporting links, and the type of link.

### Independent Charter Schools

Charters 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.

## Steps for Q3 Reporting:

[Q3 Reporting Video for Integrated Programs and Early Literacy District Grants \(15 mins\)](#)

### Expenditure Reporting


The *2023-24 ELSSDG Budget and Reported Spent* link shows your updated and finalized budget from the ELSSDG Application. In the sheet you will see the *ELSSDG Q3 Spent (10/1/23-3/31/24)* column where you will report spending that occurred during October 1, 2023- March 31, 2024. There is also a space for optional notes on each activity if you would like to provide updates on status.

	Grant Allowable Use Category	Proposed Investment	Total Reported Spent 23-24 (autosum)	Activity Notes Q3 10/1/23-3/31/24 (Optional)	ELSSDG Q3 Spent (10/1/23-3/31/24)	FTE	FTE Type	Allowable Use Code	Object Code	4th or 5th Grade Expenditure	Literacy Budget (23-24)
1		Total Allocation 2023-24	\$0.00								\$258,154.00
2		Unbudgeted	\$0.00								\$0.00
3		- Total Budgeted Amounts	\$60,021.00		\$60,021.00						\$258,154.00
4	Administrative Costs	Administrative Cost	\$54,656.00		\$54,656.00					690	\$12,907.70
5	Hiring	Hiring two specialists to support students needing additional support	\$4,564.00	Hired 1 specialist, 2nd specialist in progress	\$4,564.00	2.00	Literacy Specialist	1:1HDT	12X		\$98,000.00
6	Purchasing Curricula & Materials	Bought some materials	\$456.00	test	\$456.00			CRCM	2XX	Yes	\$5,645.00
7	High-Dosage Tutoring	Hiring a tutor	\$0.00	Still working on hiring a tutor, has been difficult to hire	\$0.00	1	Literacy Interventionist	1:1HDT	31X		\$78,000.00

**Don't forget to save often!**

### Submitting Your Report:

Once you have completed the requested information in the *2023-24 ELSSDG Budget and Reported Spent* link, complete and submit the form on the bottom of your dashboard; this will notify your District Grant Manager you have submitted your Q3 Report.



## 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.

**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

You can track your Q3 status on the **Reporting Status Tracker**. The row will have a green background when the quarter's reporting is completed and approved.

### 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			

If you have questions, please reach out to your District Grant Manager or email [ODE.EI1@ode.oregon.gov](mailto:ODE.EI1@ode.oregon.gov).

# 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

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 Subr
Wooden Spoon SD	Wooden Spoon CS 9999998	Charter	SUBMITTED	<a href="#">2024-25 School Plan</a>
Wooden Spoon SD	Wooden Spork HS 9999995	Regular	<a href="#">Narrative Form</a>	
Wooden Spoon SD	Wooden Spatula MS 9999994	Regular	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>

The RAD Display will include two sections related to CSI/TSI School Plan reporting. The section on the left hand side of the screen will contain technical instructions for submission as well as other resources for districts and schools to assist with their submissions. The section to the left contains your district name and lists all identified schools in your district. In addition, you will be able to access the narrative form submission for your district as well as the 24-25 school plan template. You can also 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.

CSI/TSI School Level Plan Reporting

CSI/TSI School Level Plan Reporting

☆ CSI/TSI School Level Plan Reporting ⓘ

▼ Filter

District Name	School Name Combined
Wooden Spoon SD	Wooden Spoon CS 9999998
Wooden Spoon SD	Wooden Spork HS 9999995
Wooden Spoon SD	Wooden Spatula MS 9999994

Details

**Data**

**Name of person Submitting Narrative**

Blake Whitson

**email of person submitting narrative**

blake.whitson@ode.state.or.us

**Submitted Date**

03/26/24

**Describe the school-focused community engagement processes, including a description of specific engagement activities. This can be pulled directly from the district integrated plan.**

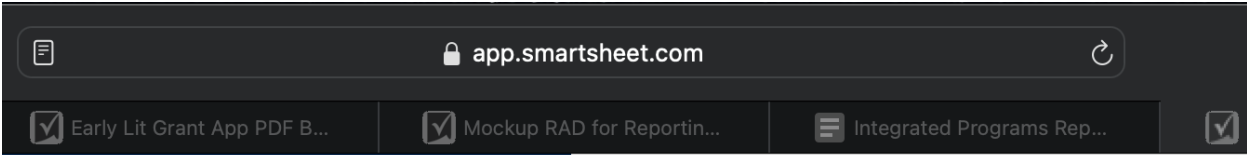
This is a test

## Submit the narrative responses


To submit the four narrative responses click on the blue text that says “Narrative Form” next to the school you wish to submit for.

CSI/TSI School Level Plan Reporting				
☆ CSI/TSI School Level Plan Reporting ⓘ				
District Name	School Name Combined	School Type	Narrative Submission	24-25 School Plan Submission
Wooden Spoon SD	Wooden Spoon CS 9999998	Charter	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>
Wooden Spoon SD	Wooden Spork HS 9999995	Regular	<a href="#">Narrative Form</a>	
Wooden Spoon SD	Wooden Spatula MS 9999994	Regular	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>

This will open the submission form in a new browser window. Keep in mind these links are available in the District RAD and the individuals that need to fill out this information may not have access to the RAD. In that scenario you will need to share the links with them by copying the URL from the browser window with the form and sending it to the person(s) responsible for submitting for each school.



To do this, simply click in the address bar in your web browser (most browsers the address bar is located at the top of the screen) make sure to highlight the entire URL by pressing CTRL + A (or Command + A on mac) then CTRL + C (or Command +C on mac) to copy the URL. You can then paste the URL into an email or instant message application by pressing CTRL + V (Command + V on mac) to send the link for the form to anyone who will be assisting with the submission.



## CSI / TSI School-level Plan

CSI / TSI School-level Plan Requirements

By September 30, 2024, all CSI / TSI schools must have a school-level improvement plan on file with ODE. These plans will further support intentional improvement efforts that will reach classroom practices and improve experiences and outcomes for students. School level plans will be submitted via Smart Sheet and:

- will be informed by community engagement guidelines described in the Integrated Guidance and Community Engagement Toolkit within the school community for the identified school; and
- will be informed by needs assessment processes described in the Integrated Guidance that include a review of disaggregated local data as well as local information and context for specific schools; and
- will include strategies and activities aligned to the overall outcomes articulated in the districts approved Integrated Plan; and
- will include strategies and activities that will improve the experiences and outcomes for focal students for which the school was identified; and
- will include strategies and activities that align to research and best practices to improve outcomes and experiences for students, specifically students for which the school was identified as in need of intentional support.

Please select your school name from the drop down \*

If you start typing your district name first it will jump to the schools in your district

Select

Name of Person Submitting \*

Email of person submitting \*

Describe the school-focused community engagement processes, including a description of specific engagement activities. This can be pulled directly from the district integrated plan. \*

Describe the learning from the school-focused community engagement activities. This can be pulled directly from the district integrated plan. \*

Describe the needs assessment process used to develop the school-level improvement activities, including the data reviewed and perspectives included in the process. This can be pulled directly from the district integrated plan. \*

Describe the learning from the needs assessment process that informed the development of school-level improvement activities. This can be pulled directly from the district integrated plan. \*

Once the person who needs to complete the submission has the form, to start, click in the drop down labeled "Please select your school name from the drop down". To make finding your school easier you can start typing

your district name as the list is in alphabetical order by district name. Once the results are narrowed down to your district you can select your school name.

**Please select your school name from the drop down \***

If you start typing your district name first it will jump to the schools in your district

wooden ▾

Wooden Spoon SD - Wooden Spoon CS 9999998

Wooden Spoon SD - Wooden Spork HS 9999995

Wooden Spoon SD - Wooden Spatula MS 9999994

**Email of person submitting \***

After your school name has been selected you can proceed to fill out the rest of the form. You will need to enter your name and email address as well as answer the four listed narrative questions. There is a check box located between the last question and the submit button where you can request a copy of your responses to be sent to you.

**Describe the learning from the needs assessment process that informed the development of school-level improvement activities. This can be pulled directly from the district integrated plan. \***

Instruction Response

Send me a copy of my responses

Submit

If you mark this check box it will ask for the email where you would like the copy of the responses to be sent.

After you are done with the narrative responses you can click the blue submit button to complete your narrative response submission. Shortly after your submission has been received the “Narrative Response” link on the RAD will be replaced by the word “Submitted” in a green box to indicate the narrative submission for that school is done.

CSI/TSI School Level Plan Reporting					
☆ CSI/TSI School Level Plan Reporting ⓘ					
<span style="font-size: small;">Filter</span> <span style="font-size: small;">[Grid Icon]</span> <span style="font-size: small;">[List Icon]</span>					
District Name	School Name Combined	School Type	Narrative Submission	24-25 School Plan Submission	
Wooden Spoon SD	Wooden Spoon CS 9999998	Charter	SUBMITTED	<a href="#">2024-25 School Plan</a>	
Wooden Spoon SD	Wooden Spork HS 9999995	Regular	<a href="#">Narrative Form</a>		
Wooden Spoon SD	Wooden Spatula MS 9999994	Regular	<a href="#">Narrative Form</a>	<a href="#">2024-25 School Plan</a>	



## Submitting the 24-25 School Plan

In addition to the narrative responses you will need to submit your 2024-25 school plan and budgets. Each school has its own unique planning sheet. To open the planning sheet for each school click the link in the CSI/TSI School Level Plan Reporting that says 2024-25 School Plan. This will open the schools 2024-25 school plan budget and activities template in a new browser window.

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

Keep in mind these links are available in the District RAD and the individuals that need to fill out this information may not have access to the RAD. In that scenario you will need to share the links with them by copying the URL from the browser window with the form and sending it to the person(s) responsible for submitting for each school. Each school's template is unique and can be edited by anyone with the link, so only share the link with those who are authorized to submit on behalf of the school.

To do this, simply click in the address bar in your web browser (most browsers the address bar is located at the top of the screen) make sure to highlight the entire URL by pressing CTRL + A (or Command + A on mac) then CTRL + C (or Command +C on mac) to copy the URL. You can then paste the URL into an email or instant message application by pressing CTRL + V (Command + V on mac) to send the link for the form to anyone who will be assisting with the submission.

	Integrated Program Outcome ID#	Outcome Description (Copied from O&S)	School Strategy ID#	School Strategy Description	Activity ID#	Activity Description
1						
2						
3						
4						

The template has columns for the following:

- Integrated Program Outcome ID** - This should correspond to the Outcome Letter in the district's approved Integrated Plan (Example: Outcome A).

- **Outcome Description** - This should correspond to the Outcome description in the district’s approved Integrated Plan (Example: Close academic achievement gaps for focal students.).
- **School Strategy ID#** - This is the Strategy Letter and Number and should align to the Outcome Letter in the district’s approved Integrated Plan (Example: Strategy A1).
- **School Strategy Description** - This should describe WHAT the school will do to influence the stated outcome (Example: Improve outreach to families regarding attendance and engagement.).
- **Activity ID#** - This is the Activity Letter and Number and should align to the Strategy Letter stated above (Example: Activity A1.1).
- **Activity Description** - This should describe HOW the school will achieve the strategy in a discrete action (Example: Hire a school and community engagement specialist.).

There are then additional columns to identify the funding source(s) for each activity including:

- FSI CSI/TSI Budget Amount
- EIIS Budget Amount
- HSS Budget Amount
- SIA Budget Amount
- Perkins Budget Amount
- ELSSDG Budget Amount (Early Literacy)
- Other Budget Amount \*Other budget sources are not required to be listed but can be included.
- Other Budget Source

These budget columns then auto sum at the end of the row for you so you do not need to include any summing of the columns.

For each outcome, there can be up to three strategies and for each strategy there can be up to three activities.

To get started select an outcome ID for the row from the drop down menu

Wooden Spoon CS 999999 - CSITSI School Plans 24-25 :

Grid View | Filter | Arial

	Integrated Program Outcome ID#	Outcome Description (Copied from O&S)
1	<input type="text"/>	
2	Outcome A	
3	Outcome B	
4	Outcome C	
5	Outcome D	
6	Outcome E	
7	Outcome F	
8	Outcome G	
	Outcome H	
8		

After an outcome ID is selected you can enter a description for the outcome. You will also notice that after selecting an outcome ID, the background color of the description row will change. These rows are color coded based on the outcome ID selected. After entering an outcome ID and outcome description you will then choose a strategy ID from the drop down.

From O&S)	School Strategy ID#	School Strategy Description
	<input type="text" value="School Strategy #A1"/>	
	<input type="text" value="School Strategy #A2"/>	
	<input type="text" value="School Strategy #A3"/>	
	<input type="text" value="School Strategy #B1"/>	
	<input type="text" value="School Strategy #B2"/>	
	<input type="text" value="School Strategy #B3"/>	
	<input type="text" value="School Strategy #C1"/>	
	<input type="text" value="School Strategy #C2"/>	
	<input type="text" value="School Strategy #C3"/>	
	<input type="text" value="School Strategy #D1"/>	

There is conditional formatting on the sheet that will make sure the strategy ID# aligns with the outcome. So, if you select Outcome A if you select anything other than Strategy A1, A2, or A3 the field will highlight in yellow to indicate that you have selected a strategy ID that is not aligned with the selected outcome ID for that row. After selecting the strategy ID, you will then enter a strategy description. As with the outcome description these fields are also color coded and the background color will change based on the strategy ID you select.

Integrated Program Outcome ID#	Outcome Description (Copied from O&S)	School Strategy ID#	School Strategy Description
Outcome A	Test	School Strategy #A1	Test
Outcome A	test	School Strategy #A1	
Outcome A	test	School Strategy #A1	
Outcome A	test	School Strategy #A2	
Outcome A	test	School Strategy #A2	
Outcome A	test	School Strategy #A2	
Outcome A	test	School Strategy #A3	
Outcome A	test	School Strategy #A3	
Outcome A	test	School Strategy #A3	

After your strategy ID and description are entered you can select your activity ID from the drop down, as with the strategy ID, if your activity ID does not align with the outcome selected it will highlight in yellow.

School Strategy Description	Activity ID#
Test	Activity A1.1
	Activity A1.2
	Activity A1.3
	Activity C1.1
	Activity D1.2
	Activity C1.3

After you enter an activity ID, you will then enter a description for the activity ID. As with the strategy description field, these fields are also color coded. Each Outcome has its own color scheme that will carry across the strategies and activities.

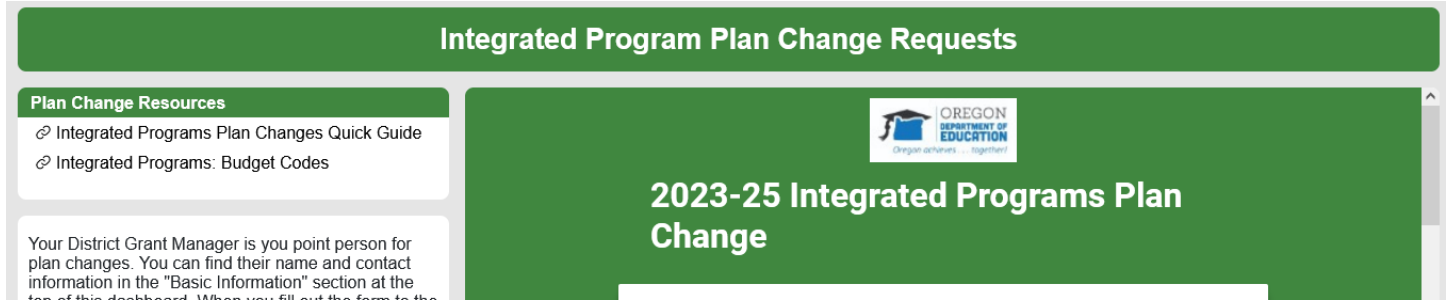
Activity ID#	Activity Description	FSI Amount
①	①	①
Activity A1.1	Test	
Activity A1.2		
Activity A1.3		
Activity A2.1		
Activity A2.2		
Activity A2.3		
Activity A3.1		
Activity A3.2		
Activity A2.3		

After you have entered an outcome, a strategy, and an activity you can then enter the funding for that activity in the appropriate budget source column(s).

FSI CSI/TSI Budget Amount	EIS Budget Amount	HSS Budget Amount	SIA Budget Amount	Perkins Budget Amount
①	①	①	①	①

Again, the budget columns will auto sum at the end of the sheet, so there is no need for you to sum the columns with your submission.

# Integrated Program Plan Changes



The Integrated Programs Plan Change section includes three portions to it: resources, the plan change form, and some information about your point of contact for any plan changes.

For Integrated Programs Plan Changes there are three types of plan changes for grantees: Budget, Activity, and Outcome/Strategy. We encourage plan changes to be requested during the quarterly reporting periods, but they will be open year round so plan changes can happen as needed. You will no longer need to submit a form to request plan changes for Budget shifts or Activity shifts (as long as they are connected to an existing Outcome/Strategy), you will only need to fill out the [Plan Change Form](#) for an Outcome/Strategy Change.

- **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 Original Budget, which can be found in the [Integrated Programs Reporting and Application Dashboard \(RAD\)](#) in the Reporting section.

2023-25 Reporting Links: Current Reporting Window		
Grantee Name	Reporting Link	Type of Link
Wooden Spoon SD	<a href="https://app.smartsheet.com/b/publish?EQBCT=5628147192ce4eb18632cfd646169d5e">https://app.smartsheet.com/b/publish?EQBCT=5628147192ce4eb18632cfd646169d5e</a>	Budget/Spending

### 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 ID #	Outcome and Strategy	Activity	Allowable Use Category	Object Code	CSI/TSI Activity Budget 23-24	Perkins Activity Budget 23-24	EIS Activity Budget 23-24	HSS Activity Budget 23-24	SIA Activity Budget 23-24	Total Activity Budget 23-24 (Autosum)
1		Total Allocation 2023-24			\$641,965.92	\$13,000.00	\$1,700.00	\$160,000.00	\$545,000.00	\$1,361,665.92
2		Unbudgeted (Autocalculate)			\$541,965.92	\$0.00	\$0.00	\$0.00	\$0.00	\$541,965.92
3		Total Budgeted Amounts (Autosum)			\$100,000.00	\$13,000.00	\$1,700.00	\$160,000.00	\$545,000.00	\$819,700.00
4	1 --	Indirect/Administration				\$650.00		\$64,000.00	\$27,250.00	\$91,900.00
5	2 A1	Hire 2 Middle School Math teachers to red.		111	\$50,000.00			\$12,650.00	\$87,350.00	\$150,000.00
6	3 A2	Staff training for MTSS at each level (elem		31x	\$12,000.00			\$8,000.00		\$20,000.00
7	4 A2	Hire 2 Counselors that provide tiered ment		111					\$188,600.00	\$188,600.00

## Activity Changes on Smartsheet,

For changes to an existing Activity line in the 2023-24 Budget, reflect updates in the following columns and click save on Smartsheet. For any new activity, go to the bottom of your line-item budget, fill 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

**Note:** Any new activity must connect to a pre-existing Outcome/Strategy, otherwise you will need to submit an Outcome/Strategy Change form. ODE will know it is a new activity because there will not be an activity number.

Acti... and Str...	Activity	Partnership	FTE	FTE Type	Perkins Function Code	EIS Allow... Expen... Area	HSS Activity Category	SIA Allowable Use Category	Object Code	CSI/TSI Activity Budget 23-24	Perkins Activity Budget 23-24	EIS Activity Budget 23-24	HSS Activity Budget 23-24	SIA Activity Budget 23-24	Total Ac... Budget (Autosum)
1	Total Allocation 2023-24									\$641,965.92	\$13,000.00	\$1,700.00	\$160,000.00	\$545,000.00	\$1,361,665.92
2	Unbudgeted (Autocalculate)									\$541,965.92	\$0.00	\$0.00	\$0.00	\$0.00	\$541,965.92
3	Total Budgeted Amounts (Autosum)									\$100,000.00	\$13,000.00	\$1,700.00	\$160,000.00	\$545,000.00	\$819,700.00
4	1 --	Indirect/Administration							650		\$650.00		\$64,000.00	\$27,250.00	\$91,900.00
5	2 A1	Hire 2 Middle School Math teachers to red.		2 Core: Math			DP STA	RCS	111	\$50,000.00			\$12,650.00	\$87,350.00	\$150,000.00
6	3 A2	Staff training for MTSS at each level (elem					DP PL		31x	\$12,000.00			\$8,000.00		\$20,000.00
7	4 A2	Hire 2 Counselors that provide tiered ment		2 Health: QMHP/Psychologist/LC				HSS	111					\$188,600.00	\$188,600.00
8	5 A2	Additional salaries to attend MTSS, cultural							13x	\$20,000.00					\$20,000.00

**\*When you submit your quarterly report, you will be asked if you have made any activity level changes for our internal tracking.**

## 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:

- **Purpose:** Please provide a brief description outlining the reason for this change.
- **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. 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.

Basic Information

This dashboard is used for all application submission, grant agreement, and reporting for the aligned programs (SIA, HSS, EIS, 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.EII@ode.oregon.gov](mailto:ODE.EII@ode.oregon.gov) or reach out to one of your contacts listed below.

Resources	Points of Contact	Your Specific Links																																											
<ul style="list-style-type: none"> <li><a href="#">ODE Integrated Guidance</a></li> <li><a href="#">RAD Technical Guidance</a></li> <li><a href="#">Video Walk-through of RAD</a></li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th>Institution Name and ID</th> <th>Contact Type</th> <th>Name</th> <th>Email Address</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td colspan="5"><small>Institution Name</small> <b>Wooden Fork</b></td> </tr> <tr> <td>9999998</td> <td>ODE District Grant Manager</td> <td>Leah Thorp</td> <td><a href="mailto:leah.thorp@ode.oregon.gov">leah.thorp@ode.oregon.gov</a></td> <td>503.8</td> </tr> <tr> <td>9999998</td> <td>ODE Regional Support</td> <td>Blake Whitson</td> <td><a href="mailto:blake.whitson@ode.oregon.gov">blake.whitson@ode.oregon.gov</a></td> <td>503.8</td> </tr> <tr> <td>9999998</td> <td>ESD Liaison(s)</td> <td>#NO MATCH</td> <td>#NO MATCH</td> <td></td> </tr> </tbody> </table>	Institution Name and ID	Contact Type	Name	Email Address	Phone	<small>Institution Name</small> <b>Wooden Fork</b>					9999998	ODE District Grant Manager	Leah Thorp	<a href="mailto:leah.thorp@ode.oregon.gov">leah.thorp@ode.oregon.gov</a>	503.8	9999998	ODE Regional Support	Blake Whitson	<a href="mailto:blake.whitson@ode.oregon.gov">blake.whitson@ode.oregon.gov</a>	503.8	9999998	ESD Liaison(s)	#NO MATCH	#NO MATCH		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th>Recipient Name</th> <th>Link Type</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td colspan="3"><small>Primary</small> <b>Wooden Fork</b></td> </tr> <tr> <td>Wooden Fork C: 2023-24 Budget</td> <td></td> <td><a href="https://">https://</a></td> </tr> <tr> <td>Wooden Fork C: 2024-25 Budget</td> <td></td> <td><a href="https://">https://</a></td> </tr> <tr> <td>Wooden Fork C: Outcomes and Strategies</td> <td></td> <td><a href="https://">https://</a></td> </tr> <tr> <td>Wooden Fork C: Public Search Entry</td> <td></td> <td><a href="https://">https://</a></td> </tr> </tbody> </table>	Recipient Name	Link Type	Link	<small>Primary</small> <b>Wooden Fork</b>			Wooden Fork C: 2023-24 Budget		<a href="https://">https://</a>	Wooden Fork C: 2024-25 Budget		<a href="https://">https://</a>	Wooden Fork C: Outcomes and Strategies		<a href="https://">https://</a>	Wooden Fork C: Public Search Entry		<a href="https://">https://</a>
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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

**Note:** There is space for five strategies, if you need to add a new Strategy, please reach out to ODE for assistance in Smartsheet. Please use this Technical Guidance for steps in Smartsheet.

Wooden Fork Charte – 23-25 Outcomes and Strategies :

Identifier	Outcome or Strategy	CSI/TSI Funded	CTE/Perkins Funded	EHS Funded	HSS Funded	SIA Funded
1	Outcome-A Increase graduation rates for students navigating poverty from 73.5% to 84.7% by 2025.					
2	A1 Reduce class sizes for math at the middle school level to ensure students remain on track to graduate from high school	x	<input type="checkbox"/>	<input type="checkbox"/>	x	x
3	A2 Provide increased and equitable access for students in grades 6-12 to social, behavioral, and mental health supports	x	<input type="checkbox"/>	<input type="checkbox"/>	x	x
4	A3 Provide quality professional development for staff to better understand and support students navigating poverty	x	x	<input type="checkbox"/>	x	x
5	Outcome B Increase access to and retention of all students in CTE Programs of Study, with particular attention to students who have currently and historically been underserved.					

**\*When you submit your quarterly report, you will be asked if you have requested any Outcome/Strategy changes and direct you to the Plan Change Form.**



## 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: 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

## Appendix B: Integrated Program Budget Codes

Partnerships	Code
Any organization that - (a) is composed primarily of Indian parents, family members, and community members, tribal government education officials, and tribal members, from a specific community; (b) assists in the social, cultural, and educational development of Indians in such community; (c) meets the unique cultural, language, and academic needs of Indian students, including Tribal Nations supporting Oregon communities	Indian Community-Based Organization
Public, not-for-profit organizations or community agencies, which transparently collaborate with the intent to give voice and elevate community priorities by authentically engaging in interactive multi-modal, robust communication with residents in districts, educational service districts, institutions, and connection-centered programs. These community-powered partners and decision makers work to provide universal access to asset-based networks that advance racial and educational equity via community-oriented, linguistic-cultural resources to build sustainable and resilient communities. This includes but is not limited to agencies which serve as culturally-responsive and identity-affirming organizations and ensure multi-dimensional youth develop socio-emotionally, academically, professionally, and holistically. Some districts or schools may refer to private or for-profit organizations as Community-Based Organizations; however, for ODE partnership reporting purposes, private and for-profit organizations should be identified as "Business/Industry"	Community-Based Organization
Private, for-profit organizations engaged in commerce, trades, manufacturing, or that provision of services	Business/Industry
Public or private organizations that support and advance career learning. This includes: highschool graduation and work-based learning, on-the-job training, or other real-life occupational experiences by developing core skills, taking relevant coursework, internships/apprenticeships, clinical studies, and participating in simulated activities to promote future career awareness, exploration, preparation, and training. Some districts or schools refer to these organizations as Community Based Organizations; however, for ODE partnership reporting purposes, these organizations should be identified as "Career-Connecting Learning/Pathways"	Career-Connected Learning/Pathways
Public or private organizations that promote health, safety, mental and behavioral health, social or emotional needs, economic development, and resilient-sustainable basic resources (i.e. emergency preparedness, land preservation, etc.)	Physical/Mental/Social Well-Being
Public or private organizations that are affiliated with a religion and/or spiritual faith	Faith-Based Organization

FTE Types
Arts (Applied): CTE (Approved Program of Study)
Arts (Applied): Career Exploration
Arts (Applied): Computer Sciences (programming/ tech/ web design)
Arts (Applied): Media Arts
Arts: Fine & Performance Arts (art/ music/ theatre/ dance)
Core: English Language Arts
Core: Math
Core: Science (biology/ chemistry/ physics)
Core: Social Sciences (civics/ history/ economics/ psychology)
Core: Health/PE/Athletics
Equity/Diversity/Inclusion (incl. Migrant & Indian Ed)
General: Elementary Teacher
General: Multiple subjects teacher (middle/high school)
Health: QMHP/Psychologist/LCSW
Health: Nurse
Language: English Language Development
Language: World Languages (incl. ASL)
Library & Media
Special Education (all positions)
Supports: Behavioral Specialist
Supports: Family/Community Engagement (incl. McKinney-Vento)
Supports: Intervention Specialist
Supports: School Counselor/School Social Worker
Supports: Social Emotional Learning (SEL)

FTE Types
Supports: Other
Other: Electives teacher not listed
Other: Other staff position not listed

CTE: Function Codes	Code
Curriculum - Student Support Services, Work Based Learning and Career Exploration Activities	1131
Curriculum – Standards, Content, Alignment and Articulation	2210
CTE Professional / Personnel Development	2240
Scientifically Based Research	262X
Indirect - Support Services - Central Activities	2600

HSS: Activities Categories	Code
Dropout Prevention Professional Learning	DP PL
Dropout Prevention Ongoing Community Engagement & Partnerships	DP OCG
Dropout Prevention Equipment, Supplies, and Facilities	DP ESF
Dropout Prevention Curriculum	DP CUR
Dropout Prevention Staff Salaries and Stipends	DP STA
Dropout Prevention Middle School- 8th grade only	DP MS8

HSS: Activities Categories	Code
College Level Opportunities Professional Learning	CLO PL
College Level Opportunities Ongoing Community Engagement & Partnerships	CLO OCG
College Level Opportunities Equipment, Supplies, and Facilities	CLO ESF
College Level Opportunities Curriculum	CLO CUR
College Level Opportunities Staff Salaries and Stipends	CLO STA
College Level Opportunities Middle School- 8th grade only	CLO MS8
Career & Technical Education Professional Learning	CTE PL
Career & Technical Education Ongoing Community Engagement & Partnerships	CTE OCG
Career & Technical Education Equipment, Supplies, and Facilities	CTE ESF
Career & Technical Education Curriculum	CTE CUR
Career & Technical Education Staff Salaries and Stipends	CTE STA
Career & Technical Education Middle School- 8th grade only	CTE MS8

EIS: Allowable Expenditure Areas	Code
Staffing to maintain the system and facilitate corrective action	STF
Training for staff to maintain and use the system with fidelity	TRN
System software purchases and subscriptions	SSS

EIIS: Allowable Expenditure Areas	Code
Data analysis and research	DAR
Tribal government consultation	TGC
Student, family, staff, and community engagement	ENG

SIA: Allowable Use Categories	Code
Health and Safety	H&S
Increased Instructional Time	IIT
Ongoing Community Engagement	OCG
Reduced Class Size	RCS
Well Rounded Education	WRE

ALL Object Codes	Code
111 Licensed Salaries includes licensed coordinators and employees in the bargaining unit	111
112 Classified Salaries for work performed by "Classified Employees"	112
11X Salaries associated with "Support Staff and Support Personnel", Salaries associated with "Program Coordinators/Regional Coordinators"	11X
Administrative Salaries	113



ALL Object Codes	Code
2XX Benefits associated with "Licensed Employees" not included in the gross salary, Benefits associated with "Program Coordinators/Regional Coordinators" not included in the gross salary, Benefits associated with "Classified Employees" and "Support Staff" not included in the gross salary	2XX
12X Substitute Salaries for employees who are hired on a temporary or substitute basis	12X
Additional Salaries	13X
3XX Local CTE Instructional Services (Purchased), Regional CTE Instructional Services (Purchased), 31X Instructional, Professional and Technical Services	31X
34X Travel costs (e.g., mileage, hotel, registration, per diem, meals, car rentals, etc.)	34X
410 Consumable Supplies and Materials. This area includes expenditures for ALL supplies for the operation of a CTE Program. NOTE: Follow Perkins expenditure guideline for appropriate use of funds.	410
460 Non-consumable Equipment Items. Expenditures for equipment with a current value of less than \$5,000 or for items which are "equipment-like." This object category could be used when a district desired to treat these items as equipment for budgeting, physical control, etc., without either violating the capital equipment issues of Perkins.	460
470 CTE Computer Software. Expenditures for published computer software. Include licensure and usage fees for software here. The Cloud is considered software and would be coded here.	470
480 CTE Computer Hardware. Expenditures for non-capital computer hardware, generally of value not meeting the capital expenditure criterion. An iPad or e-reader needed to access e-textbooks is considered hardware and would be coded here.	480
Other Supplies and Materials	4XX
Capital Outlay	5XX
541 CTE Depreciable Equipment (Single pieces of equipment or technology items over \$5,000) to enhance and improve CTE Programs of Study	541 ***Requires ODE Approval***

ALL Object Codes	Code
690 Grant Indirect Charges/Administrative Indirect	690
Dues and Fees	640
Miscellaneous	8XX
Other	Other