

## Initial Local Improvement Plan

Created: Fall, 2011; Last Modified: 1/24/2013

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 did not meet 90% of any state targets for the Perkins Performance Metrics with the most recently processed data.

One school/academic year's data requires Local Improvement Plans two times: *Initial Local Improvement Plan* and *Final Local Improvement Plan*. This chart uses example dates to demonstrate the timelines connected to the Perkins Local Plan *Initial Local Improvement Plan* processes:

School Year or Academic Year of the Data	Fiscal Year of Perkins Local Plan in which <i>Initial Local Improvement Plan</i> for this data is completed (in January)	Fiscal Year of Perkins Local Plan in which <i>Final Local Improvement Plan</i> for this data is completed (first Local Plan submittal at beginning of fiscal year)
2010-2011	FY2011-2012 Local Plan	FY2012-2013 Local Plan
2011-2012	FY2012-2013 Local Plan	FY2013-2014 Local Plan
2012-2013	FY2013-2014 Local Plan	FY2014-2015 Local Plan
2013-2014	FY2014-2015 Local Plan	FY2015-2016 Local Plan
Etc.		

As the chart illustrates, the data used to trigger the *Initial Local Improvement Plan* is not the two-year-old data linked on the "Work Area" page in the current 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 current 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 within 30 days to prepare and re-submit the current Perkins Local Plan with a completed *Initial Local Improvement Plan*.

In January, the Perkins Performance Metric Report of this newest data is an institutional summary report and a link to the report is located within the *Initial Local Improvement Plan* page. Your educational institution's actual level and the appropriate state target levels will be in this report. This report will only be a summary. Data disaggregated by sub-populations and (for some recipients), data disaggregated per program level will be available when the Perkins Performance Metric Report is posted in the next fiscal year's Local Plan (on the Work Area page) for the Final Local Improvement Plan.

The *Initial Local Improvement Plan* 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 two-year old data. It is not the data that triggered 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 # 2a.)
- 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 prepare your Initial Local Improvement Plan by clicking on the *Edit* button for this step.

Notice that your Local Plan may also include a Final Local Improvement Plan that was completed when you first created this current Perkins Local Plan. The step on the main page for the Final Local Improvement Plan will be grayed out because it was already completed. (See Screen Shot #3a.) The Final Local Improvement Plan includes strategies you described at the beginning of the current fiscal year to address deficiencies determined by the two-year-old data. The Initial Local Improvement Plan needs to include strategies to address deficiencies indicated by the new data. If the same metrics are repeatedly deficient, in consecutive years, it is critical that new strategies be proposed in the *Initial Local Improvement Plan*. (There is no requirement or need to edit the Final Local Improvement Plan.)

- 4) At the Initial Local Improvement Plan page (see Screen Shot #4), for each question presented, review the “Actual” level of the metric and compare it with the “Target” level. (See Screen Shot #4a.) Then describe the **specific** strategies your educational institution will employ to improve the performance of the metric. Please feel free to contact CCCS staff for guidance or ideas regarding strategies that may be appropriate. Note: The *Initial Local Improvement Plan* page is where the new data Performance Metric Report is located. At mid-fiscal year, this report is not yet disaggregated by sub-populations or programs. The disaggregated report of this data 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. (Please refer to the chart on Page 1 of this guide.)
- 5) **While you are working and after addressing each question, click on the Save button at the bottom of this page 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

## Initial Local Improvement Plan

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black. Please note that if the step is completed and “grayed out” you are still able to go back and make edits to the *Initial Local Improvement Plan*. If you have not entered strategies within each box on the *Initial Local Improvement Plan*, 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 *Initial Local Improvement Plan* page. This will take you to the Summary page. Continue to click *Next* until you see the *Submit* button. (See Screen Shot #5.)
- 8) **Before you click *Submit***, be sure to provide a brief explanation of what was changed in your Perkins Local Plan in the Additional Comments box. If the only change to your Local 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 Additional Comments box needs to also include an itemized list of what else was revised. If other items are revised and no mention of the changes is made in the Additional Comments box, those revisions are not considered approved even if the Local Plan is approved. (Remember to describe the Funded Project name or number and the action step number where revisions were made.)
- 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.

Summary: There are two types of Local Improvement Plans summarized here:

<p><b>Initial Local Improvement Plan</b></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 in 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>
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## Initial Local Improvement Plan

Created: Fall, 2011; Last Modified: 1/24/2013

<p><b>Final Local Improvement Plan</b></p>	<p>If a recipient receives an Initial Local Improvement Plan Required status of their current Perkins Local Plan (based on the recent one-year-old data) AND if the recipient also already has a Final Local Improvement Plan within the current Perkins Local Plan (based on the two-year old data), that Final Local Improvement Plan will remain in the Local Plan and it does not need to be edited.</p>	<p>Example: For Fiscal Year 2012-2013, a Final Local Improvement Plan exists in the current 2012-2013 Perkins Local Plan based on two-year-old data AND for Fiscal Year 2012-2013 an Initial Local Improvement Plan is inserted into the current 2012-2013 Perkins Local Plan in January, 2013 based on one-year-old data, the already existing Final Local Improvement Plan remains in the Local Plan and does not need any editing.</p>	<p>It is important to check for repeating deficiencies. If you continue to be deficient in the same metric, year after year, it is critical to employ new strategies.</p>
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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 Final Local Improvement Plan and No Initial Local Improvement Plan
A Final Local Improvement Plan
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

<p>Hello,</p> <p>This is an automatic email from the <a href="#">CTE Online Account</a> web application to notify you that an Initial Local Improvement Plan is needed for Local Plan 1303.</p> <p>Based on the more recent performance data now in our system, at least one performance metric is below 90% of the State target.</p> <p>Please, within the next 30 days, go to the <a href="#">CTE Online Account</a> system and complete the newly posted Initial Local Improvement Plan.</p> <p>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.</p> <p>The Local Plan cannot be approved until after this new required section is completed, submitted, and approved.</p> <p>Additional comments from the Perkins Director:</p>
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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

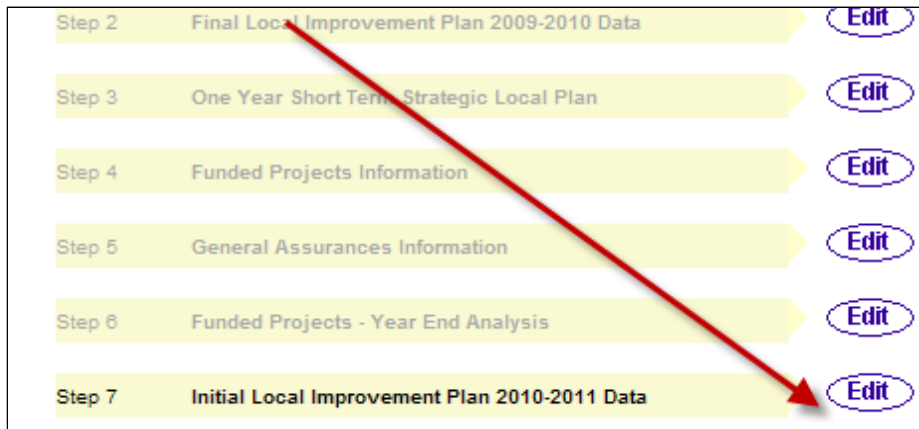
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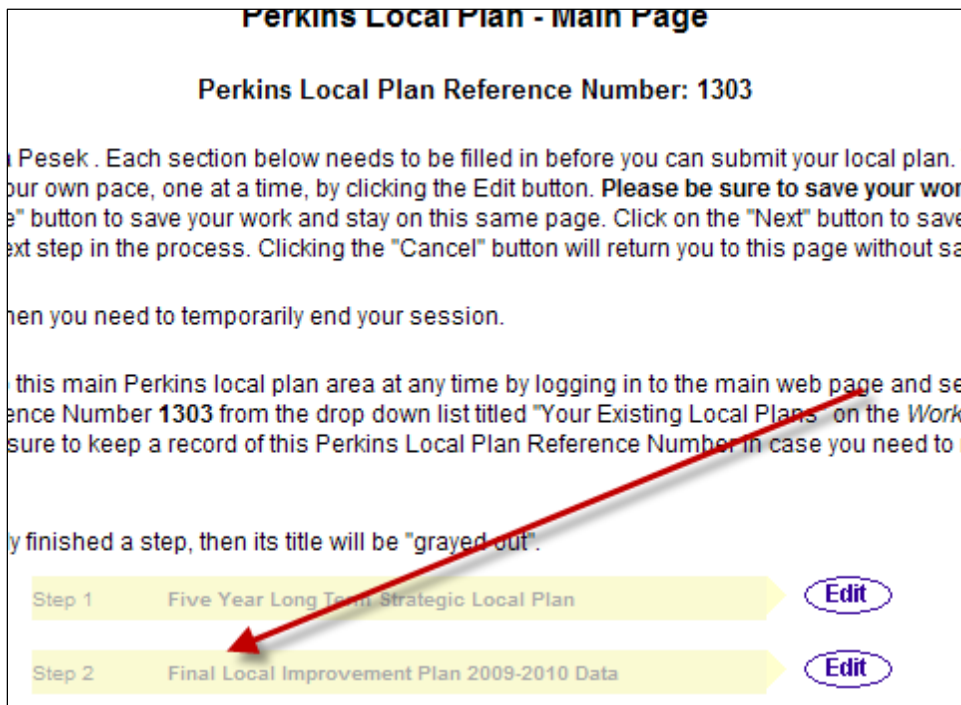
1303 (FY 11 - 12) ▼

[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. Do not click on the Cancel button 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.

- 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: **S2 - Academic Attainment (Mathematics)** Actual: 40.51 Target: 73.50

Please describe the specific strategies you will employ to improve the performance of this metric.

2. Performance Metric: **S7 - Non-Traditional Participation** Actual: 40.00 Target: 50.80

Please describe the specific strategies you will employ to improve the performance of this metric.

3. Performance Metric: **S8 - Non-Traditional Completion** Actual: 36.99 Target: 45.00

Please describe the specific strategies you will employ to improve the performance of this metric.

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

Additional Comments

The Initial Local Improvement Plan has been completed for review.

< CancelSubmit >>