NAVIGATING EPAGE

Issue Date: April 24, 2006
Sources:
Key Words: ePAGE
Summary: How to move around in the ePAGE online application to log in, complete the Planning Tool and Funding Application pages, validate pages, and submit the application. How to complete Action Steps for Schoolwide or School Improvement building plans is included at the end.

This navigation guide gives **basic** directions for using the Planning Tool, Spending Plans and Supplemental Schedule. The process is similar for all four Funding Applications in the ePAGE. Use the Doc Library and Help screens for specific grant pages and requirements.

ePAGE Website
Access the ePAGE Website directly by entering: http://epage.doe.nv.gov. Or access the ePAGE through the NDE home page: http://epage.doe.nv.gov. When the NDE home page opens, place your cursor over the Data tab at the top of the page. When the drop down box opens, click ePAGE. The ePAGE home page will then open.

ePAGE Login
On the ePAGE home page, if you have security access (login ID and password), click the Login link on the left menu or at the top of the page and enter your login ID and password. Then click Login.

If you do not have security access, obtain this from your local ePAGE Administrator. See about passwords in the Doc Library by clicking Doc Library on the left menu. (No password is needed to access the Doc Library from the ePAGE home page.) When the ePAGE Document Library page opens, locate the topic, ePAGE. Under ePAGE, click Using the ePAGE Site. When that page opens, click Log in and Passwords. Or if you don't wish to leave the ePAGE, click the Help link on the bottom of the left menu while you are on the ePAGE home page. When the Help page opens, click Login ID and Password.

Home Page and ePAGE Overview
After you log in, the ePAGE home page appears. You are now in the ePAGE and can move to any page inside it. Announcements are added to this page to alert you to timely matters.

The ePAGE consist of two parts: the Planning Tool and the Funding Application. The Planning Tool contains the goals, objectives, action steps, and district goal amounts for all grants in the ePAGE. The Funding Application contains the spending plan, supplemental schedule/details, nonpublic services, and other related pages. There are two Funding Applications in the ePAGE: Consolidated and Competitive.

Planning Tool
Click Planning Tool on the left menu. When the Planning Tool Overview page opens, the organizational structure of the Planning Tool is laid out in five boxes: District/Agency Plan, Improvement Plan Additions, Building Plan Action Steps, School Improvement Additions, and Schoolwide Additions.

- The District/Agency Plan is required of ALL Funding Applications.
- The Improvement Plan Addition is required of all districts that are in District Improvement status.
- The Building Plan Action Steps are required for new Schoolwide programs, new School Improvement (SI) grants, Title II-D Competitive, and 21st Century.
- The School Improvement and the Schoolwide Plan Additions open up to a list of the required action steps/components of each plan after you select a building name. These action steps must be check marked to assure each component is listed in the building plan for new Schoolwide programs and new SI grants.

Click the District/Agency Plan. Its Planning Tool Overview page will open showing five tabs at the top of the page: Status, Needs, Goals, Strategies, and Action Steps. The same underlined words under Requirements can also take you to the same locations as the tabs. This page also shows the status of individual requirements of the Planning Tool as Complete or Incomplete, depending on what you indicate.

There is only one Planning Tool in the ePAGE. It houses all the Goals and Strategies for all Funding Applications as one plan.

At the bottom of the Planning Tool Overview page, four other links are available: Improvement Plan Additions, View Plan Archives, View Plan Detail, and All Building Plan Action Steps. The Improvement Plan Addition shows the District Improvement Plan requirements and their status and gives access to the District Plan. The View Plan Archives gives access to previous versions of the Planning Tool. Each time a Funding Application is NDE approved, the Planning Tool is archived (overnight). View Plan Detail shows who in the local educational agency has made modifications to the Planning Tool. The All Building Plan Action Steps link shows all the building plans merged into one document.

Needs
On the Planning Tool Overview page, click the tab at the top labeled Needs. This page houses the Mission Statement and the Needs Assessment summary for the local educational agency. Click the Mission Statement and copy and paste your agency's mission statement into the field. For the Needs Assessment, follow the Needs Assessment and Planning guide in the Doc Library: http://epage.doe.nv.gov. When done with the entire needs assessment process outlined in this guide, click Needs Assessment and enter your data findings in the field. Since the field has limited space, do not describe the process of the needs assessment or the strategies to solve the needs. Describe only the needs or gaps in services discovered by analyzing the data. When you have finished all your work, click Complete. Since many in Nevada have developed extensive Needs

Assessments through the SAGE and School Improvement process, the Needs Assessment for ePAGE can be a summary of this document. In addition, you can provide a link to your formal Needs Assessment on this page.

Remember that there is only one Needs Assessment section, so it should relate to all the ePAGE Funding Applications you are completing.

Goals

To make sense of the rest of these instructions, you will have had to complete the needs assessment and planning process (referred to under Needs in the paragraph above) or used your own data analysis process with your local planning committee. You will have to have entered your goals and strategies onto the Planning Companion pages found in the Needs Assessment and Planning guide or onto your own locally designed forms. You are now simply transferring the information from your forms to the Planning Tool pages.

See Planning Tool above to review how to get back to the Planning Tool Overview page, if you are not currently on it. To begin entering Goals, click the Goals tab at the top of the Planning Tool Overview page. The Goal Over view page will open displaying Add Goal in red on the left. Click Add Goal. When the page opens, click the down arrow on the View Recommended Goal box. A drop down box will display showing the labels for all the Goals. Click the appropriate Goal. Then click Save at the bottom.

Under View Recommended Goals, the Nevada Department of Education lists Commonly Used Goals for All Funding Applications. A complete set of the Commonly Used Goals for All Funding Applications is in the ePAGE Needs Assessment and Planning document in the Doc Library as mentioned above under Needs. If you do not use any of these, you have to develop your own goals and performance measures.

Objectives

Once a Goal has been identified and entered into the District/Agency Plan you can identify Action Steps. The Action Steps process is the same as the one above for Goals: Click the Action Steps tab on the Planning Tool Overview page, click Add Action Step, click the down arrow on View Recommended Action Steps box, choose and click an Action Step. After entering the Action Step, click Save at the bottom.

Under View Recommended Action Steps, the Nevada Department of Education lists Commonly Used Strategies for All Funding Applications. A complete set of the Commonly Used Action Steps for All Funding Applications is in the ePAGE Needs Assessment and Planning document in the Doc Library as mentioned above under Needs. You can also modify the Commonly Used Action Steps or develop your own if none of the Commonly Used Strategies fit your needs.

Optional District Plan Action Steps
Once a Strategy has been identified and entered into the District/Agency Plan, you can identify District/Agency Action Steps, if you wish. The Action Steps process is similar to the one above for Goals and Strategies except that there are no recommended Action Steps. Click the Action Steps tab on the Planning Tool Overview page, click Add Action Step, and enter your Action Step. After entering the Action Step, click Save at the bottom.

Action Steps/Building Plan Additions for Title I
See Creating the School Improvement and/or the Schoolwide Plan in the ePAGE Planning Tool at the end of this document for creating building action steps for School Improvement and Schoolwide Plan Additions.

Fiscal Resources
Before leaving the Planning Tool, go back to the Goal Overview page by clicking the District Plan on the left menu. When the page opens, you will see Fiscal Resources listed under each Goal you entered. Click Add Fiscal Resources under a Goal. When the Add Fiscal Resources page opens, click the down arrow on the Funding Application drop down box. Select and click the appropriate Funding Application. Click the down arrow on the Program drop down box, select and click the grant resource to be used.

Multiple grants may support a goal. If you have any notes related to the Fiscal Resources, you may enter them under Notes. In the boxes below the Programs and Notes boxes, enter the specific amount of the grant's resources that will be assigned to the particular goal for this fiscal year. If you wish, you can project the amounts for future years, but it is not required. When done, click Save.

Funding Application
Once the Planning Tool pages are completed, proceed to the Funding Application section.
To do this, click Funding Application on the left menu.

When the Funding Application page opens, you will see a date dropdown box on the left of the screen. Select the appropriate year if it is not already displayed. In the box, to the right of the date box, select All Application Drafts and click Refresh. Then click the Funding Application you wish to work on. The Funding Applications Sections page will display. (If the Funding Application you wish to work on is not listed, it means you have not been given access to it. See your local ePAGE Administrator to gain access.)

Application Start on the Sections Page
To start working on the Funding Application change the Status of the Funding Application from Not Started to Draft Started by clicking Draft Started at the top of the Application Sections page. The application is now started.

Allocations
To review the local educational agency allocations for the Funding Application you are in, click Allocations listed under the shaded line on the Application Sections page.

When the page opens, all the Allocations for the particular Funding Application will display. If you click the abbreviated labels at the top of the columns, the full name of the title/grant will display.

When you are on the Allocations page, click Help at the end of the menu on the left. You will see a link for the definitions of terms used on this page and Carryover information, etc.

The middle section of the Consolidated Funding Application Allocations page allows for **transferring funds** from one grant to another and moving Title I funds to the Schoolwide budget. For more information on this provision, click the Help screen when on the Allocations page in the Consolidated Funding Application. When the Help screen opens, click To Transfer Funds from One Title to Another.

Program Pages for Title I
Only Title I has program pages (Building Eligibility, Set Asides, School Allocation) that must be completed before moving to the Spending Plan and Supplemental Schedule/Details pages. See the Help screens in the ePAGE for completing each of these pages. Or see Building Eligibility and School Allocations in the Doc Library, under Consolidated Funding Application, Title I, Guidance, NDE Guidance.

Budget
To move to the Spending Plan page, click Sections on the left menu. When the Application Sections page opens, select and click the title/grant you wish to work on. To view all the pages under each grant, click the shaded line labeled Click Here to Display All Pages.

Once the Spending Plan screen appears, budget the funds in the appropriate Object and Purpose codes provided. You can find the uses of funds by grant, object, and purpose code in the ePAGE Doc Library. Click Doc Library on the left menu. When the page opens, click Financial, and then Spending Plan or Uses of Funds. When done budgeting, check that the Remaining amount at the bottom right of the budget is zero, meaning all funds are allocated. Click Save every 55 minutes or click the left or right pointing arrows (<< or>>) to move to another page. (This saves your work).

Supplemental Schedule/Application pages
Most titles/grants have Supplemental Schedule/Details/Application pages. After completing the Spending Plan page, click the right pointing arrows (>>) at the top or bottom of the page. If the grant has a Supplemental Schedule/Details page, it will open. If there is no Supplemental Schedule page, clicking the arrows will take you back to the Application Sections page. See the Help screens (on the menu to the left) or the Doc Library for information on the different grants. The completed Supplemental Schedule page must be consistent with the Spending Plan page and the Objectives you selected in the Planning Tool; otherwise, the application may be returned to you unapproved.

Nonpublic School Services/ Consolidated Funding Application
A number of Consolidated Funding Application grants have a Nonpublic School Services page which comes after the Supplemental Schedule page. (Title I Nonpublic School Services page is after the School Allocation-PPA page.) If you are on the Supplemental Schedule page, click the right pointing arrow (>>) at the top or bottom of the page to move to the Nonpublic School Services page. If you are on any other page in the ePAGE, click Funding Application on the left menu. When the page opens, select and click the specific Funding Application you wish. When that page opens, click Sections on the left menu. When the Sections page opens, click the shaded bar that says Click Here to Display All pages. When the index expands, find the grant you wish to work on and click the Nonpublic School Services page listed under it.

The Nonpublic Schools Services page provides a listing of all nonpublic schools located within the district attendance area. (For Title I, you must add the nonpublic schools you are serving outside the district attendance area. Do this by clicking Select Nonpublic School. In the bottom half of the text box that opens, enter the school number and school name, and click Save.)

You must indicate whether the district is servicing the nonpublic school or the nonpublic school is waiving services. Click the Type of Participation dropdown box and select Participate, Waived, or Consortium. (For Title I, indicate the reason you are not servicing the nonpublic schools that have students who are residents of your district.) Click Save every 55 minutes.

Upon completion of the Nonpublic Schools Services page, click the right pointing arrows (>>) at the top or bottom of the page to return to the Application Sections page to validate each section.

Validation
The Validation function automatically checks the application for basic errors whenever you change the status of the application. To run the Validation on the Application Sections page at other times, click Validate for each section. Or, you can validate all programs at once by clicking the Validate link next to the word ALL at the bottom of the column.

If there are no errors, the application will display “None” to the right of the Validation prompt. If there is an error, the system will say Messages. When you click the Messages link, it will display errors or warning messages. Click the error or warning message and the appropriate ePAGE page to be updated will display. Use the Help screens or the Doc Library to correct errors. Once the errors have been corrected, re-validate the section of the application to make the error or warning message disappear.

An Error message will not let you submit the application because you have basic information missing. A Warning will let you submit because you have met the minimal basics but you may still have errors or missing information that the NDE Consultant will later ask you to correct.

Completion / Submission
When you have completed and validated the grants in the Funding Application, and checked all pages for accuracy and alignment with each other change the status of the Funding Application. (Use the Help screens for checking each page.) On the top of the Applications Sections page click Draft Completed.

This will activate an e-mail to the local Fiscal Representative for approval of the application. The Fiscal Representative logs into the ePAGE with their own password, clicks Funding Application on the left menu, then selects the appropriate Funding Application to reach the Applications Sections page. At the top of the Application Sections page, the Fiscal Representative clicks Fiscal Representative Approved. When the Fiscal Representative approves, the system sends an e-mail to the Superintendent/Authorized Representative for approval.

The Superintendent approves the application following the same steps as above, but changing Status to Superintendent/Authorized Representative Approved. When the application is Superintendent Approved, the system submits it to NDE and sends a message to NDE staff to review it.

If the Superintendent or Fiscal Representative do not wish to approve the ePAGE, they can, under their respective passwords, select Returned Application Not Approved on the Sections page. The local EPAGE Administrator, with a password, can then add/change the information as needed, and change the status back to Draft Completed on the Sections page. Fiscal Representative and Superintendent then complete their review and approvals again.

Before the application shows NDE Executive Director Approved (or NDE Reviewed), the application status can still be reversed for the local educational agency to make changes. If the application shows Consultant Approved, the Consultant can reverse it; Superintendent Approved, the Superintendent can reverse; Treasurer Approved, the Fiscal Representative can reverse it. Once Executive Director Approved (or NDE Reviewed), the application can no longer be reversed.

Check ePAGE Approval Status

Application Status reflects the current status each Funding Application is in: Not Started, Draft Started, Draft Completed, LEA Fiscal Representative Approved, LEA Superintendent/Authorized Representative Approved, NDE Consultant Approved, NDE Executive Director Final Approval (or NDE Reviewed), FFR Draft Started, FFR Draft Completed, FFR Fiscal Representative Approved, FFR Grants Mgmt. Final Approval, Revision Started, etc.

You can **check the status** of your ePAGE Funding Applications as often as you like.

From the ePAGE home page, click Funding Application on the left menu. When the Funding Application page opens, click the down arrow on the date drop down box and select the desired fiscal year, if it is not already displayed. The words, All Application Drafts, should display in the box to the right of the date box. Click Refresh. Click the Funding Application that you wish to review. The selected Application Sections page will open and display the Status at the top of the page.

Remember: The Consolidated Application is not finally approved until they show NDE Executive Director Final Approval; the Competitive, NDE Reviewed.

Directions for Creating the School Improvement and/or Schoolwide Plan in the ePAGE Planning Tool

These directions are one way to enter your Action Steps into your School Improvement (SI) and/or Schoolwide (SW) building plan. They assume you have followed a needs assessment and planning process (see Doc Library, ePAGE Needs Assessment and Planning) to meet your building needs and the requirements of the SI/SW Plan. They assume you have already developed action steps in response to the needs assessment and have documented them in the electronic Planning Companion forms (in ePAGE Needs Assessment and Planning) or other electronic files. They also assume you have completed your district plan in the ePAGE Planning Tool that is required for ePAGE submission.

Overview

Create the building Action Step Bank by cutting and pasting your Action Steps from your Planning Companion form or other electronic files to the ePAGE Action Step Bank.

Move the Action Steps from the Bank to **your individual building plan** by clicking appropriate boxes.

Certify your Action Steps meet the SI/SW Plan requirements by clicking appropriate boxes.

Directions

Create Action Step Bank

1. After logging into the ePAGE, from the home page, click Planning Tool on the left menu.
2. When the Planning Tool Overview page opens, click Building Plan Action Steps in the top box on the right.
3. When the Building Plan Status page opens, click Action Step Bank on the left menu. (To do this, you must have Update Access through the district's ePAGE Administrator, who has the Administrative Tools functions.)

4. The first time you click the Action Step Bank on the left menu, a selection related to building access is presented to you. Click NO if you do not want to restrict the building staff from modifying your submissions. If you later wish to restrict others from modifying the Action Step Bank or adding their own, you can change the selection to YES. (To do this, click the Action Step Bank on the left menu. When the page opens, click Change Action Step Bank Access for Buildings. When the page opens, Click YES.) Clicking YES will prevent the buildings from creating their own Action Steps.
5. On the Action Step Bank page, click Add Action Step Bank Item at the top.
6. When the Add Action Step Bank page opens, cut and paste the Action Step from any other file to the field. Number this first action step as one under Sort Order. Enter today's date (or whenever the Action Step will start). Leave the end date blank. Click the Save button.
7. Repeat this process for each Action Step. Once the Action Step Bank is built, the Action Steps are available for any building in the district to use.

Move the Action Steps from the Bank to your Individual Building Plan

1. Now go to the Building Plan by clicking Building Plans on the left menu.
2. When the Building Plan Status page opens, click the long drop down box above the red line. When the drop-down box opens, select and click the school you wish to work on.
3. When the page opens, click Building Action Steps. When this page opens, it takes you into the Building Plan Goals and objectives. (Remember whatever Goals and objectives you inputted in your District Plan roll over into each Building Plan.)
4. Find the appropriate Goal, then objective for the Action Step you are working on. Inside this Building Action Step page for the school in question, scroll down to find the Goal and objective that match those on your Planning Companion form.
5. When you find the Goal and then the objective on the Building Action Steps page, click the red underlined link, Add Action Step, beneath the appropriate objective.
6. When the page opens, click the drop down box labeled View Recommended Action Steps.
7. When the View Building Action Steps page opens, the entire Action Step Bank will appear, but show only the labels. You may want to print a copy from the Bank to see your Action Steps descriptions. Select the appropriate Action Step label. Click Save. The Action Step will now appear in the Building Plan under the Goal and objectives you selected
8. If you were not able to click View Recommended Action Steps, it means you did not create the Bank correctly. Go back to No. 1 above.
9. Repeat this process until you have moved all your desired Action Steps from the Action Step Bank to the Building Plan. When done, click Building Plan on the left menu. Click building Action Steps. Click YES beside Section Completed.

Certify your SI/SW Action Steps Meet Requirements

1. Now go to the Building Action Step Status page by clicking Building Plan on the left menu. When the page opens, click Create SI or SW Plan.
2. When the SI or SW Plan page opens, select the first Action Step, Teacher Mentoring Program.
3. When the page opens, it takes you into the Building Plan. Find the appropriate Goal and Strategy for the Teacher Mentoring Action Step you are working on. (Remember you originally wrote the Action Steps in the Planning Companion form to meet all the requirements of the SI/SW Plan.) In the Building Plan, find the Goal and Objective that aligns with the Teacher Mentoring Action Step. Click the small box in front of this Action Step. This means you have certified that this specific Action Step meets the requirement of the SI or SW Plan. Your Action Step on the SI or SW Plan page will now show as Completed.
4. Repeat the process until you have certified every Action Step on the SI/SW Plan page.