Integrated Programs Progress Report Quick Guide
2023-2024

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Quarter 1

For Quarter One, grantees will **only** need to do the following:
- *Budget Updates to align with final allocations (expense report captured in Q2)*
- *Progress Marker Ratings and Overall Reflections (Narrative Responses)*

The Q1 Progress Report is due on **October 31, 2023**.

Where to Complete Your Report:

You have a new reporting dashboard for 2023-24 called the Integrated Programs Reporting and Application Dashboard (RAD). This dashboard allows you to view all information in one space. Below you will see a section of the dashboard where you will find your current reporting links. You will see your district/grantee name, the reporting links, and the type of link it is (what information you will be reporting on for each link).

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

Charter Schools

Independent and Virtual Charter Schools
Independent and Virtual 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 and State-Sponsored 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.

Steps for Q1 Reporting:

Budget/Spending

- The *Budget/Spending* link is pre-populated with activities and budgeted amounts from your 2023-24 application IPBT. The Budget/Spending sheet contains all the programs from which your district/consortium received funding. You will report in this one location for all funding streams.
- The final allocations have been updated on the *Budget/Spending* link. Use the updated amounts to make adjustments to your activities and funding amounts to balance your budgets. The unbudgeted funds row will be helpful to use as you track funds that need to be allocated and/or removed.
- You may add new activities directly onto your budget if they connect to an existing strategy listed on your Outcomes and Strategies, or are contained in your Tiered Planning sheet. Please clearly note which outcome and strategy the new activity applies to, and complete all budget columns as applicable.
- The total of your *2023-24 Budgeted Cost* column should match your 2023-24 allocation (Total Allocation 2023-24 line at the top of your Budget Updates sheet).

Progress Marker Ratings

The *Progress Marker* link contains the recently updated progress markers. The *2023-24 Q1 Progress* column contains a drop down menu that defaults to "No observable change." If you have seen *observable* movement or change in a progress marker, please choose a designation from the dropdown menu:
- Low = small, incremental changes have be 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 change,* you do not need to change the dropdown menu.

Overall Reflections: Narrative Responses

The narrative response section is found on the *Progress Markers* link as you scroll down below the list of progress markers. It contains three questions focused on the reflection of observed changes in the progress markers, observed changes outside of progress markers, and opportunities for sharing about how implementation is going.

For the narrative questions, ignore the drop-down and type in your narrative response in the space provided.

Don't forget to save often!
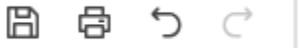
Submitting Your Report:

Once you have completed the requested information in both the Budget/Spending and Progress Markers links:

Complete and submit the form on the bottom of your dashboard, this will notify your District Grant Manager you have submitted your Q1 Report.

You can track your Q1 status on the Reporting Status Tracker.

2023-25 Reporting Status Tracker				
Grantee Name	Reporting Period	Submitted by Grantee for Review	ODE Requested Additional Info	ODE Reviewed and Approved
Wooden Spoon SD	Q1 Due: Oct 31, 2023	06/13/23		
Wooden Spoon SD	Q2 Due: Jan 31, 2024			
Wooden Spoon SD	Q3 Due: April 30, 2023			
Wooden Spoon SD	Q4/Annual Due: Nov 30, 2024			

If you have questions, please reach out to your District Grant Manager or email ODE.EII@ode.oregon.gov.