Handbook for submitting UIPs to CDE
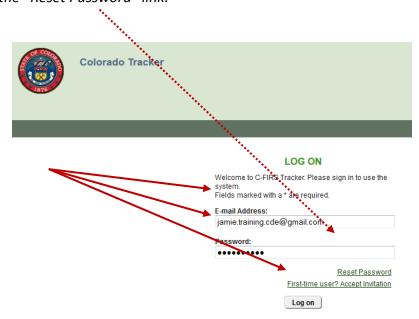Winter 2013-14 Submitting for Required CDE Review
Submission Window: December 16 – January 15

COLORADO
DEPARTMENT *of* EDUCATION cde

1. Log in to the Tracker system using your e-mail address and password. Please remember that Tracker passwords are case sensitive.
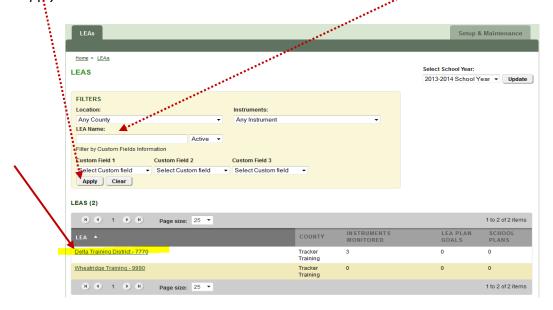
   https://tracker.cde.state.co.us/Tracker/Security/Login.aspx

   Note: CDE does not have a record of passwords. If you have forgotten your password, please click on the "Reset Password" link.
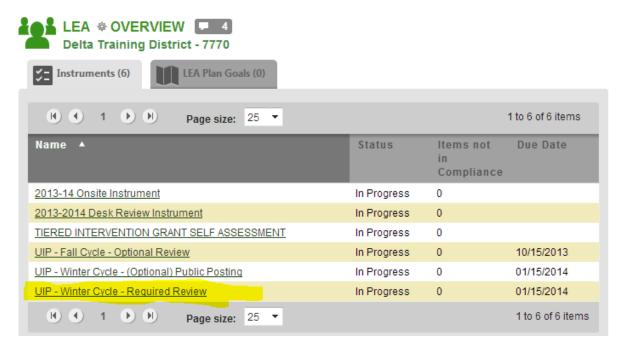

2. Click on the district name to upload UIPs for that district. For this example, we are using "Delta Training District - 7770."
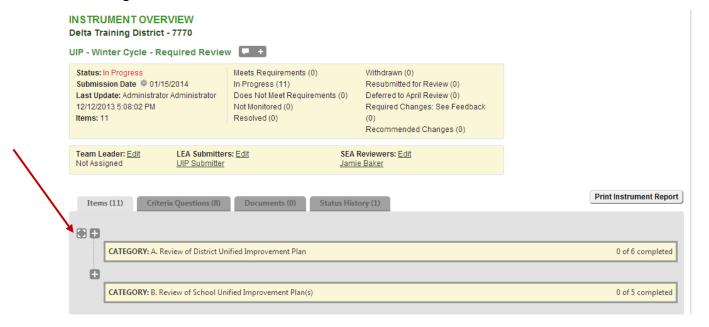
   Note: If you have several districts on your account, you may search for the district you will be uploading UIPs for by typing the name of the district in the "LEA Name" search bar and click the "Apply" button.
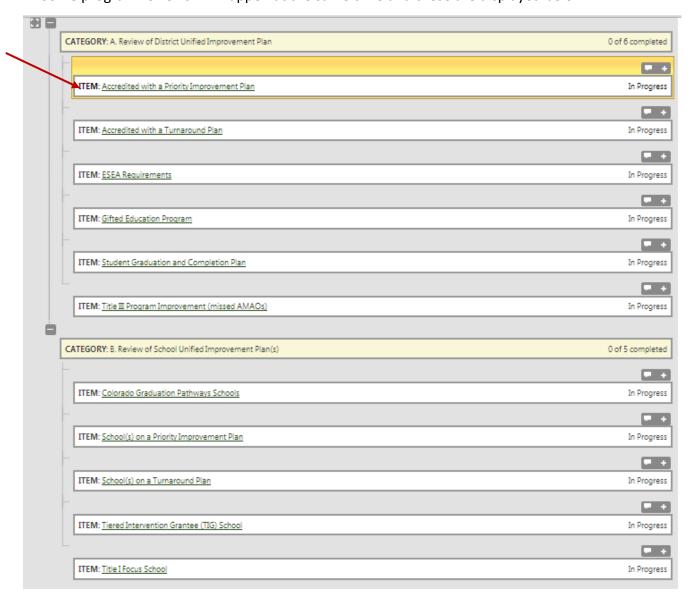
3. This is the LEA Overview page which shows the district's different monitoring instruments. We will be using the "UIP – Winter Cycle – Required Review" instrument. Click on this instrument title to submit Priority Improvement and Turnaround Unified Improvement Plans (district and school level).

4. This will bring you to the instrument overview page for the "UIP – Winter Cycle – Required Review" Instrument. Click on the icon (⊞⊞) to expand the Category options to see the items available for submitting UIPs.

5. The "CATEGORY" sections, when expanded, display which UIPs are to be submitted, and will be reviewed by CDE. All Priority Improvement and Turnaround plans are to be submitted for review. Some program reviews will happen at the same time and these are displayed below.

Note: For the purposes of this example, all items are displayed, but only those items pertaining to your district/schools will be viewable within this instrument.

6. Click on "Accredited with a Priority Improvement Plan" below Category A to upload the first UIP for CDE review.

7. Clicking on this link takes you to Item Overview page where you see the compliance indicators, an editable self-review section, and a section at the bottom with different tabs available. The default tab called "LEA Evidence" is the tab in which you will click to upload your documents.
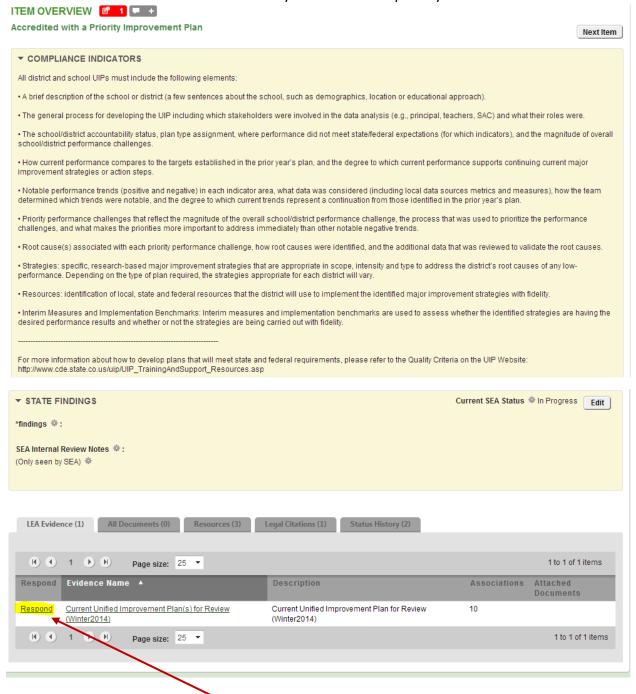
ITEM OVERVIEW 📋 1 💬 +

Accredited with a Priority Improvement Plan

[Next Item]

▼ **COMPLIANCE INDICATORS**

All district and school UIPs must include the following elements:

• A brief description of the school or district (a few sentences about the school, such as demographics, location or educational approach).

• The general process for developing the UIP including which stakeholders were involved in the data analysis (e.g., principal, teachers, SAC) and what their roles were.

• The school/district accountability status, plan type assignment, where performance did not meet state/federal expectations (for which indicators), and the magnitude of overall school/district performance challenges.

• How current performance compares to the targets established in the prior year's plan, and the degree to which current performance supports continuing current major improvement strategies or action steps.

• Notable performance trends (positive and negative) in each indicator area, what data was considered (including local data sources metrics and measures), how the team determined which trends were notable, and the degree to which current trends represent a continuation from those identified in the prior year's plan.

• Priority performance challenges that reflect the magnitude of the overall school/district performance challenge, the process that was used to prioritize the performance challenges, and what makes the priorities more important to address immediately than other notable negative trends.

• Root cause(s) associated with each priority performance challenge, how root causes were identified, and the additional data that was reviewed to validate the root causes.

• Strategies: specific, research-based major improvement strategies that are appropriate in scope, intensity and type to address the district's root causes of any low-performance. Depending on the type of plan required, the strategies appropriate for each district will vary.

• Resources: identification of local, state and federal resources that the district will use to implement the identified major improvement strategies with fidelity.

• Interim Measures and Implementation Benchmarks: Interim measures and implementation benchmarks are used to assess whether the identified strategies are having the desired performance results and whether or not the strategies are being carried out with fidelity.

For more information about how to develop plans that will meet state and federal requirements, please refer to the Quality Criteria on the UIP Website: http://www.cde.state.co.us/uip/UIP_TrainingAndSupport_Resources.asp

▼ **STATE FINDINGS**   Current SEA Status ⚙ In Progress [Edit]

*findings ⚙ :

SEA Internal Review Notes ⚙ :
(Only seen by SEA) ⚙

| LEA Evidence (1) | All Documents (0) | Resources (3) | Legal Citations (1) | Status History (2) |

⏮ ◀ 1 ▶ ⏭   Page size: 25 ▾   1 to 1 of 1 items

Respond	Evidence Name ▲	Description	Associations	Attached Documents
Respond	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan for Review (Winter2014)	10	

⏮ ◀ 1 ▶ ⏭   Page size: 25 ▾   1 to 1 of 1 items
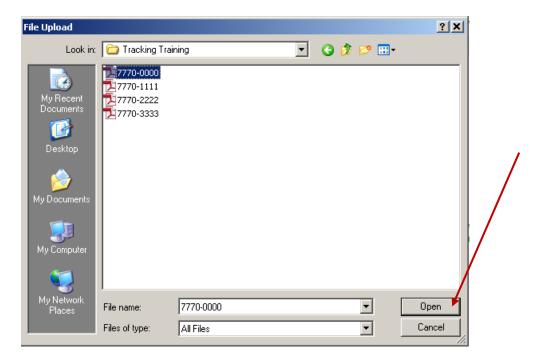
8. To attach a UIP file, click on the "Respond" link next to "Current Unified Improvement Plan(s) for Review (Winter 2014)" within the "LEA Evidence" tab.

9. After clicking on the "Respond" link, you are taken to this page – the "Add New Document" page. This is where you will upload your UIP(s) for CDE review.

Be sure that the circle next to "New File" is filled in (default) and then click "Choose File" to locate the document on your computer/network.

ADD NEW DOCUMENT

Title	Associations
Current Unified Improvement Plan(s) for Review (Winter2014)	Accredited with a Priority Improvement Plan , Accredited with a Turnaround Plan , ESEA Requirements , Gifted Education Program , School(s) on a Priority Improvement Plan , School(s) on a Turnaround Plan , Student Graduation and Completion Plan , Tiered Intervention Grantee (TIG) School , Title I Focus School , Title III Program Improvement (missed AMAOs)
Description	
Current Unified Improvement Plan for Review (Winter2014)	

Select Document Type:

- ● New File   *Please do not upload documents that contain student-identifying or otherwise sensitive information.* ⚙ [Choose File] No file chosen   *File size limit: 500 MB*
- ○ Existing File
- ○ Link to a web page URL
- ○ Hard Copy Reference Only

Title *:

☐ Use Filename   Current Unified Improvement Plan(s) for Review (Winter2014)   59/100

10. When you have selected the appropriate UIP on your computer/network, click on "Open."

File Upload   ? ✕

Look in: 📁 Tracking Training

- 🔴 7770-0000
- 🔴 7770-1111
- 🔴 7770-2222
- 🔴 7770-3333

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: 7770-0000   [Open]

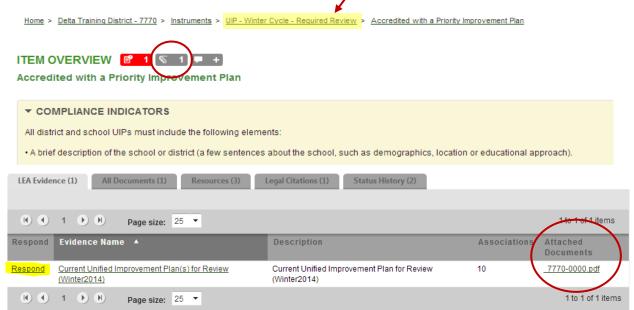Files of type: All Files   [Cancel]

11. You will not need to change the title, but select the box next to "Use File Name." You may enter a description of the UIP indicating "District Level UIP," or "Delta Training UIP for posting," etc. if you wish (optional). For review purposes, please select the school that a UIP is associated with. If the school is not viewable, please leave the check box blank and contact Jamie Baker.

Title *:

47/100

☑ Use Filename   7770-0000.pdf

Description:

30/500

Delta Training UIP for posting

☐ Draft

Permissions

School Assocations:

☐ Training Elementary School
☐ Training High School

Attach   Cancel
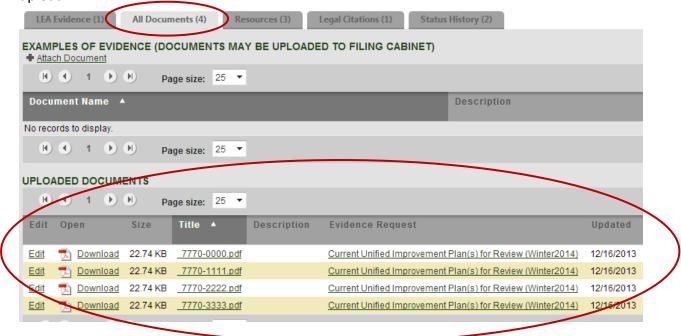
12. Click "Attach" at the bottom of the page.
> *Note: Refer to the "Naming Conventions" and "How to Create a PDF File" documents for more information about uploading documents.*
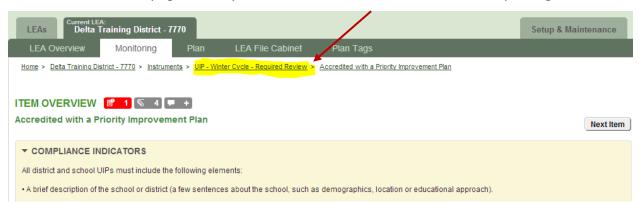
13. After attaching a UIP document, you are taken back to the Item Overview page for the "Accredited with a Priority Improvement Plan" item. You will notice the attached document section as well as the attachment bubble now shows a "1" since we have uploaded 1 document. If you have additional UIPs to upload for CDE review, click on the "UIP – Winter Cycle – Required Review" link and repeat the previous steps 4- 11.

Home > Delta Training District - 7770 > Instruments > UIP - Winter Cycle - Required Review > Accredited with a Priority Improvement Plan

ITEM OVERVIEW 📄 1 🔖 1 💬 +
Accredited with a Priority Improvement Plan

▼ **COMPLIANCE INDICATORS**

All district and school UIPs must include the following elements:

• A brief description of the school or district (a few sentences about the school, such as demographics, location or educational approach).

LEA Evidence (1)	All Documents (1)	Resources (3)	Legal Citations (1)	Status History (2)

⏮ ◀ 1 ▶ ⏭   Page size: 25 ▼   1 to 1 of 1 items

Respond	Evidence Name ▲	Description	Associations	Attached Documents
Respond	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan for Review (Winter2014)	10	7770-0000.pdf

⏮ ◀ 1 ▶ ⏭   Page size: 25 ▼   1 to 1 of 1 items

14. Repeat steps 4 through 11 from above until all UIPs required to be submitted to CDE for review have been uploaded. You should see all uploaded documents in the "All Documents" tab after your last upload.

15. Click on the "UIP – Winter Cycle – Required Review" link at the top of the page to return to the Instrument Overview page where you will submit the documents to CDE for posting.
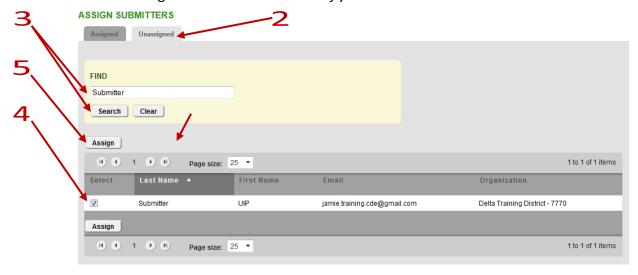

A few notes about uploading UIPs before submitting plans to CDE for review.

- *Regardless of which "Item" (shown in step 5 above) is clicked on to access the "Respond" link to upload documents, all uploads are associated with the entire "UIP – Winter Cycle – Required Review" instrument. Therefore, it is not necessary to click into each item to upload documents. All documents uploaded will appear in each item as they are uploaded. The items show the various categories for UIP review of Priority Improvement and Turnaround plans this winter.*
- *All Priority Improvement and Turnaround UIPs must be uploaded before proceeding to the next step – submitting the documents to CDE.*
- *CDE will not know your plans are available for review unless you complete the following steps to submit the documents.*

16. When all UIPs for CDE review have been uploaded, you will need to submit them to CDE. But first you should verify that your name is listed under the LEA Submitters title in the center of the page. If you name is not listed, you will not be able to submit. Follow these steps to add your name as the LEA Submitter.

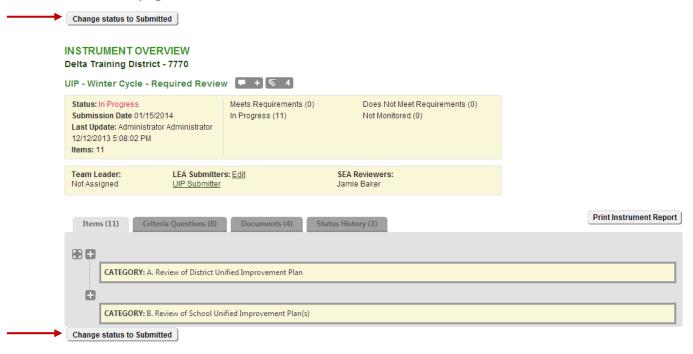1. Click on the "Edit" link next to the LEA Submitter title.

Status: In Progress
Submission Date 10/15/2013.
Last Update: Administrator Administrator
9/27/2013 3:50:33 PM
Items: 1

Meets Requirements (0)
In Progress (1)

Does Not Meet Requirements (0)
Not Monitored (0)

Team Leader:
Not Assigned

LEA Submitters: Edit
Not Assigned

SEA Reviewers:
Not Assigned

2. Click on the "Unassigned" tab to find your name and assign yourself as the submitter.
3. Enter your name into the search bar and then click "Search."
4. Check next to your name.
5. then click "Assign." *Contact Jamie Baker if your name is not listed.*

ASSIGN SUBMITTERS

| Assigned | Unassigned |

FIND

Submitter

Search   Clear

Assign

|K| |◄| 1 |►| |►►| Page size: 25 ▼   1 to 1 of 1 items

Select	Last Name ▲	First Name	Email	Organization
☑	Submitter	UIP	jamie.training.cde@gmail.com	Delta Training District - 7770

Assign

|K| |◄| 1 |►| |►►| Page size: 25 ▼   1 to 1 of 1 items

6. Click on "Return to Instrument Overview" to submit the UIPs.

ASSIGN SUBMITTERS

| Assigned | Unassigned |

Remove

|K| |◄| 1 |►| |►►| Page size: 25 ▼   1 to 1 of 1 items

Remove	Last Name ▲	First Name	Email	Organization
☐	Submitter	UIP	jamie.training.cde@gmail.com	Delta Training District - 7770

Remove

|K| |◄| 1 |►| |►►| Page size: 25 ▼   1 to 1 of 1 items

Return to Instrument Overview

17. To submit your UIPs for CDE review, click on the "Change status to Submitted" button at the top or bottom of the page.
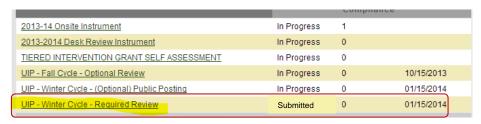

18. The system will ask you for confirmation that you wish to submit the documents to CDE. If you are certain that all of the Priority Improvement and Turnaround (district and school level) UIPs have been uploaded for review, please confirm by clicking on "Submit."

19. In your instrument Overview, you will now see the status changed to "Submitted."

20. In the LEA Overview page, within the monitoring section of your district's Tracker account, you will see that the instrument UIP – Fall Cycle - Optional Posting to SchoolView now states "Submitted."

NOTE: If you have not "Submitted," CDE will not know that you have UIPs ready for posting on SchoolView.org or for review. Please be sure that you "Submit" after all UIPs are uploaded.

21. Once you have completed the above steps, you may "Logout."

Note: If you have UIPs to submit for the optional winter posting to SchoolView.org, please reference the Handbook for Submitting UIPs for Posting to SchoolView guide.

Thank you for submitting!

If you have questions about submitting UIPs through Tracker or need assistance, please contact Jamie Baker via email: baker_j@cde.state.co.us or by phone at (303)866-6108.