

Step by Step Process: Please take these steps to complete the Initial Local Improvement Plan. This page will only appear in your CTE Online Account **current** Perkins Local Plan if your educational institution is required to create and submit an Initial Local Improvement Plan based on the previous school year or previous academic year performance data.

This data is not the two-year-old data linked on the “Work Area” page in the Perkins Local Plan (see technical guide C8.) The data for the Initial Local Improvement Plan is based on the data collected and processed after the **current** fiscal year Perkins Local Plan was already created and approved.

In January of the existing fiscal year, the CTE Online Account/Perkins Director may send an e-mail advising that your current Perkins Local Plan is in a new status called “Initial Local Improvement Plan Required.” This means your current Perkins Local Plan is no longer approved and action must be taken by you to prepare and re-submit the current Perkins Local Plan with a completed Initial Local Improvement Plan.

Within the Initial Local Improvement Plan page, metrics that are not at the required target level will be presented. Your educational institution’s actual level and the appropriate state target levels will be pre-populated. This page must be completed and resubmitted **within 30 days** of the receipt of the “Initial Local Improvement Plan Required” e-mail notification.

To complete this mid-fiscal year, newly-added page within your existing Perkins Local Plan, please proceed as follows:

- 1) After you have received the “Initial Local Improvement Plan Required” e-mail notification (see Screen Shot #1) and after you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 2.) Note the Perkins Performance Metrics linked on this page is the older data. It is not the data that determined the need for an Initial Local Improvement Plan. The new data is located within the Initial Local Improvement Plan page.
- 2) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Begin to document your Initial Local Improvement Plan by clicking on the *Edit* button for this step.
Notice that if you already had a Local Improvement Plan in your Perkins Local Plan that was completed when you created this fiscal year’s current Perkins Local Plan, it still exists but the title of it has been changed to “Final Local Improvement Plan” and it will be grayed out. (see Screen Shot #3a.) The Final Local Improvement Plan includes strategies to address deficiencies determined by the two-year-old data whereas the Initial Local Improvement Plan must include strategies to address

deficiencies determined by the new data. If the same strategies continue to be deficient, it may be important to try new strategies. (There is no requirement related to the posting of an Initial Local Improvement Plan to edit the Final Local Improvement Plan.)

- 4) At the Initial Local Improvement Plan page, for each question presented, review the “Actual” level of the metric and compare it with the “Target” level. Then define and document the **specific** strategies your educational institution will employ to improve the performance of the metric (see Screen Shot # 4.) Note: This is where the new data Performance Metric Report is located. In January, this report is not yet disaggregated by sub-populations or programs. The disaggregated report will be completed and posted in the next fiscal year’s Perkins Local Plan when the CTE Online Account is opened to start preparing the next fiscal year’s Perkins Local Plan.
- 5) **While you are working and after addressing each question, click on the Save button (see Screen Shot # 4) to save your information. Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 6) After clicking on the Save button, go to the *Main Perkins Local Plan Page*. If you have completed each question, the text for this step will now be gray instead of black. Please note that if the step is completed and “grayed out” this does not mean that you cannot go back and make edits to it. If you have not completed this step the text will remain black until it is complete.
- 7) When you are satisfied with your responses for the Initial Local Improvement Plan submit the Perkins Local Plan by clicking *Next* at the bottom of the page. This will take you to the Summary page. Continue to click *Next* until you see the *Submit* button.
- 8) **Before you click *Submit***, be sure to provide a brief explanation of what was changed in your Perkins Local Plan. If the only change to your plan was the completion of the new Initial Local Improvement Plan, please indicate “The Initial Local Improvement Plan has been completed for review.” (See Screen Shot #5.)
- 9) If you also made other changes to your Perkins Local Plan, the brief explanation of changes needs to itemize what else was revised. If other items are revised and no mention of the changes is made in the brief summary, those revisions are not considered approved even if the Local Plan is approved.
- 10) Continue to monitor CTE Online Account/Perkins Director e-mails. After reviewing, the Perkins Director or Designee may have questions or comments that require responses. You must continue the process until the Perkins Local Plan is once again approved.

Important Note: Starting with the onset of Colorado Fiscal Year 2012-2013, recipients that are deficient in the same Performance Metric for three consecutive years will be sanctioned as follows:

- a. Ten percent of the allocation must be spent on strategies to improve the performance and
- b. A CCCS staff team will do an onsite visit to help develop and to assure implementation of appropriate strategies.
- c. Sanctions will be known and effective at the beginning of the fiscal year before the recipient builds and submits a new Perkins Local Plan for a new fiscal year allocation. Sanctions will not be imposed in January, even if the January data indicates a third year consecutive deficiency.

Initial Local Improvement Plan

Created: Fall, 2011; Last Modified: 1/11/2012

Summary: There are three types of Local Improvement Plans and the three types are summarized here:

<p>Local Improvement Plan</p>	<p>Exists, if needed, in the Perkins Local Plan when new Local Plans are being developed for the new fiscal year. If the recipient meets all State targets with the 2010-2011 school year or academic year data, the Local Improvement Plan remains in the Local Plan throughout the year. It is based on two-year-old data.*</p>	<p>Example: For Fiscal Year 2011-2012, exists in FY2011-2012 Perkins Local Plan in May or June, 2011, when creating new Perkins Local Plans for the 2011-2012 fiscal year funds. It is based on 2009-2010 school year or academic year data. If the recipient meets all State targets with the 2010-2011 school year or academic year data, the Local Improvement Plan remains in the Local Plan throughout the year.</p>	<p>Must be completed in order to submit a new Perkins Local Plan.</p>
<p>Initial Local Improvement Plan</p>	<p>Inserted, if needed, by CCCS into existing Perkins Local Plans in January of the current fiscal year. Causes a new status of the Perkins Local Plan to "Initial Local Improvement Plan Required." It is based on one-year-old data.</p>	<p>Example: For Fiscal Year 2011-2012, is inserted in January, 2012 into the current Perkins Local Plan for the 2011-2012 fiscal year funds. It is based on 2010-2011 school year or academic year data. This will become the Local Improvement Plan in the 2012-2013 Perkins Local Plan when creating new Perkins Local Plans for the 2012-2013 fiscal year funds. The strategies may remain the same as what was provided for the January Initial Local Improvement Plan or the strategies may be edited when the new fiscal year Perkins Local Plan is created.</p>	<p>Must be completed and the current Perkins Local Plan resubmitted within 30 days of the Initial Local Improvement Plan Required e-mail notification.</p>
<p>Final Local Improvement Plan</p>	<p>If a recipient receives an Initial Local Improvement Plan Required status of their current Perkins Local Plan based on the most recent (one-year-old) data AND if the recipient also already has a Local Improvement Plan within the current Perkins Local Plan based on the two-year old data then the Local Improvement Plan based on the two-year-old data automatically is renamed as the "Final Local Improvement Plan."</p>	<p>Example: For Fiscal Year 2011-2012, a Local Improvement Plan exists in the current 2011-2012 Perkins Local Plan based on two-year-old data AND for Fiscal Year 2011-2012 an Initial Local Improvement Plan is inserted into the current 2011-2012 Perkins Local Plan in January, 2012 based on one-year-old data, the already existing Local Improvement Plan is automatically renamed as the Final Local Improvement Plan.</p>	<p>No edit to the Final Local Improvement Plan is required but edits are allowed. Must note that edits were made to the Final Local Improvement Plan when resubmit the plan if edits were made.</p>

Initial Local Improvement Plan

Created: Fall, 2011; Last Modified: 1/11/2012

A Perkins Local Plan can exist with any one of the following configurations, depending on the recipient's past and current Perkins Performance Metrics Reports:

No Local Improvement Plan
A Local Improvement Plan
A Local Improvement Plan with a 10% Controlled Use of Funds Sanction – Known about at the beginning of a fiscal year before funds are allowed to be obligated
An Initial Local Improvement Plan
An Initial Local Improvement Plan and a Final Local Improvement Plan

Screen Shots

Screen Shot # 1: "Initial Local Improvement Plan Required" E-mail Notification

Hello,

This is an automatic email from the [CTE Online Account](#) web application to notify you that an Initial Local Improvement Plan is needed for Local Plan 1303.

Based on the more recent performance data now in our system, at least one performance metric is below 90% of the State target.

Please, within the next 30 days, go to the [CTE Online Account](#) system and complete the newly posted Initial Local Improvement Plan.

If the Local Plan was under review, that status no longer applies and the Local Plan cannot be reviewed until the Initial Local Improvement Plan is completed and the plan again submitted for review.

The Local Plan cannot be approved until after this new required section is completed, submitted, and approved.

Additional comments from the Perkins Director:

Screen Shot # 2: Perkins Local Plan Work Areas page

PERKINS Local Plan - WORK Areas - Welcome

This is NOT the most current data and is NOT the data used for the INITIAL Local Improvement Plan

Initial Award Estimate		
Reserve Funds	Total Funds	First Installment
\$4,323	\$67,791	\$19,659

Please read [Perkins First Installment Grant Award Notification](#).
The [Performance Metrics Report](#) at your institution has been posted.

Perkins Local Plan in FY 2011 - 2012

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan (you only need to click this button one time.)

1303 (FY 11 - 12) ▼

Screen Shot # 2a: Perkins Local Plan Work Areas page – Return to **current** Local Plan

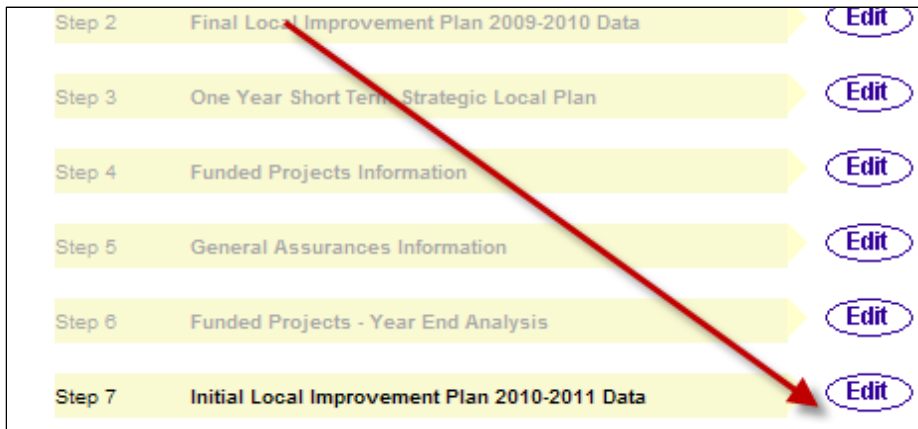
Your Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)

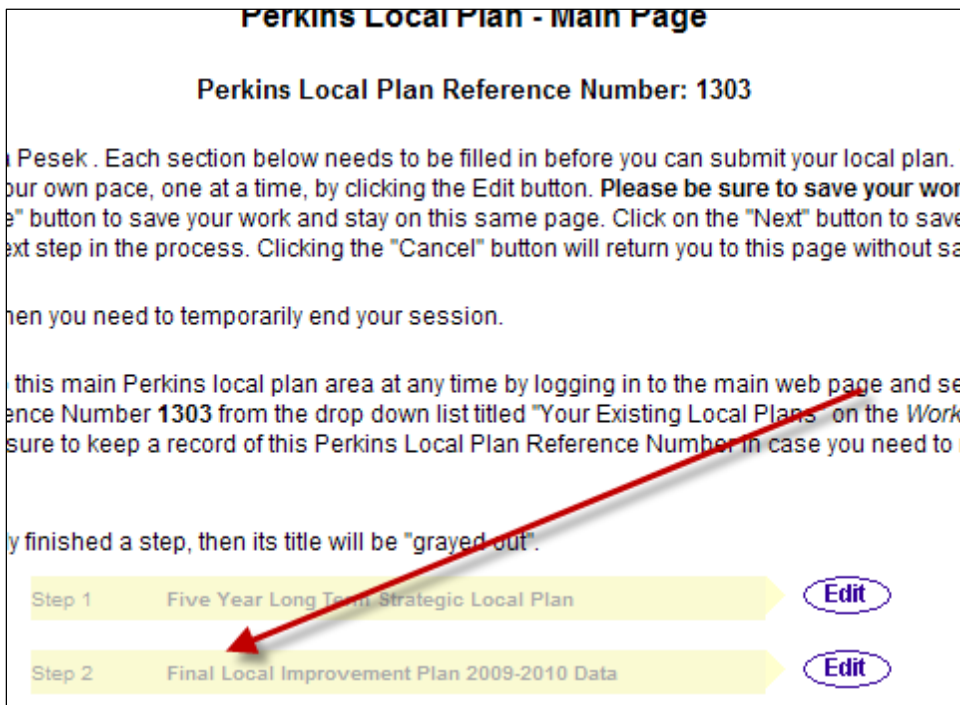
1303 (FY 11 - 12) ▼

[Return to Local Plan >>](#)

Screen Shot 3: Edit Initial Local Improvement Plan



Screen Shot #3a – Perkins Local Plan Main page – New name for existing Local Improvement Plan



Screen Shot # 4: Initial Local Improvement Plan page – Be sure to read directions and review the new data

Perkins Local Plan Reference Number: 1303

- **Page Purpose:** This page is only required for certain local recipients. Initial Local Improvement Plans are required by each Fiscal Agent recipient for any Initial Performance Metric based on 2010-2011 data that is not equal to or greater than at least 90.0% of the defined target level. If the denominator < 30, it is not deemed to be a deficiency.
- **Regulatory Notes:** Each component of the Perkins Career and Technical Education program is evaluated in Section 123 (b) of the Carl D. Perkins Act. The evaluation of the local recipient's performance metrics.
- **Page Directions:** Each answer is required. We recommend pressing the Save button to save your work and stay on this same page. Clicking on the Cancel button will exit the process. Clicking on the Cancel button will exit the process without saving any information on this page.
- You may also visit the [Initial Performance Metrics](#) report.
- In the comments box, just above the "SUBMIT" button on the Signature and Authorization page, please enter, "Initial Local Improvement Plan completed." If you have made any other revisions, they must also be summarized in this comments box.

1. Performance Metric: S7 - Non-Traditional Participation Actual: 44.68 Target: 50.70
Please describe the specific strategies you will employ to improve the performance of this metric.

This IS the link to the newest data that determined the need for an Initial Local Improvement Plan

Screen Shot 4a. Complete the page and click Save or Next to proceed.

1. Performance Metric: S7 - Non-Traditional Pa Actual: 44.68 Target: 50.70
Please describe the specific strategies you will employ to improve the performance of this metric.

We will have all CTE programs review the Workplace Gender Balance checklist and rubric and implement as many of those strategies as possible.

2. Performance Metric: S8 - Non-Traditional Completion Actual: 37.19 Target: 44.75
Please describe the specific strategies you will employ to improve the performance of this metric.

Retraining counselors about scheduling and advising students into CTE so students understand that it is a sequence of courses. We will do exit interviews of 1st and/or 2nd semester enrollees.

Screen Shot # 5: Initial Local Improvement Plan: Completed – Enter comment before submitting.

Additional Comments

The Initial Local Improvement Plan has been completed for review.

< Cancel Submit >>